SAUK RAPIDS-RICE EARLY CHILDHOOD

STUDENT HANDBOOK

2023–2024

SAUK RAPIDS-RICE
PUBLIC SCHOOLS

STORM

A path for every student.

Sauk Rapids-Rice Public Schools
2023-2024
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WELCOME TO Sauk Rapids-Rice Public Schools EARLY CHILDHOOD!

Greetings from the Early Childhood Office,

It is our pleasure to welcome you to the 2023-2024 school year and the Storm Family! The STORM starts here.

Whether this is your first experience with Sauk Rapids-Rice Public Schools Early Childhood Programs, or you are a returning family, we are certain this will be a positive and memorable experience for both you and your child. Our staff is very excited to begin the year and welcome your child into their classrooms.

Sauk Rapids-Rice Public Schools Early Childhood is committed to offering the best possible learning experiences for our families, and we look forward to a wonderful year of special times, new insights, and lasting memories. Our programs have been built on a strong foundation of rich opportunities, high expectations, and positive collaborative experiences with our students and their families.

This year, we are very excited to be able to offer Kids Club for our families. This is a great opportunity for families that need childcare in addition to a preschool experience.

We look forward to partnering with you and continuing to ensure a positive school climate where ALL students are valued and respected. Joining our Parent Advisory Council is a great way to learn more about our programs. We value your opinion! For more information, please contact Sue Paasch at sue.paasch@isd47.org.

If you have questions, please feel free to visit with a member of our staff or call our office.

Sincerely,

Sue Paasch
Early Childhood Director

Sauk Rapids-Rice Early Childhood is a
4-Star Parent Aware Rated Program!
(Highest Possible Rating)

*Sauk Rapids-Rice Public Schools Early Childhood Program has received the National designation from the Doris Duke Foundation and the Center for the Study of Social Policy, along with 21 other programs throughout the nation, as an exemplary program. Our program follows the guidelines of the Minnesota Department of Education and hires only licensed teachers in early childhood and/or parent education. The curriculum is carefully planned to enhance development and learning through age appropriate activities and meaningful parent involvement. Minnesota's Early Learning Standards, *Early Childhood Indicators of Progress*, are followed and the Creative Curriculum approach guides teachers in their work with children.

Strategic Plan

The System

- Portrait of a Graduate
- Professional Development
- Multi-Tiered Systems of Support
- Positive Behavioral Interventions & Supports
- Professional Learning Communities

By achieving the goals established with our Strategic Plan and Portrait of a Graduate, we will prepare our students to be successful in the 2 ury as defined by the World's Best Workforce

ACADEMICS

EARLY CHILDHOOD INDICATORS OF PROGRESS (ECIPS)

Our program follows the guidelines of the Minnesota Department of Education (MDE). In 2017, MDE updated and published the most recent Early Learning Standards, *Early Childhood Indicators of Progress (ECIPs)*. These standards are followed in all early learning classrooms at Sauk Rapids-Rice Public Schools. Additionally, the Creative Curriculum approach and Culturally Linguistic Responsiveness guides teachers in their work with children.

DEVELOPMENTAL CONCERNS

At any time, families should feel welcome to contact the early childhood professionals at Sauk Rapids-Rice Public Schools to inquire about any concerns with their children's development.

STUDENT ASSESSMENT

Teaching Strategies GOLD (TS GOLD) is the assessment system used by teachers in your child's preschool class. Areas assessed will include: social-emotional, physical, language, cognitive, literacy, and mathematics. Your child's teacher will fill out a checklist on your child at the beginning of the year and again at the end of the school year. Additionally, teachers utilize formative assessments daily to gauge student progress and guide lesson planning and instruction.

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college. The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

At Sauk Rapids-Rice Public Schools, a quality education for our students is our highest priority. Statewide assessments are used to ensure that our curriculum and instruction are aligned with Minnesota's academic standards, ensuring an equitable education for all students. Statewide assessments, in conjunction with other formative and summative assessments, help Sauk Rapids-Rice Public Schools staff to monitor instruction as we prepare students to enter the workforce and to be engaged citizens.

SCREENING

Early childhood screening is for children three years of age and older and is a mandatory requirement prior to entering kindergarten. The screening looks at the child's overall development. Students enrolled in our school readiness/ preschool programs are required to complete their early childhood screening within 90 days of starting the program. Contact the office 320-255-8910 to schedule an appointment.

ACTIVITIES

COMMUNITY EDUCATION

Research shows that families who are involved in school related activities are more connected and more engaged in the school community. Community Education offers a variety of seasonal activities throughout the year. These activities range from youth sports, cooking, robotics, and many more youth, adult and family opportunities. Families are encouraged to go online isd47.org/ce to view the ISD 47 Community Newsletter to get involved in youth and adult activities.

HELP US AS YOU SHOP

We collect the following:

- Coborn's and Cash Wise (must designate our program in your app)

- General Mills Box Tops for Education
- Target (must designate our program in your app for your Target card and we will receive a percent of each purchase)

SPECTATOR BEHAVIOR

Storm Pride is an important part of our district. We encourage all students and families to attend Storm activity events. All spectators represent our schools and community and are expected to comply with school rules, the Central Lakes Conference (CLC) sportsmanship code, and the rules of the Minnesota State High School League (MSHSL). All students and spectators are expected to show respect towards fellow students, opponents, players, coaches, and officials. Profanity, inappropriate or obscene gestures, and vulgar cheers are not allowed. Consequences for inappropriate behavior may include warnings, removal from the contest, suspension of attendance at future activities, and other school consequences as deemed necessary.

