

BRAINERD PUBLIC SCHOOLS EARLY CHILDHOOD



Warrior Early Learning Center
5546 Fairview Rd
Baxter, MN 56425
218-454-5430



Nisswa Elementary School
5533 Lakers Lane
Nisswa, MN 56468
218-961-6860
(Photo by Silverman Be Remarkable)



Washington Educational Services Building
804 Oak St.
Brainerd, MN 56401
To be determined for 2023-24 school year

2023 - 2024 Student Handbook

<i>Early Childhood Warrior Way</i>	<i>We are Safe</i>	<i>We are Friends</i>	<i>We are Helpful</i>
<i>Hallway</i>	<ul style="list-style-type: none"> ● Stay with your group ● Walk in hallways ● Eyes watching ● Feet forward 	<ul style="list-style-type: none"> ● Voice level 1 or 2 ● Hands to self 	<ul style="list-style-type: none"> ● Follow directions
<i>Gym</i>	<ul style="list-style-type: none"> ● Safe body ● Stay with group ● Ask to use the bathroom 	<ul style="list-style-type: none"> ● Classroom voice (level 3) ● Share toys ● Take turns ● Include others 	<ul style="list-style-type: none"> ● Follow directions ● Clean up toys
<i>Playground</i>	<ul style="list-style-type: none"> ● Safe body ● Stay with group ● Ask to use bathroom 	<ul style="list-style-type: none"> ● Classroom voice (level 4) ● Share toys ● Take turns ● Include others 	<ul style="list-style-type: none"> ● Follow directions ● Clean up toys
<i>Bus</i>	<ul style="list-style-type: none"> ● Stay seated and buckled ● Enter/Exit one at a time ● Hands and feet to self ● Use handrail 	<ul style="list-style-type: none"> ● Whisper voice (level 2) 	<ul style="list-style-type: none"> ● Follow directions ● Carry your own backpack ● Walk and move directly to school
<i>Bathroom</i>	<ul style="list-style-type: none"> ● Pee in water ● Use toilet paper to wipe self ● Flush toilet ● Wash hands 	<ul style="list-style-type: none"> ● Whisper voice (level 2) ● Hands to self 	<ul style="list-style-type: none"> ● Keep bathroom clean

WELCOME

WELCOME TO EARLY CHILDHOOD

We would like to extend a warm welcome on behalf of all early childhood staff. We are looking forward to working with you in providing a safe and positive environment for your child so they can learn and develop the necessary skills to be life-long learners.

Early Childhood programming has highly qualified staff members working hard to make your first school experiences both fun and successful. Staff members are available to assist you in any way we can. We believe there is great potential in each child. It is the responsibility of families and educators to nurture that potential in developmentally appropriate ways and to help children develop respect for themselves and for the world around them. Our early childhood programs provide a warm and nurturing atmosphere that models, encourages, and builds on the natural curiosity and enthusiasm for learning that resides in each child.

We believe the home is a child's first learning environment and that families play a crucial role in their child's educational growth and development. We look forward to working with you to provide exceptional lifelong learning opportunities for your child and family.

The Early Childhood Handbook provides basic information explaining the variety of early childhood programming offerings as well as the policies and procedures we follow. By reading it, you will have a better idea of what to expect. We want to assure you that we will do our best to help your child experience academic, social, and emotional growth. With your help, this should be an excellent school year.

■
Sincerely,
Early Childhood Staff

DISTRICT VISION

Brainerd Public Schools, in partnership with the community, will ensure all students achieve their individual potential by providing the highest-quality programs and resources to prepare learners for an ever-changing global society.

DISTRICT PRIORITIES:

STAFF QUALITY: We will systematically attract, develop, and retain quality teachers, leaders, and employees for the support of all learners.

STAKEHOLDER RELATIONSHIPS: We will develop stronger communication and relationships with students, parents/guardians, staff, and community.

LEARNER EXPECTATIONS: We will develop and clearly communicate strong, district-wide expectations for academic achievement, engagement, and student behavior.

21st CENTURY TECHNOLOGY AND INNOVATION: We will increase effective and meaningful use of technology in all learning environments and throughout our organization while staying current with rapidly changing systems and products.

STEWARDSHIP: We will use financial resources effectively, responsibly and transparently.



TABLE OF CONTENTS

INTRODUCTION

Welcome	i
District Vision	i
Table of Contents	ii-iii
Student Choice and Behavior	iii

PART I - INFORMATION

Early Childhood Programing Overview	1
Background Checks	1
Brainerd Public Schools Guidelines for Student Directory Information (Non-release of Directory Information & Photo/Video Opt Out Form)	2 26
Calendar (located inside back cover)	2
Care Programs	2-3
Enrollment	3
Family Access-Skyward	3
Family Educational Rights and Privacy Act (FERPA)	3-6
Food Deliveries	6
Food Service Procedures for Breakfast and Lunch	6
Help Me Grow Referral Process	7
Legal Custody and Guardians	7
Lockers and/or Personal Possessions	7
Lost and Found	7
Nondiscrimination	7
Parent/Caregiver/Teacher Communication	7-8
Parent/Child Drop off & Pickup	8
Parent Teacher Organization	8
Parent/Guardian Volunteers	8
Preschool Parent Conferences	8
School Closing Procedures	9
School Readiness	9
Screening	9-10
Snacks and Food	10
Special Services	10-11
Technology Information	11
Transportation of Public School Students	12
Withdrawal and Transfer	12

PART II – ACADEMICS

Assessment	13
Curriculum	13-15
Gym Time	15
Home/School Connection	15-16
Homework/Activity Sheets	16
Technology	16

PART III – RULES AND DISCIPLINE

Attendance	17
Behavior Guidance Policy	17
Bullying/Cyber Bullying Prohibition	17
Cell Phones	17
Dress and Appearance	18
Drug-Free School and Workplace	18
Harassment and Violence Policy	18
Pets in School	19
Sibling Care	19
Technology Use	19-20
Tobacco-Free Schools	20
Toilet Training Policy	20
Vandalism	20
Video List	20
Weapons Prohibition	21

PART IV – HEALTH AND SAFETY

Emergency Contact Information	22
Accidents	22
Communicable Illnesses	22
Crisis Management	22
Health Information	22-24
Safety	24-25
School Insurance	25
Visitors in Brainerd Public Schools Buildings	25

APPENDIX

Non-release of Student Directory Information & Photo/Video Opt Out Form	26
Emergency Information Record	28

STUDENT CHOICE AND BEHAVIOR

Our school staff works hard on a daily basis to create a positive learning environment where all students have the opportunity to learn.

Our behavior policy encourages personal responsibility and respect for individuals and the materials within the environment. We feel we can achieve this by:

- modeling appropriate and expected behavior
- tailoring expectations to children’s developmental level
- giving choices and/or redirecting children toward constructive and alternative activities/behaviors
- providing each child with the necessary space and positive/individualized attention that allows them to be successful
- protecting the safety of all children
- engaging parents/guardians in solutions and strategies for helping their children when difficulties arise



Brainerd Public Schools routinely updates policy, procedures and operations during the academic year. Any such School Board changes to policy, procedure or operations after the adoption and publication of the Student Handbook supersedes any related content of the Student Handbook.

PART I - INFORMATION

EARLY CHILDHOOD PROGRAMMING OVERVIEW



EARLY CHILDHOOD FAMILY EDUCATION (ECFE)

ECFE are weekly time together classes for parents/guardians and their children birth to 5 years old. Our classes set the stage for parent/guardian involvement and children's success in school. Parent/guardian education is also a component in all of our classes. The purpose of ECFE is to support and strengthen families as they care for and grow with young children. We do this by providing age appropriate activities for parents/guardians and children, sharing ideas and information to encourage healthy and nurturing relationships, and encouraging confident and effective parenting.

EARLY CHILDHOOD FAMILY EDUCATION (ECFE) PLUS PRESCHOOL

ECFE Plus Preschool is a parent/guardian and child preschool program for children ages 2 ½ to 3 years. This program allows parents/guardians and children to attend class together one day a week and then the children attend alone for one day during the week.

EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)

A Brainerd Public Schools program that provides early intervention and preschool special education to young children, age birth to kindergarten, who show developmental delay in the general areas of speech and language, large and fine motor skills, social and emotional behavior, cognitive and/or adaptive skills, or have vision or hearing losses. After a child receives a formal evaluation to identify specific needs, trained ECSE teachers and specialists will work with the parents/guardians and child to develop his/her greatest potential. From birth to age three, these special education services are delivered to the child primarily in his/her home or childcare center. From age three to Kindergarten, children receive these services at a variety of Brainerd Public Schools sites.

SCHOOL READINESS PRESCHOOL

Readiness for children ages 3 to 5 (child only program), two to four days (half and full day options) a week at Warrior Early Learning Center, Washington Educational Services Building (overflow location if needed, based on state funding) or Nisswa Elementary. Our preschool program prepares children to enter school with the necessary skills, behavior, and stability they need to progress and flourish.

PRE-K PLUS

PreK Plus provides students with childcare options with extended full day options and one hour wrap around options based on family needs. Children will spend part of their day in childcare and the other part in a School Readiness Classroom. You can be confident your child is receiving a high quality school readiness experience as well as the child care they need during the day without the hassle of finding transportation.

BACKGROUND CHECKS

Brainerd Public Schools will seek criminal history background checks for all applicants who receive an offer of employment with Brainerd Public Schools. Brainerd Public Schools also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to Brainerd Public Schools, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. Brainerd Public Schools may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees. (District Policy #404)

BRAINERD PUBLIC SCHOOL GUIDELINES FOR STUDENT DIRECTORY INFORMATION AND PHOTO/VIDEO OPT OUT

Brainerd Public Schools policy complies with state and federal laws, which require us to release this information upon request. However, you have the right to deny the release of directory information, except to school officials or as provided under federal law.

Organizations and/or any member of the public can request information about students attending Brainerd Public Schools. "Directory information," as it is known, is defined by Brainerd Public Schools as the student's name, parent/guardian name, grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, the most recent educational instruction attended by the student.

In addition, this includes both the internal and external publication of pictures/videos for district-approved publications, district-approved webpages, district-approved social media, local media, and local cablecasts. Parents/guardians may choose to limit the use of their child's photo. When a child enrolls in the Brainerd Public Schools, the parent/guardian(s) have the choice to sign a photo opt-out form indicating the desire for internal or external publication on photos/videos of their child.

- **Internal Publications** are considered as all of the following: yearbook; class pictures (Lifetouch), hallway pictures, assembly videos, concert videos, etc.
- **External Publications** are considered as all of the following: local newspapers, local television, school social media accounts (Facebook, Twitter, Instagram), etc.

To make directory information private and/or opt out of photo/video publications, parents, legal guardians, or student of legal age should complete this form and mail it to Washington Educational Services Building, (804 Oak Street, Brainerd MN 56401) or the student's school office by Monday, October 2, 2023. Please complete a form for each student. This request will remain in effect for your student's tenure with Brainerd Public Schools or unless modified or rescinded via the Directory Rescind form available at your student's school.