ATTENDANCE

ARRIVAL/DEPARTURE TIMES

We encourage families to be on time, but we understand that is not always possible. Most children need time to warm up at the beginning of class to play and get comfortable. Children who arrive late each week may not adjust as quickly to the group. Arriving early is not necessary as teachers have limited time for preparation for groups.

ATTENDANCE

Attendance in early childhood programs is not mandatory; however, research indicates that students who participate in early childhood preschool classes regularly are better prepared for future schooling, and have greater postsecondary success. Similar to being at school for the beginning of the class time, students who do not attend each of their assigned school days may not adjust as quickly to school. Attendance at school is one of the greatest predictors of student success and is essential to the educational success of students at Sauk Rapids-Rice Public Schools. Daily attendance is required by the state of Minnesota for all students beginning at the elementary level. Sauk Rapids-Rice Public Schools expects and supports exemplary attendance.

CALL IF ABSENT

If you know your child will not be able to attend class, please call the early childhood office at 320-255-8910 so we can inform your child's teacher(s).

PICKING UP EARLY/DROPPING OFF LATE

If you need to pick up your child early from school, please stop by the office to sign-out your child. Office staff will call your child's classroom to have them escorted to the office. Also, if you are dropping your child off late, please sign your child in at the office. Office staff will escort your child to their classroom.

TRUANCY

Refer to *Attendance.*

CODE OF CONDUCT/STANDARDS OF BEHAVIOR

ISD 47 CODE OF CONDUCT

In order to support our school climate initiatives, Sauk Rapids-Rice Public Schools uses evidence-based strategies to support positive student development. Some of these strategies include Positive Behavior Interventions and Supports (PBIS), Social Emotional Learning Competencies (SEL), Conscious Discipline, and Restorative Practices. The Code of Conduct is a guideline for standards of student behavior. It outlines student rights, responsibilities, and opportunities at school and allows schools to build specific guidelines, expectations, and supports for all students. The Code of Conduct provides definitions and levels of behavior, intervention and response. There are five levels of behaviors, from minor infractions handled in the classroom, to major infractions handled by administration.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)

Pyramid Model

Pyramid Model is early childhood's Positive Behavioral Interventions and Supports (PBIS) model. Teachers and support staff are trained and coached in this model, then expected to utilize the strategies and language in classroom instruction.

Safe-Respectful-Responsible (S-R-R)

The expectations for the Sauk Rapids-Rice Early Childhood programs are: Be Safe, Be Respectful, and Be Responsible (S-R-R). Early childhood programs believe all behavioral circumstances can be categorized under these three components.

COMMUNICATION

LINE OF COMMUNICATION

Parents/Guardians with concerns or questions are encouraged to contact teachers directly. After contact with the teacher, please contact the building principal/director if the issue has not been addressed.

CHANGE OF ADDRESS/TELEPHONE

Updating contact information in Skyward as soon changes occur is critical. Skyward is the system used to keep up-to-date emergency information on our students and families. Without up-to-date information, there is a risk of not being able to contact appropriate individuals in cases of emergencies. If you need assistance in updating your information, please call the early childhood office at 320-255-8910 as soon as possible.

CONFERENCES

Parent conferences will be held two times during the school year. You will be contacted about arranging a time. If you have questions or concerns, please contact the early childhood office at 320-255-8910.

EMERGENCY CLOSINGS

In the event of an emergency school closing, due to inclement weather, mechanical malfunction, disaster, potential disaster alert, or similar, students and parents/guardians should first check the school website at www.isd47.org. This website will have the most current information available posted. Additional information may be obtained through the following radio stations and websites: WCCO, WVAL, WWJO, KNSI, WJON, WCCO.COM, KARE11.COM, WCCO.COM, KSTP.COM, FOX9NEWS.COM

Due to the large volume of phone calls during these situations, office personnel will not call parents/guardians. Decisions on school-related events will also be broadcast at a similar time.

LATE STARTS (WEATHER RELATED)

When Sauk Rapids-Rice Public Schools have a "late start" *due to weather conditions*, there will be no morning classes. Afternoon and evening classes will be held at the regularly scheduled times.

PARENT/GUARDIAN COMMUNICATION

At no time should parents/guardians be in doubt of their student's progress. If parents/guardians have questions or desire a conference, please contact the teacher to arrange a conference. Parents/Guardians can check their student's attendance using Skyward Family Access on the district website isd47.org. A username and password can be obtained in the main office. Parents/Guardians are encouraged to become actively engaged in the online learning and communication tools available in their child's classrooms.

DISTRICT NOTIFICATION SYSTEM

The district's notification system is used to alert students and families of important information related to the school district in a timely and efficient manner. Having accurate contact information for these communications is essential. Please be sure your contact information is up-to-date and your settings allow for district notifications.

WEATHER CANCELLATIONS

Classes will be *canceled* when the district closes school. Listen to local radio and television stations for cancellations, or visit the district website at isd47.org. In the event closing school on days when classes would normally be in session is necessary, days lost beyond the one (1) "snow day" built into the calendar shall be made up by rescheduling classes as determined by the district. At least two (2) days shall be designated as make-up days on the preschool program calendar intended to be added onto the end of the year class schedule.

WEB PAGE

Sauk Rapids-Rice Public Schools has a website to inform families and students of school-related information. Please visit isd47.org for information related to the school district. Our early childhood webpage can be found at ec.isd47.org.

DISTRICT POLICIES

BULLYING PROHIBITION

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property, at district functions or activities, or on district transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

The Bullying Policy (514) can be found here.

CULTURE OF RESPECT AND ACCEPTANCE

Sauk Rapids-Rice Public Schools remains committed to preparing all learners for post-secondary success, creating a culture of academic achievement, and fostering an informed public through increased communication and outreach. Through successful partnerships and continued collaboration, we work to ensure that every child is successful.
In addition to the goals mentioned above, ISD 47 remains committed to maintaining a learning environment that is free from harassment and violence as evidenced by District Policy 413. In particular, district officials acknowledge its obligation under the Minnesota Human Rights Act to prevent harassment on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
To accomplish our goals and to meet the commitment of District Policy 413 will require the attention of our students, parents/guardians and district staff, working together to create welcoming and respectful environments for all members of the school district community. The district affirms that it does not tolerate acts of harassment and will promptly respond to concerns or complaints.
Any student or staff member who believes they have been subjected to harassment is encouraged to report the harassment to the district through a building administrator or through the school district's Human Rights Officer. Complaints of harassment will be investigated and appropriate corrective action will be taken in response to any findings of harassment in violation of District Policy. Action by the school district will be targeted to stop the harassment and to prevent it from recurring. Refer to the Sauk Rapids-Rice School District Code of Conduct for more information on student rights and responsibilities.

HARASSMENT

The policy of the school district is to maintain a learning and working environment that is free from all harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the

basis of Protected Class, which includes but is not limited to all academic, extra-curricular and school-sponsored activities.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy. Refer to the Sauk Rapids-Rice School District Code of Conduct for more information on student rights and responsibilities.

The Harassment and Violence Policy (413) can be found here.

MANDATED REPORTING

As professionals in the school setting, it is our legal responsibility to ensure the safety of all children. The state dictates that school professionals are mandated reporters of physical or sexual abuse and neglect. According to Minnesota Statute 626.556 "... it is the policy of this state to require the reporting of neglect, physical or sexual abuse of children in the home, school, and community settings; to provide for the voluntary reporting of abuse or neglect of children; to require a family assessment, when appropriate, as the preferred response to reports not alleging substantial child endangerment; to require an investigation when the report alleges substantial child endangerment; and to provide protective, family support, and family preservation services when needed in appropriate cases."

Additionally, persons who are mandated to report are "a professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, correctional supervision, probation and correctional services, or law enforcement."

You can read more regarding the Minnesota mandated reporting policy here.

OTHER POLICIES

To view all Sauk Rapids-Rice Public Schools School Board Policies, please visit:
https://www.isd47.org/about/district-policies.

EARLY CHILDHOOD PROCEDURES AND GUIDELINES

ARRIVAL AND DEPARTURE

It is essential that your child is dropped off and picked up at their classroom door on time. The "community-building" and "lesson discussion" in your child's class happens as soon as class is scheduled to begin. It is critical that your child be present for this portion of their school day. Additionally, children often worry when they are not picked up along with the rest of their classmates when class ends. If you are going to be late, please call the office to let us know and we will communicate with your child and their teacher.
*Hillside Early Childhood students enter Door 2. Parents/Guardians drop off/pick up in the south lot. Staff will be out five (5) minutes prior to class starting. There is no parking allowed in front of the building (school vans only).

*Rice Early Childhood students enter Door 3 on the north east end of the building. Staff will be there five (5) minutes prior to class to escort your student to his/her classroom. Additionally, staff will escort your student to Door 3 at the end of the day for parent/guardian pick-up.

BACKPACKS AND OUTSIDE APPAREL

Every student needs a backpack that can accommodate large artwork and notifications from school. Please be sure to check (and clean out) your child's backpack each day. Students also need appropriate outdoor apparel as we try to get outside as much as possible for "active time".

BIRTHDAYS/CELEBRATIONS/HOLIDAYS

Occasionally when students celebrate their birthday or other special occasions, they may want to bring a special treat to school. If you feel the need to provide something for a celebration, please be mindful of the district's Wellness

Policy 533 and stay aligned with the snack guidelines. Again, *if* you choose to send something, we would recommend something other than a snack item (i.e. – pencils, stickers, etc.).

The Wellness Policy (533) can be found here.