(Non-release of Student Directory Information and Photo/Video Opt Out Form – see page 26)

CALENDAR

The school calendar is adopted annually by the school board and can be viewed on Brainerd Public School's website at <http://www.isd181.org> or on the inside back cover of this handbook. Early Childhood programs have varying classroom calendars. Please also refer to the program schedules and newsletters provided by your classroom teacher.

CARE PROGRAMS

ECFE SIBLING CARE

Care for siblings of children attending some ECFE daytime classes with their parent/guardian is available on a first come, first served basis. Sibling Care Policies:

- Payment for sibling care is due up front upon class registration. A reduced fee schedule is not provided for sibling care costs. (\$2 per hour times the number of class sessions)
- Your child may be dropped off no earlier than 5 minutes prior to your ECFE class start time and will need to be picked up immediately following your class time.
- You must sign your child in and out and make sure that the staff is aware of his/her arrival and departure from the nursery.
- Please be sure that your child's diaper is clean when dropping him/her off at the nursery.
- Any necessary supplies need to accompany your child in a labeled bag with your child's name on it. For instance, diapers and wipes, a bottle with milk or formula should be placed in the fridge, a special cup, or a snack if needed. Staff will follow diapering and sanitizing procedures posted in the changing area.
- Your sibling care child is not allowed to hang out inside the ECFE classrooms during or in between classes.
- Please be mindful of any sickness and do not bring your child if he/she is sick.

- No reimbursements are given for sibling care days that are missed.
- If your child is upset when you leave, please know that we will come and get you if we are unable to calm your child in a reasonable amount of time.
- Please refrain from coming and going multiple times within the nursery as it can cause added stress for our young nursery children.

PRE K PLUS

PreK Plus Childcare Program serves children 3-5 years of age at Nisswa Elementary and the Warrior Early Learning Center who are attending an Early Childhood Class. Childcare options include 1 hour wrap around care before & after class and full day extended day care. Non-school day Childcare is available on Fridays and other select non school days. For more information; call 218-454-5430.

ENROLLMENT

Under the existing school policy, for preschool enrollment a child must be the age identified for that class on or before September 1 of that present school year to be considered for enrollment in that class.

For ECFE enrollment use age on class start date to determine age eligibility. If a child misses the age cut off, they can be placed on the waitlist and if the class does not fill with age appropriate students the principal will consider the child's age and development to determine enrollment.

A child must be five years of age on or before September 1 of the present school year before entering kindergarten.

FAMILY ACCESS-SKYWARD

Family Access is an informational resource made available to every family. Access real-time information about grades, attendance, report cards, schedules, purchases and payment/balance information.

Family Access offers

- Student information (restricted by a secure username and password)
- Online fee management payment
- Email alerts
- Grades/Parent Request Attendance/Conference Scheduling
- Much more!

Download the free Skyward Family Access mobile app!

If you're new to Brainerd Public Schools or have forgotten your password to obtain a Family Access username and password, please fill out an online application at www.isd181.org/FAMILIES/Skyward Family Access Information. Please be sure to include your first and last name, the name of your eldest child in Brainerd Public Schools, and a daytime phone number. If you are unable to access this site, please contact our Helpdesk at helpdesk@isd181.org or 218-454-6940.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

****Please Note- If you wish a restriction on your students' data see the section regarding Opt Out. If no change is needed no form needs to be submitted to the district office.***

The *Family Educational Rights and Privacy Act* ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Brainerd Public Schools ("District") receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal, or

principal's designee, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor. A school official may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of PII from education records. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors,

consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1)-(a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State Educational Agency (SEA) in the parent or eligible student's state. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of

programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

FOOD DELIVERIES

Students may not receive food deliveries at school. This includes whether the order was placed by students, parents or guardians. Violations may result in disciplinary action.

FOOD SERVICE PROCEDURES FOR BREAKFAST & LUNCH

All meals for students in grades Pk-12 grade receive one free breakfast and one free lunch as part of MN universal free meals. Milk with cold lunch must be purchased À la carte. Pop and high sugar items are discouraged with cold lunches. (District Policy #533). Second meals and snackline items are also available for purchase. There must be money in the account or cash in hand for extra milk, second meals or snack line items.



To make payments (Visa, Discover, or MasterCard), or to find out the balance in your child's account, go online to the District Website at <http://www.isd181.org>, click on the For Parents tab. To receive a login and password please fill out an online form at the same location.

Applications for Free and Reduced meals are available at Washington Educational Services Building, Room 203, 804 Oak Street, Brainerd, or may be picked up at any schools within the Brainerd School District. You can also apply for free/reduced meals online and through family access. You may apply at any time throughout the school year. If you have questions or concerns you may call your child's school food service kitchen or call the Food Service Office at 218-454-6936.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or*
- (2) fax: (833) 256-1665 or (202) 690-7442; or*
- (3) email: program.intake@usda.gov*

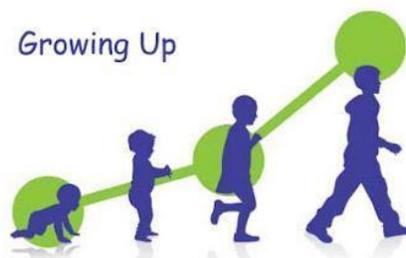
This institution is an equal opportunity provider.

HELP ME GROW REFERRAL PROCESS

As young children grow and change at their own rate, some children experience delays in their development. Special health conditions may also affect children's development. Because parents/guardians know their child best, they may be the first to notice that their child is developing differently than other babies or young children.

If you have concerns about your child's development and think your child might need extra help to learn or if your child has significant medical or health issues, visit or call:

Paul Bunyan Education Cooperative, Serving Brainerd Public Schools, 218-454-5534, www.pbcoop.org or contact the Statewide Referral Number 1-888-693 GROW (4769).