DRESS CODE

Please dress your child in comfortable clothes that you are content with getting dirty. We do wear paint shirts, but accidents still occur. Please send an extra outfit in your child's backpack so that we can send your child home with their own clothes if an accident does occur, including toileting accidents. If a student requires cleaning after a toileting accident at preschool, parents/guardians will be called to come and change the student. Label all coats, boots, hats, mittens, backpacks, etc. with your child's name. Your child is required to wear shoes in the classroom all year round. Shoes can be sent in a backpack during the winter when boots are worn.
Wearing face coverings (often called masks) that cover the nose and the mouth for the purpose of reducing the risk of infection and/or maintaining the health and wellbeing of the student or others is acceptable.
The content of this section shall not infringe on an individual's right to dress in accordance with sincerely held religious observance and practice.

FEES

Tuition is due by the first (1st) day of each month. Families can pay online at saukrapids.revtrak.net/ or contact the office manager to set up an auto deduct. This will automatically make your monthly tuition payment. These need to be submitted annually. You may also write a check payable to: "ISD 47 Early Childhood". Payment can be sent with your child or sent in the mail -

Early Childhood Center, Hillside School - 30 4th Avenue South - Sauk Rapids, MN 56379. The total fee for the year is determined prior to the start of school and based on a sliding fee scale. Tuition is divided into nine (9) equal, monthly payments.

Refunds

Preschool/Early Childhood Family Education:

- $20.00 non-refundable fee is included in the tuition amount and will be deducted from all refunds
- Withdrawals after class begins, will result in prorated refunds, based on date of parent/guardian notification to the office
- PARENTS/GUARDIANS must request refunds by contacting the early childhood office manager

Scholarships

- Families are encouraged to seek qualification for scholarships at the beginning of the school year. Scholarships will be offered on a first-come, first-served basis and according to state of Minnesota guidelines.

FIELD TRIPS

Classroom teachers will communicate information regarding field trip experiences.

FUNDING FOR PROGRAMMING

Funding for School Readiness Preschool comes from local levy and/or state aid, as well as grants and family tuition. A sliding fee is used for tuition payments, based on family income. Our programs rely on regular tuition payments from families.

HATS

Hats should not be worn by students in the early childhood classrooms.

LOST AND FOUND

Our lost and found grows quickly, especially during the cold weather months. Every few months, items in the lost and found that have not been collected will be donated to a charity.

PARENT/GUARDIAN CLASSROOM VISITS/OBSERVATIONS

Parents/Guardians are required to complete a background check prior to volunteering in the classroom, observing in a parent education room, or on field trips. The background check is completed online through the district website. The fee is $14.00 and the background check is good for three (3) years. After receiving approval in the background check process, parents/guardians are welcome to observe, help in our classrooms or attend field trips at any time. Oftentimes our parent observation rooms are used for student learning groups and/or meetings. You'll be welcome to observe your child when these spaces are available. You may be asked to leave an observation room if a situation arises in which staff and/or students require the space.

We suggest you wait to visit your child's classroom until after the first month of school so your child can adjust to coming to school without a parent/guardian. Please check with the teacher before visiting. If you have a skill or talent you would like to share with your child's class, please let your child's teacher know.

You must sign-in at the Hillside or Rice main office prior to your visit or observation.

Beverages

For adults visiting the classrooms, all personal beverages should be kept out of the classroom. Some personal beverages can pose a hazard to our young and curious learners. Children may move too quickly for an adult to remove a hot beverage from the hands of a young child before an accident occurs. Please keep all personal beverages in your vehicle.

Cell Phones

Please turn your cell phones off or put them on silent when you are volunteering at school. This is a special time to spend focused on your child. Thank you for your cooperation.

Visitors

Visitors during school hours with legitimate business are expected to enter the main door and register in the main office with a valid ID or driver's license. When done, visitors must sign out and exit from the main office. ISD 47 reserves the right to deny any person access to district buildings or property for just cause.

Visiting Hillside

All visitors must sign in at the Hillside office at Door 1. If visitors are staying to observe classes and/or volunteer in the classroom, they must complete a background check. This is required to ensure the safety and security of our students.

Visiting Rice

All visitors must sign in at the Rice Elementary office, Door 3. If visitors are staying to observe and/or volunteer in the classroom, they must complete a background check. This is required to ensure the safety and security of our students.

PRINTED/POSTED MATERIALS

Notices promoting private, profit-making organizations are prohibited. Any written material produced, posted, circulated or otherwise distributed on school property must have administrative approval prior to posting/circulation. The only exceptions are announcements from school organizations. Once posted, all posted materials should have a stamp that states that express authorization has been given by the main office.

SNACK

Snack is served daily at school; it must be purchased from a store and unopened. We are a "Nut Aware" school, which means our goal is to have no products served to children that contain peanuts or tree nuts. If your child has a food allergy, please indicate it in the Skyward registration form and inform your child's teacher.

School Readiness students participate in the milk program and parents/guardians of students will be asked to sign up to bring snack a minimum of four (4) times throughout the school year. In addition, we ask that you bring two

non-perishable snacks at the start of the school year. These snacks will be used for "backup snack" when a child is absent or if they forget to bring snack on their snack day.