Children referred to the Brainerd Public Schools for developmental concerns will be further evaluated to help determine if they would be eligible for early intervention or preschool special education. Minnesota children from birth to five years old, who are eligible for early intervention or preschool special education, can receive early intervention services or preschool special education services. These services are free regardless of income.

LEGAL CUSTODY AND GUARDIANS

If there is a situation pertaining to legal custody or guardianship of your child, you must have a copy of your current court order on file with the school office. Please notify the school of any changes in legal custody.

LOCKERS AND/OR PERSONAL POSSESSIONS

Early Childhood programs follow Brainerd Public Schools policy regarding lockers and possessions. According to state law, school lockers are the property of Brainerd Public Schools. At no time does Brainerd Public Schools relinquish its exclusive control of lockers provided for the convenience of students. School officials for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. (District Policy #502)

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND

Every day children forget, misplace, and lose clothing and other items. Found items are located at a specified "Lost and Found" location. Jewelry, glasses, etc. are kept in the office. Whenever something is missing, please check the lost and found first.



NONDISCRIMINATION

Brainerd Public Schools is committed to inclusive education and providing an equal educational opportunity for all students. Brainerd Public Schools does not discriminate based on race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. (District Policy #521 and #522)

PARENT/CAREGIVER/TEACHER COMMUNICATION

Teachers in early childhood have varying classroom schedules. Teachers can provide times they are available outside of instructional times to communicate with parents and caregivers if requested. Teachers can communicate through email, Class Dojo or classroom phone lines. Teachers are not permitted to use personal cell phones with parents/caregivers unless it is an emergency. Classroom phone lines do not receive texts.

If parents/caregivers have multiple questions, please feel free to put those communications in an email to the teacher(s). Email will allow a teacher to check with appropriate team members and respond with more information.

If there is a need to communicate with busing please contact Reichert Bus directly at 218-829-6955.

If you would like to visit your classroom outside of pick up or drop off time you must check in at the main office or set up a meeting with teachers. All volunteers must submit a volunteer application with a reasonable amount of time for processing prior to the volunteer time.

PARENT/CHILD DROP OFF & PICK UP INFORMATION

Students must be walked to the classroom door by an adult and verify that classroom staff see the child has arrived or child must be dropped off with designated curbside staff during curbside period (based on site location). Students may arrive 5 minutes before class starts unless pre approved by Early Childhood staff. Please be prompt in picking your child up from class. Classroom drop off is required unless other curbside drop off/pick up arrangements are provided by a particular school site, or special transportation is provided. That process will be communicated at the start of every year.



If a parent/guardian is frequently 10 minutes or more late to pick up a child, the child will move into aftercare status, and the parent/guardian will be charged the aftercare daily rate.

In the event that no one arrives to pick up a child after class is over, the parents/guardians of the child will be called first. Next, the emergency numbers will be called and any other person authorized to pick up the child as indicated on the child's records. The child will remain with a staff person until a parent/guardian or authorized person arrives to get the child. If none of the above is available within one hour, the proper authorities will be notified.

If a person arrives to pick up a child and is suspected of being incapacitated staff will request that emergency numbers or alternate transportation be provided for the student's safety. If necessary, proper authorities will be notified.

PARENT TEACHER ORGANIZATION - ECFE/SCHOOL READINESS

ECFE/School Readiness programs have an extremely active PTO that meets monthly. All parents/guardians are invited and encouraged to join and lead in the development of our special events and fundraisers. Please call the Warrior Early Learning Center or ask your teacher for more information. To fill out an application go to www.isd181.org, Community Education, Volunteering.

PARENT/GUARDIAN VOLUNTEERS

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms as needed. Volunteers will work under the direct supervision of staff in conjunction with policies and procedures of the building. Notify the classroom teacher if you are interested in more information on volunteering. A Brainerd Public Schools volunteer application will need to be filled out and approved before volunteering can begin.

PRESCHOOL PARENT/GUARDIAN CONFERENCES

Open house and/or pre-conferences are available for incoming students in the fall. Parent/guardian and teacher conferences are held in the fall and spring as needed. Dates are listed on program schedules provided by the classroom teacher.

SCHOOL CLOSING PROCEDURES

School may be canceled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. Phone calls and/or emails will be sent out via the School Districts Skylert Information System and announcements will be broadcast over the following:

- Brainerd Public Schools Website – <http://www.isd181.org>
- Skylert Information System – phone calls and/or emails
- TV: KARE 11, KMSP 9, KSTP 5 (KSAX/KRWF Alexandria), WCCO 4
- Radio: WJJY (106.7 FM), 3Wi (1270 AM), KFGI (103.5 FM), KTIG (102.7 FM), KLIZ (1380 AM or 107.5 FM), KAUL (103.5), KKIN (930 AM or 94.3 FM)

PRE K PLUS CHILDCARE PROCEDURES

- School Closure (E Learning Day); Childcare is closed. Credit will be given to anyone who was scheduled.
- 2 hour late start: Childcare will be open at 10:00 a.m. for all children scheduled that day. No credit will be given for a 2 hour late start.
- Early Dismissal: Childcare will remain open although we do ask families to pick up their child as soon as possible. If weather conditions are severe enough, we may require an earlier closure time. If your child's PM class is canceled and your child still attends childcare, the full day rate will be charged. No credit will be given for an early dismissal.

*Tuition reimbursement for unexpected school closure for preschool and/or childcare may be considered after 5 unexpected closure days with parent/guardian request to the office and may be considered by principal after determining if make-up days will be provided.

FAMILY INVOLVEMENT

Family engagement and involvement is an important part of our early childhood programs. As a participant in School Readiness, a guardian is required to attend scheduled VIP (Very Important Person) days in the classroom or on field trips.

Those dates will be given to all families at the start of the school year. Please refer to the program schedule provided by your classroom teacher.

SCREENING

The Brainerd Public Schools system regularly offers early childhood screening clinics during the school year for all children between the ages of 3 and 5 years. The state of Minnesota recommends this at age 3 and requires this for kindergarten entrance. When a student is enrolled in our preschool program, the State requires that this screening be done within 90 days of starting the program. If a child is receiving special education services, this screening is not required but a parent/guardian choice. Early Childhood Screening is a quick and simple check of how your child is learning and growing. The screening includes a developmental assessment, vision and hearing tests, height and weight measurement and an immunization and health history review. The purpose of this FREE screening is to identify children who may need additional time and experiences to be ready for school. The sooner we get started, the more likely your child will begin school with the necessary skills to succeed.



Kindergarten registration forms may be completed during this appointment.

MN Statutes 12A.17 states, "Early childhood developmental screening helps a school district identify children who may benefit from district and community resources available to help in their development. Early childhood developmental screening includes a vision screening that helps detect potential eye problems but is not a substitute for a comprehensive eye exam."

SCREENING RECORDS

If your child had early childhood screening outside of the Brainerd Public Schools contact the Warrior Early Learning Center (218-454-5430), provide your child's name, date of birth, and location of prior screening. The child's screening records will then be transferred to Brainerd Public Schools. Please note that a kindergarten registration form will need to be completed for the Brainerd Public Schools.

If your child is moving out of the Brainerd Public Schools and completed early childhood screening here, contact the new school district and have them request records from Brainerd Public Schools or provide the new district with a copy of the screening summary form.

SPECIAL EDUCATION RECORDS

A release of records form can be filled out if families would be moving to a new district and would want special education paperwork to be released to the new district. This form is available in the enrollment office located on the first floor of Washington Education Services Building.

SNACKS AND FOOD

All snacks should be nutritious in nature and must be commercially purchased. Homemade snacks and treats are not allowed (excluding parent/guardian education snacks). Non-food items may be used as rewards for behavior and learning efforts by faculty and staff. (District Policy #533) Notify your teacher if your child has any allergies.

ECFE

In some classes, parents/guardians take turns bringing snacks. State law mandates that snacks should be easy to prepare and easy to eat, as well as safe for small children. If you cannot bring a snack because of illness, please call another parent/guardian or the teacher. ECFE will provide milk for snack time. Not all classes have snack time.

SCHOOL READINESS

Snack time is a special time for our preschoolers as the children gather to share food and converse with each other and staff. The teaching staff will plan and provide a nutritional daily snack for all the children. Snacks and milk are provided by the program.

PRE K PLUS

Breakfast, lunch and an afternoon snack will be provided. Meal Calendars will be sent home monthly.

PEANUT PRODUCTS

We are a peanut safe district. Each individual classroom will determine whether peanut products are allowed in their particular classroom. If a child with a severe peanut allergy enrolled in our program, families will be notified by their classroom teachers as a plan of action.

SPECIAL SERVICES

Several programs are available to assist in meeting individual student needs.

COLLABORATIVE SERVICE WORKERS

Collaborative Service Workers work to reduce gaps and barriers for families to access resources and services. The Collaborative Service Team works closely with school staff to assist children and families by connecting them with the strategies and resources they need. This could include connecting a family with food assistance, providing support during a crisis, or offering more intensive behavioral or socioemotional group and individual skill development. Each building, except for Lincoln Education Center due to other supports in place at that site, has a Collaborative Service Worker that families can reach out to for more information.

PREFERRED NAME & GENDER CHANGE FORMS are available by request at each site. In accordance with state and federal guidance, if a student consistently identifies as a name and/or gender other than their legal name and/or gender, that student (with parent/guardian approval) may request their preferred name and/or gender identity be changed within Brainerd Public Schools systems such as Skyward and email. Legal name changes may also be done through official court documentation. At the elementary level, students and families should reach out to the principal for more information. At the secondary level, students and families should reach out to the school counselors.

SECTION 504 is a part of the Rehabilitation Act of 1973, which is a civil rights law that prohibits discrimination on the basis of disability in programs and activities, public and private, which receive federal financial assistance. A Section 504 Accommodation Plan may be created for students with disabilities who qualify after an evaluation and demonstrate a need for program changes beyond the interventions available to all students. It is intended to ensure that persons with disabilities are able to access the education program like typical peers. At the elementary level, students and families should reach out to the principal for more information on the 504 process. At the secondary level, students and families should reach out to the school counselors.

SPECIAL EDUCATION services are provided for students with disabilities who are identified and qualify for services under state and federal guidelines. Services are provided to students who range in age from birth through age 21. The purpose of special education services is to “ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living.” IDEA 601(d)(1). At the elementary level, students and families should reach out to the principal for more information on the special education process. At the secondary level, students and families should reach out to the Special Education Lead Teacher or school counselor.

TECHNOLOGY INFORMATION

While the Brainerd Public Schools Google logins provide a basic level of safety measures, please be aware that when a district-issued device is being used on a home or public internet network, any filtering of content will be provided by that home or organization; the school content filters only work within the schools.

Families have access to Google Educational Suite of Productivity Tools. Families may use these applications during class time and they can be used at home by logging in with their ISD181.org account.

K-4 students are limited to sending and receiving email only from other Brainerd students and staff.

EC-8 ISD181.org accounts restrict access to social media sites and gaming sites as much as can be reasonably maintained. Brainerd Public Schools reserves the right to install any and all apps and extensions deemed appropriate for student educational use. If you have questions or concerns regarding an installed program or site access on your students’ school issued device, please contact our technology department at helpdesk@isd181.org or by calling 218-454-6940.