To help us comply with the district nutrition guidelines, we ask that you *choose from the following whole food items* when it's your child's turn to bring snacks:

Fruit

- Fresh fruit (*apples, bananas, grapes (red, green, black), oranges, pineapple, clementine's, cantaloupe, watermelon, plums, peaches, cherries, nectarines, strawberries, blueberries, etc.)*
- Canned fruit (in 100% juice)
- Raisins (no "trail mix")

Vegetables

- Veggies (*carrots, cherry tomatoes, celery, broccoli, cauliflower, celery, cucumbers, etc.)*

Dairy

- 100% natural cheese, either block or individual portions
- Plain yogurt in a sealed container *(easy to serve with fresh fruit).*

*Please Note: Snack items, other than the ones on this list, may not be served in early childhood classrooms.

The Wellness Policy (533) can be found here.

VISITORS/VOLUNTEERS

All visitors must sign in at the Hillside Early Childhood or Rice Elementary Office. If visitors are staying to observe classes and/or volunteer in the classroom, they must complete a background check. This is required to ensure the safety and security of our students. Exterior doors will open ten (10) minutes prior to the start of class and remain open for ten (10) minutes after class begins. Visitors during school hours with legitimate business are expected to enter the main door and register in the main office with a valid ID or driver's license. When done, visitors must sign out and exit from the main office. ISD 47 reserves the right to deny any person access to district buildings or property for just cause.

GENERAL INFORMATION

ADVISORY COUNCIL

The early childhood programs have an active advisory council composed of parents/guardians, school, and community representatives. The council meets every other month during the school year and provides input and suggestions regarding outreach, evaluation, schedules, policies, and other issues. Over half of the council's membership must be parents/guardians. If you would like more information about the council or would consider being a member, please contact the early childhood director. We welcome you!

Fundraisers

Occasionally the advisory council helps support our programs by facilitating fundraisers. Fundraisers from past years include: Antiquities photographs, coupon books, t-shirt sales, basket auctions, etc.

CALENDAR

School readiness is a nine (9) month preschool program for three (3), four (4), and five (5) year-old children. All classes are taught by licensed teachers, specializing in early childhood education. Some of the classes are integrated with early childhood special education classes, giving ALL children a real-world experience.

EARLY CHILDHOOD STAFF

All school readiness teachers are licensed by the Minnesota Department of Education. They have a minimum of a four (4) year degree in Early Childhood Education. Our support staff are experienced with young children and receive ongoing training.

FACE PAINTING

Students should not attend school during the school day with their faces painted. They may be assisted in washing their faces.

INSURANCE

Our schools do not provide any type of health or accident insurance for injuries incurred by students in school. We encourage each family to review their present health and accident insurance program to determine if your coverage is adequate. The district does make a plan available (at a cost to the family) for medical expenses incurred because of an accident. Please visit the district website for information: ISD 47 Student Insurance

LEARNING THROUGH PLAY

As adults, sometimes we think there is a difference between play and learning. Young children, however, learn through their play. Flash cards, worksheets and assignments are not effective learning tools for young children. Children best learn the skills they need through activities that are fun and feel like playing. Early childhood and preschool teachers choose curriculum activities carefully to teach children skills through experiences that are fun and aligned with Minnesota's ECIPs.

Examples of what our children will experience:

- Fingerplays and songs - learn about music, rhythm, small muscle development
- Building blocks - learn about gravity, spatial relationships, shapes and creativity
- Dramatic play - learn about social skills, problem solving, information about people and roles, and conflict resolution
- Puzzles and sorting - learn about sequencing and categories
- Sensory table - learn about measurement and gravity
- Books/Stories - learn about listening skills, letter recognition, and develop a love of reading
- Literacy activities - learn pre-reading and pre-writing skills

PHILOSOPHY

- Parents/Guardians are the first and most important teachers of their young children
- Children learn best through play and social experiences
- Family involvement in the learning process is key
- A positive parent-child relationship is crucial to the healthy development of children

PHOTOS AND VIDEOS

Photos/Videos are taken by staff for use in classroom assessments and newsletters, district newsletters, brochures, and other promotional materials. Names of children or parents/guardians will not be published with photos. If you do not want your child's photo used, you are required to complete the Student Media Waiver on the district's website.

We ask that parents/guardians not bring video cameras to class. If you would like to take a picture of your child with others on the last day of class, you may talk to the teacher.

REGISTRATION/SKYWARD

- A parent or guardian must be the individual to enroll and register students in early childhood programs.
- To ensure appropriate education programming is in place, students will not be officially enrolled without adequate registration completion in Skyward. There may be a delay, pending the receipt of previous school records and the development of a proper education program for the student.
- At times, when applicable, the school may ask for students to wait to begin programming due to the program's calendar.

SCHOOL READINESS PHILOSOPHY

- To enhance the development of readiness skills needed for future school experiences
- To enhance the development of social and emotional skills
- To encourage a love for learning
- To promote family involvement in the learning process
- Establish a strong foundation on which future success in school and life can be built

STUDENT RECORDS

ISD 47 regulations on student information kept by the school complies with the federal and state laws guaranteeing parents/guardians the right to examine and challenge the contents of their children's records.

Others having access to student records include:

1) School staff having a legitimate educational interest in the student; another school district, college or educational
institution in which the student may enroll, and
2) The court system when the records are requested by judicial subpoena.

Other third parties may have access to records only with written permission of the student, parent, or legal guardian. Before records other than directory information (i.e., name and address) are sent to any other person, agency or institution, written consent is required from parents/guardians or eligible students.