Families may be charged for repair and replacement of school-issued devices upon administrative decision of the cause of device damage. Damage will be communicated with families through email initially and also through mail, if needed. Damage fees will be charged through Skyward Fee Management.

Families utilizing Brainerd Public Schools accounts and devices must follow the expectations and requirements per EC-12 student policies. These policies will be updated as needed as all internet tools change frequently. Please refer to the technology use section in part three of this handbook for additional information on expectations of student use.

The Brainerd Public Schools technology policy and usage handbooks are available in full form on the Brainerd Public Schools website at www.isd181.org then click on the “families” button.

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

BUS TRANSPORTATION

Transportation will be provided for eligible students requiring transportation on all regularly scheduled school days or make-up days (District Policy #707, #708 and #709). If there are ANY changes to your student's transportation needs, including pick-up or drop-off location, phone number, home address, please contact the Transportation Office located in the Washington Educational Services Bldg. Welcome Center at 218-454-6900.



BUS CARDS

Brainerd Public Schools Transportation Office will issue a bus card to each registered rider at the beginning of the school year. Intermittent checking of bus cards is conducted by the bus drivers. Students need to have bus cards at all times in order to be prepared to ride the bus. Lost bus cards may be replaced in the Main Office of your school. Students are to ride their assigned bus only.

WITHDRAWAL AND TRANSFER

Parents/guardians who plan to move from the community or transfer their children to another school should notify the office two weeks prior to the withdrawal. Notice is required and 2 weeks of tuition needs to be paid with account charges zeroed out at a time of withdrawal.

For more information about Brainerd Public Schools go to www.isd181.org.
Click on the tab: Families
You will find Calendars, Directory, Family Access to Student Records, Menus, Policies and much more.

PART II – ACADEMICS

ASSESSMENTS

Early Childhood uses several comprehensive assessment tools in early childhood to assist in planning appropriate learning experiences and help all children succeed.

Assessment of skills is ongoing using our Brainerd Public Schools Assessment Kit, TS GOLD, and HELP. To measure progress of all students and guide classroom instruction, informal assessment is conducted regularly and formal assessments are conducted two times per year.



CURRICULUM

The Brainerd Public Schools Early Childhood curriculum is aligned with state standards and state testing. The standards are listed in grade level standard brochures that describe the educational program for Early Childhood and grades K-8. Each year several subject areas undergo a major examination and are revised as needed. The subjects are reviewed according to the District Curriculum Cycle. As a result, Brainerd Public Schools is continually updating the curriculum to provide a rigorous and relevant educational program for all students. Please contact your school office for standards brochures or go online to <http://www.isd181.org> and click on the Teaching & Learning tab. (District Policy #601 & 603)

3-5 YEAR OLDS CURRICULUM STANDARDS

Approaches to Learning

1. Shows eagerness to investigate new things
2. Engages in play with peers for extended periods of time
3. Persists
4. Experiments with new ways to combine materials
5. Contributes relevant information to discussions

Arts

1. Shows how children intentionally use the arts
2. Develop the vocabulary to describe own creations
3. Begin to combine artistic elements



Language, Literacy, Communications

1. Shows rapidly expanding vocabulary
2. Responds to directions
3. Engages in conversation
4. Expresses wants and needs
5. Enjoys being read to
6. Retells stories
7. Shows interest in letters and print
8. Engages in word play with the sounds of language

Mathematics

1. Uses vocabulary of mathematical terms to describe and make sense of the world
2. Recites numbers and counts objects with one-to-one correspondence to higher quantities
3. Identifies geometric shapes and uses the comparative language of measurement
4. Develops sorting strategies that grow in complexity
5. Duplicates and creates patterns using various rules

Physical and Movement

1. Shows increasing coordination and balance (walk, run, climb, hop, jump, and gallop)
2. Demonstrates ability to kick, throw, catch and bounce a ball
3. Uses hands and fingers to manipulate puzzle pieces, to draw and write, and to put on articles of clothing

Scientific Thinking

1. Seeks ways to gain knowledge and formulate questions
2. Makes plans and predictions
3. Verbally expresses ideas and thoughts

Social/Emotion

1. Shows confidence and self-direction
2. Identifies gender and self as part of family, community and culture
3. Ability to make choices
4. Verbal expression of needs and emotions
5. Responds to changing behavioral expectations
6. Begins to manage conflicts in social interactions

Social Systems

1. Focuses on developing understanding of identity and of belonging in different groups
2. Learns to follow rules and routines
3. Shows interest in family culture and participate in turn-taking and negotiation

PRESCHOOL CURRICULUM

The curriculum methods employed by most early childhood classrooms in Brainerd Public Schools are driven by the Big Day for PreK Scholastic curriculum and Frog Street Curriculum. Lessons are organized into eight engaging and child-friendly themes. Each theme includes materials and activities that build knowledge, skills, and concepts that foster integrated learning. The themes broaden, as children understand more and more about the world around them. Weekly and daily lessons build on a social-emotional focus and a knowledge focus that help children learn about themselves and their world as they move toward kindergarten readiness. The flexible content allows teachers to incorporate their own favorite themes into the classroom.

Active learning depends on positive adult-child interactions. Always being mindful of the importance of providing a psychologically safe climate for young learners, teachers strive to be supportive as they converse and play with children. Throughout the day, guided by an understanding of how preschool children think and reason, teachers practice positive interaction strategies—sharing control with children, focusing on children’s strengths, forming authentic relationships with children, supporting children’s play and adopting a problem-solving approach to social conflict.