A law enforcement agency shall notify the principal or superintendent or their designee of a juvenile's school of an incident occurring within the agency's jurisdiction if the agency has probable cause to believe that the juvenile has committed an offense that would be a crime if committed as an adult.

Directory Information (Public Data) Notice

Directory Information (Public Data) Notice is hereby given that ISD 47, pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as "directory information" and that information relating to students may be made public if the information is in any of the following categories:

- Student's name, address, and telephone listing
- Date and place of birth
- Gender
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade levels
- Completed degrees and awards received
- The most recent previous educational agency or institution attended by a student
- Photos in the normal course of school activities
- Other similar information
- Directory information does not include identifying data that references religion, race, color, social position, or nationality.

Any parent/guardian of any student in the district may notify the district of their desire that some or none of the above information is to be released without their consent by contacting the building principal/director.

WE WANT TO HEAR FROM YOU

We welcome feedback from our families. You will be asked to evaluate the program to share suggestions. If you have concerns or questions, please feel free to discuss it with your teachers or contact the early childhood director at any time.

WHAT HAPPENS DURING AN ECFE PARENT-CHILD CLASS?

- Welcome and time to explore activities
- Parent-child play time or learning stations
- Guided observation (typically from a parent education room with one-way glass)

- Circle time with songs, stories, and activities
- Snack for children (day classes)
- Parent/Guardian discussion, new ideas, and information
- Children's class time with free play, circle, art and activities

WHO SHOULD ATTEND ECFE PARENT-CHILD CLASSES?

- One or both parents/guardians and the enrolled child
- Occasionally a special adult in your child's life – when guardians cannot otherwise attend (check with your teacher beforehand)
- Daycare providers may enroll their own child and another they care for of a similar age with parent/guardian permission and tuition

We ask that siblings not attend a class in which they are not enrolled. We offer mixed-aged groups for families to attend with more than one child. Our teachers plan carefully for each group and the individual children enrolled.

SAFETY AND SECURITY

BACKGROUND CHECKS

Sauk Rapids-Rice Public Schools has a desire to maintain safety for all students and staff. In accordance with Minnesota State Statute 123B.03 Subd.1e, and school district policy 404, this will serve as notice that Sauk Rapids-Rice Public Schools require criminal background checks of applicants who receive an offer of employment with the school district. The district also requires background checks of all volunteers, and may require background checks for independent contractors, and student employees at its discretion. The standard lead time required to complete the volunteer background check process is two (2) weeks.

The Background Check Policy (404) can be found here.

EMERGENCY DRILLS

Each building in the district has a "Crisis Plan" in the event of an emergency. Safety drills and procedures are practiced regularly, according to state law. In the event of an actual emergency evacuation, the following sites will be used:

- Hillside: Sauk Rapids-Rice Middle School (2 blocks east)
- Rice Elementary: Immaculate Conception Catholic Church across from school

Phones are available in each room for emergency use: Dial 9-911

*Reminder: ISD 47 school grounds AND buildings are "no smoking" areas.

SEARCHES

In order to promote safety for all, the principal/director or their designee has the authority to conduct a search. The scope of a search may include a student's person and areas over which they have control, including but not being limited to: cell phones; computer files; purses; backpacks; any locker assigned to the student by the school; and the student's vehicle. The administrator must have reasonable cause to believe that, under the circumstances, the student may have concealed evidence of misconduct in areas under their control.

The Search of Students Policy (502) can be found here.

TRESPASS

Sauk Rapids-Rice Public Schools reserves the right to deny any person access to district buildings or property for just cause. Just cause may include, but is not limited to, threatening or disruptive behavior, improper or illegal behavior, or any activity by a person which materially and substantially interferes with district programs, classes, activities, or other events. Upon determination by school district authorities that a person's behavior represents a danger or a serious disruption, a Trespass Notice may be served on that person limiting access to district property for a specific

period of time. Notification of a Trespass Notice will be given to local law enforcement. If the person served the Trespass Notice does not comply, law enforcement will be called and trespass charges will be filed.

SERVICES

HEALTH SERVICES

Health records are kept for each student according to Minnesota law. Emergency information for each student must be on file with the school nurse. Examples of information include:

- History of past illnesses and operations
- Dates of immunizations
- Results of vision and hearing screening
- Results of professional examinations

Allergies

For some young children, allergies are potentially life threatening. Please inform your teachers about any medical conditions of which we should be aware.

Balloons

Latex balloons are not allowed in ISD 47 buildings due to allergies.

Food Allergies

We ask all parents/guardians bringing snack to avoid products containing any type of nut. Every attempt will be made by the program to provide snack items that do not contain peanut butter, peanuts, peanut products, or tree nuts. Parents/Guardians of children with peanut or other allergies are asked to communicate clearly to staff and other parents/guardians about their child's needs for their safety.

Pets

Because our classrooms are used by so many children during the week, allergies to pets can pose problems in another class. To keep all children safe, we ask families not to bring pets into the building for show and tell or any other reason, with the exception of service animals.

Hair Coloring

Temporary hair coloring products are not to be used due to allergens. Students will be assisted in washing the product from their hair.

Illness

If your child does not feel well, please do not bring them to school. If your child will not be attending class, please call the office at 320-255-8910 so we can let the teacher know and appropriately mark attendance. Please mention the illness that is keeping your child home from school. If your child has or gets lice, or an illness such as chicken pox, please let us know that as well.

Health Guidelines

Please keep your child home if they have:

- a temperature above 100 degrees;
- vomited or has had diarrhea during the previous 24 hours;
- an undiagnosed or contagious rash;
- open or draining skin sores (children with chickenpox may return when drainage stops and sores begin to heal);
- inflamed/draining ears or eyes (including pink eye);
- streptococcal throat infection; and/or
- a new or worsening cough.

If a student becomes ill at school, they will be escorted to the nurse or office. When necessary, parents/guardians will be called to pick up the student from school. If parents/guardians are unavailable, an

alternate emergency contact will be notified. Please make sure Skyward forms are accurate and updated. When picking up a student from school, the student must be signed out in the main office.

Wearing face coverings (often called masks) that cover the nose and the mouth for the purpose of reducing the risk of infection and/or maintaining the health and wellbeing of the student or others is acceptable.

Injuries/Accidents During the School Day
First aid is administered at school in case of minor injuries. When necessary, the nurse's office or our main office will contact a student's parent(s)/guardian(s) to discuss further arrangements. If a parent/guardian or emergency contact cannot be reached and medical care is necessary, appropriate measures will be taken. Families should be sure to list current physician information on the student's Skyward account. In the event a student sees an accident on school grounds or in the building, or experiences an accident, they should report it at once to a teacher or principal/director. It is very important that accidents are reported as soon as possible.

Immunization Records
Per State Statute 121A.15, record of immunizations is required upon enrollment. Parents/Guardians may indicate that immunizations are contrary to their conscientiously held beliefs. If you are a conscientious objector, a signed and notarized form is required.

STUDENT ADVOCACY SERVICES

Sometimes families go through difficult times and may need someone to talk to about issues beyond the scope of Early Childhood.

Social Worker
A school social worker is available to families who need assistance navigating social services, housing, financial assistance, or other community and/or school services. There is no fee.

Home Visits
Individual home visits or one-to-one visits at school regarding parenting issues. There is no fee.

Resource Officer
Sauk Rapids-Rice Public Schools has partnered with the City of Sauk Rapids in providing a police liaison officer in our
schools. This officer serves the entire district, but is primarily located in the high school.

TRANSPORTATION

PARKING

Hillside
Parking in the far south parking lot near the basketball hoops or on the street near the brick wall. Enter Door 1. The north parking lot is for Adult Education students. There is no parking on the street in front of the school during the daytime as district vehicles must use this space. These vehicles are large and need plenty of space. Walking between the district transportation vehicles is prohibited.

Rice
Parking is available near Door 3, just down from the main entrance. Enter Door 3.

BUSING/VANS

Transportation is provided for students who have Individualized Education Plans (IEP). If your student has an IEP and utilizes the provided transportation, it is your responsibility to contact the transportation company when your child *will not* be attending school at 320-258-1991. Carpooling may be arranged among families in our programs for students not receiving district transportation services, however we cannot endorse any person for carpooling purposes. If you are willing to provide a ride or need a ride for your child, please contact the early childhood office at 320-255-8910.

Thank you for choosing our "family-focused" early childhood programs, where parents/guardians and teachers work as partners for the children in our schools and communities. We wish you a wonderful year in our program!

APPENDICES

APPENDIX A

School Calendar and Screening Calendar

SAUK RAPIDS-RICE PUBLIC SCHOOLS

STORM

A path for every student.

2023-2024
School Calendar

Final Approved on 03/13/2023

AUG/SEPT						19
S	M	T	W	TH	F	S
27	28	29	30	31	1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						20
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	MEA	MEA	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						18
S	M	T	W	TH	F	S
			1	2	3	4
5	I	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	H	H	25
26	27	28	29	a		

DECEMBER						14
S	M	T	W	TH	F	S
					I	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	H	27	28	29	30
31						

JANUARY						20
S	M	T	W	TH	F	S
	H	H	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						18
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	I	21	22	23	24
25	26	27	28	29		

MARCH					5	14
S	M	T	W	TH	F	S
					1	2
3	4	5	6	a	I	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	H	30
31						

APRIL						21
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						21
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	I	

Calculation of Teacher Work Days	
1st Trimester	57
2nd Trimester	57
3rd Trimester	56
Total Instructional Days	170
Inservice Days	9.5
Conference Days	2.5
	12
Total Days	182

Please Note

This is a district-wide calendar. For information regarding a specific school, please visit www.isd47.org.

Calendar Key

- -Days of student attendance
- -August Bldg Inservice Flex
- -High School Conferences
- -Middle School Conferences
- -Elementary Conferences
- a -End of Trimester
- I -Inservice
- -2 Hr Early Out; Staff PD
- MEA -Teachers Convention (unpaid)
- H -Holiday; School Closed

EMERGENCY CLOSINGS

The first emergency closing of the year will not be made up.
The second through sixth emergency closings will be eLearning days.
The seventh and additional emergency closings may be made up on 2/16/24, 4/1/24 or 5/31/24.