Because the physical setting has a strong impact on the behavior of children and adults, we place a strong emphasis on planning the layout of the preschool classrooms. The children are provided with on-going opportunities to make choices and decisions. In addition to arranging the setting, teachers also plan a consistent daily routine that supports active learning. The routine enables young children to anticipate what happens next and gives them a sense of control over what they do during each part of their preschool day. These four principles, active learning, positive adult-child interactions, a child-friendly environment, and a consistent daily routine, coupled with on-going evaluation and assessment, forms the framework for our preschool program.



PYRAMID MODEL: IMPLEMENTING POSITIVE BEHAVIORAL INTERVENTION AND SUPPORT

Our preschool classrooms use the Pyramid Model framework for supporting social emotional development in infants and young children. The Pyramid Model is a positive behavioral intervention and support framework early educators can use to promote young children's social and emotional development and prevent and address challenging behavior. The Pyramid Model organizes evidence-based practices that include universal promotion practices for all children, practices for children who need targeted social-emotional supports, and individualized behavior support practices for children with significant social skill deficits or persistent challenging behavior. Program wide expectations have been created to provide consistency across all early childhood settings.

SCHOOL READINESS PRESCHOOL SPECIFIC CURRICULUM

Minnesota Early Indicators of Progress/MN Department of Education

A framework of understanding and communicating a common set of developmentally appropriate expectations for young children approximately four years old, presented within a context of shared responsibility and accountability for helping children meet these expectations.

- *Big Day Scholastic Curriculum and Frog Street PreK Curriculum*
- *Second Step Pre-K Curriculum/Committee for Children*, is designed to reduce impulsive and aggressive behavior in young children and increase their level of social competency. It does this by teaching skills in empathy, impulse control and anger management.
- *Handwriting Without Tears (HWOT)*, uses fun, entertaining, and educationally sound instructional methods to teach handwriting to all students.



GYM TIME

Gym time is a part of most early childhood programs. This provides time to expand on large motor development and social/emotional development. Please make sure children come to school with appropriate footwear for running and playing in the gym.

HOME/SCHOOL CONNECTION

We believe that a child's family is their greatest asset. A child's well-being, their sense of worth, confidence, attitude, and success in school is directly related to your investment in their learning. Please work together with us, as our time with your child is so limited. Your support with home activities that may be coming your way this year and your time spent reading and engaging with your child at home will be the decisive factor now and in the coming years.

We are aware that families come in all shapes and sizes. To help us give your child the most successful experience we can, we need you to inform us of any changes in family life. Sometimes changes that adults adjust to easily are more difficult for your children.

- **Separation:** Being able to separate, becoming a "real school person" is oftentimes an adventure and a challenge. However, the ability to tolerate the stress of separation and the ability to adjust to strange new situations vary greatly from child to child. Self-confidence arises from separations that are well achieved. Children who are supported by their teachers and parents/guardians as they separate from home have the opportunity to move into new areas of growth and learning. Coping with stress and gaining mastery over

feelings are important requirements for maturing. Our belief is that separation reactions in growing children are valid and to be expected. Our separation policy is flexible and individualized. Parents/guardians and teachers work as partners. Our view of separation is that it is a process, not a rigid step-by-step procedure. We regard entry and separation as an opportunity for your child's growth, rather than a problem. We will work together with parents/guardians as children work on their own timetable of adjustment.

- **Sleep:** Whether your child is starting school for the first time or entering his/her last year of high school, one thing that most children have to deal with is getting on a good sleep schedule. Not getting enough sleep is an important cause for school challenges in terms of learning and behavior. Inadequate sleep can cause problems ranging from daytime sleepiness, difficulty with concentration, irritability, depression, hyperactivity (sometimes mimicking ADHD), and even delay in recovery from illness. Children who are overtired will often have greater difficulty falling asleep and staying asleep than children who are well rested. Researchers speculate that as adults sleep less because of fast-paced lifestyles, they may be transferring their sleep habits to their children. On average, a preschool age child needs between 12-15 hours of sleep each day. This will vary among children.... Some children need more and some children need less. Knowing your child's needs and providing a consistent bedtime and routine will help to insure that your child is better prepared for his/her school day. If you are interested in more information regarding sleep needs and/or helpful tips, please ask your teacher and she can get resources for you.

HOMEWORK/ACTIVITY SHEETS

One way for us to stay connected and communicate with you regarding your child and upcoming activities/events is by sending home newsletters. Please check your child's backpack and Class Dojo account daily to keep informed and take out activities that the child brings home from the classroom.



Preschool teachers may send home activity sheets (homework) that expand on the learning experiences happening in the classroom. These activity sheets are optional and are not required to be returned to the teacher unless the child so chooses. If you or your child wish to have specific activity sheets sent home, please notify the classroom teacher.

TECHNOLOGY

Our program strives to introduce children to digital learning in an age appropriate way. Most of our early childhood classrooms have access to SmartBoards which encourages large motor interaction with digital curriculum. Our preschool students also have access to digital learning on iPads guided by teachers.

For more information about Brainerd Public Schools go to www.isd181.org.
Click on the tab: Families
You will find Calendars, Directory, and Family Access to Student Records, Menus, Policies and much more.

PART III – RULES AND DISCIPLINE

ATTENDANCE

ECFE CLASSES require children to be accompanied by their parent, guardian, or other designated adult. The adult will remain in attendance at the Center for the entire class time. Full refund of ECFE class fee will be provided to a family that cancels 5 business days prior to the start date of that class.

PRESCHOOL PROGRAMS Parents/guardians attend school with children periodically throughout the year. Lack of payment and/or unexcused absences are subject to withdrawal from the program.