Important Dates

August 1-August 25
.5 Day Flexible Inservice for Teachers

August 28-31
Back to School Inservice

September 4
No School; Labor Day

September 5-8
2023-2024 School Year Begins
Please check your students' building website for specific scheduling information.

September 5-8
Early Childhood Classes Begin

September 27
2-Hour Early Out; Staff PD
See building calendar for times

October 11
High School Conferences
4:00 p.m. to 8:00 p.m.

October 12
Elementary Conferences
See building calendar for times

October 16
High School Conferences
4:00 p.m. to 8:00 p.m.

October 17
Elementary Conferences
See building calendar for times

October 19-20
No School; MEA Break

October 26
Middle School Conferences
4:00 p.m. to 8:00 p.m.

November 1
Middle School Conferences
4:00 p.m. to 8:00 p.m.

November 6
No School; Teacher Inservice

November 22
No School

November 23-24
No School; Thanksgiving

November 30
End of Trimester 1

December 1
No School; **Staff** Inservice

December 22-January 2
No School; Winter Break

January 15
No School;
Martin Luther King, Jr. Day

Important Dates cont.

January 17
High School Conferences
4:00 p.m. to 8:00 p.m.

January 18
Middle School Conferences
4:00 p.m. to 8:00 p.m.

January 24
High School Conferences
4:00 p.m. to 8:00 p.m.

January 25
Middle School Conferences
4:00 p.m. to 8:00 p.m.

January 31
2-Hour Early Out; Staff PD
See building calendar for times

February 1
Elementary Conferences
See building calendar for times

February 8
Elementary Conferences
See building calendar for times

February 16
No School

February 19
No School; President's Day

February 20
No School; Teacher Inservice

March 7
End of Trimester 2

March 8
No School; **Staff** Inservice

March 29
No School; Good Friday

April 1
No School

April 17
High School Conferences
4:00 p.m. to 8:00 p.m.

April 24
2-Hour Early Out; Staff PD
See building calendar for times

April 25
Middle School Conferences
4:00 p.m. to 8:00 p.m.

May 27
No School; Memorial Day

May 28
Tentative Graduation Date

May 30
Last Day of School

May 31
No School; Teacher Inservice

Building/Department Info

Adult Basic Education
Office Hours: 8:00 to 4:00
Phone: 320-258-1111

Community Education
Office Hours: 8:00 to 4:00
Phone: 320-258-1577

District Office
Office Hours: 8:00 to 4:30
Phone: 320-253-4703

Early Childhood and Family Education
Office Hours: 7:30 to 4:00
Phone: 320-255-8910

Food Service Department
Office Hours: 7:00 to 3:30
Phone: 320-253-3628

Mississippi Heights Elementary
School Hours: 7:40 to 2:15
Office Hours: 7:00 to 3:30
Phone: 320-252-0122

Pleasantview Elementary
School Hours: 7:40 to 2:15
Office Hours: 7:00 to 3:30
Phone: 320-253-0506

Rice Elementary
School Hours: 8:50 to 3:30
Office Hours: 7:30 to 4:00
Phone: 320-393-2177

Sauk Rapids-Rice High School
School Hours: 8:25 to 3:20
Office Hours: 7:30 to 4:00
Phone: 320-253-4700

Sauk Rapids-Rice Middle School
School Hours: 8:10 to 3:05
Office Hours: 7:30 to 4:00
Phone: 320-654-9073

Screening 2023-2024

August 2023						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	TH	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2024						
S	M	T	W	TH	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2024						
S	M	T	W	TH	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	TH	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Hillside

reening Tim
7:45
8:45
9:45
10:45
12:30
1:30
2:30

APPENDIX B

Tennessen Warning

This warning is derived from Minnesota Statute, §13.04, subdivision 2, which requires that an individual receive certain information when a public entity is requesting private or confidential data from that individual. The information that must be provided is:

- The purpose and intended use of the requested data;
- Whether the individual may refuse or is legally required to provide the data;
- Any known consequences from supplying/refusing to supply the data; and,
- The identity of other persons or entities authorized by law to receive the data.

APPENDIX C

Policy Cross Reference Table

Find district policies here

Topic	District Policy Number(s)
Accident	806
Attendance	503
Bullying Prohibited	514
Cell Phone	506
Class Assignments	515
Complaints	103
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Fundraising	511
Graduation Requirements	613
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 530, 806
Homework	506, 612.1
Internet Acceptable Use	524
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529

Topic	District Policy Number(s)
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620
Schedule	602
School Closing Procedures	806
School Calendar	602
Searches	502
School Meals Policy	534
School Promotion and Retention	513
Student Publication and Materials	505
Student Records	515
Student Surveys	520
Tobacco-Free Schools	419
Transportation of Public School Students	707, 709
Vandalism	506
Visitors in School District Buildings	903
Weapons Prohibited	501

Sauk Rapids-Rice Public Schools

District policy 524 – *Internet Acceptable Use*, building and program handbooks, as well as the district's Code of Conduct expectations are applicable and effective for all students and staff regardless of the learning environment. Learning environments include, and may not be limited to, any/all of the following learning scenarios.

- In-Person Learning;
- Hybrid Learning;
- Distance Learning;
- Online Learning; as well as
- e-Learning days, which may be used for inclement weather/emergencies.