Lack of payment and/or 10 or more unexcused absences are subject to withdrawal from the program. Students who miss more than 10 class times, and receive a scholarship, would lose their scholarship award and be required to pay for the remainder of the program fees.

***Please call and notify your classroom teachers if you/your child will be absent from school.**

BEHAVIOR GUIDANCE POLICY

The Early Childhood staff does not resort to corporal or psychological punishment to enforce or maintain behavior. No child is ever hit or handled roughly by the staff nor is any child humiliated or shamed. This does not mean that we allow children to do as they please, but rather that we maintain discipline through what we consider methods that do not defeat the child and cause him or her to lose self-respect.

Our behavior policy encourages personal responsibility and respect for individuals and the materials within the environment. We feel we can achieve this by:

- modeling appropriate and expected behavior
- tailoring expectations to children's developmental level
- giving choices and/or redirect children toward constructive and alternative activities/behaviors
- providing each child with the necessary space and positive/individualized attention that allows them to be successful
- protecting the safety of all children
- engaging parents/guardians in solutions and strategies for helping their children when difficulties arise

No child will be punished for lapses in toilet habits, nor will the withholding of food, light, warmth, clothing, or medical care be used as punishment for unacceptable behavior. There will be no use of mechanical restraint, and the use of physical restraint will be used only to hold a child when containment is necessary to protect a child or others from harm. Please direct any questions to the program director.

BULLYING/CYBER BULLYING PROHIBITION

Brainerd Public Schools is committed to providing a safe and respectful learning environment for all students. Acts of physical bullying or verbal bullying in any form including texting, postings on social media sites, and instant messaging by either an individual student or a group of students is prohibited on Brainerd Public Schools property or at school-related functions. All reported acts of school-related bullying/cyber bullying will be thoroughly investigated by administration. (District Policy #514)



CELL PHONES

Cell phone use is prohibited within the classroom during parent/guardian/child class time. Front entryways have been designated for cell phone use during school hours.

DRESS AND APPEARANCE

Students are required to be dressed appropriately for school activities.



Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for weather
- Clothing that does not create a health or safety hazard.
- Inappropriate clothing includes, but is not limited to, the following:
- Clothing that is disruptive to the learning environment.
- Apparel promoting products or activities which are illegal for use by minors
- Any apparel or footwear that would damage school property

DRUG-FREE SCHOOL AND WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. Brainerd Public Schools will discipline or take appropriate action against anyone who violates this policy.

Policy is not violated when a person brings a controlled substance, which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with Brainerd Public Schools "Student Medication" policy. Brainerd Public Schools will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency. (District Policy #418)

HARASSMENT POLICY

RACIAL, RELIGIOUS, SEXUAL AND VIOLENCE

Everyone in Brainerd Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy (District Policy #413) to prevent religious, racial, or sexual harassment and violence of any kind.

- We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
- A harasser may be a student or an adult.
- Harassment may include the following when related to religion, race, sex or gender: name calling, jokes or rumors, pulling on clothing, graffiti, notes or cartoons, unwelcome touching of a person or clothing, offensive or graphic posters or book covers, any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
- If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, administration, or the Title IX Coordinator, Angie Bennett, 218-454-6960.
- You may also make a written report. It should be given to a teacher, counselor, administration, or the Title IX Coordinator.
- Brainerd Public Schools will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
- Your right to privacy will be respected as much as possible.

PETS AND SERVICE ANIMALS IN SCHOOL

Because many students have allergies, anxieties or conditions which can be exacerbated by the presence of some animals, the principal has sole discretion in approving requests to bring pets to school. If students wish to share their pets as a part of a school experience, they may bring them only after arrangements have been made well in advance with the classroom teacher and principal. Parents/guardians should plan to bring the pet and remain to take the pet home. Inquiries about service animals should be made to the principal.

SIBLING CARE

Siblings of children attending ECFE classes are not allowed in the classroom during class time. Sibling care must be utilized; if sibling care is not available, other childcare must be arranged. Infants under the age of 4 months are allowed to stay with a parent/guardian as long as they are not a distraction.

TECHNOLOGY USE

RESPONSIBLE USE OF ELECTRONIC DEVICES, GOOGLE EMAIL/APPS AND INTERNET USE

Brainerd Public Schools holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Many devices are capable of creating and transmitting email, pictures, videos, and text messages and these capabilities shall be used with the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.



be

Brainerd Public Schools is not responsible for broken, lost or stolen personal devices.

- Each student has been provided access to the Google Educational Suite, which includes email, websites, word processor, presentation software, spreadsheets, and much more. Usernames and passwords are provided for all students beginning upon enrollment in Brainerd Public Schools. This username and password will stay with them throughout their years at Brainerd Public Schools. Parents/guardians and students will understand that the ownership of this account stays with Brainerd Public Schools and has limited privacy rights.
- Inappropriate use of a student's Gmail account may result in restriction and/or termination of the student's Gmail account.
- Students will not photograph or videotape other individuals at school or at school sponsored activities or email, post, or electronically transmit said images/video without their knowledge and consent.
- Students are prohibited from using any electronic device for cheating, bullying, harassment, etc.
- Students will not disclose their personal contact information or personal information about another student via email, internet, or other electronic venues.
- Students will not forward a message that was sent to them privately without permission of the person who sent them the message.
- Students will agree not to meet someone they have met online.
- Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.
- Brainerd Public Schools will not be responsible for financial obligations arising through unauthorized use of Brainerd Public Schools system, the internet, or lost/stolen/damaged personal devices.

CONSEQUENCES FOR MISUSE

Students who do not comply with Brainerd Public Schools guidelines for acceptable use may lose network privileges. Other disciplinary action may be necessary depending upon the severity of the infraction.

Technology abuse will be dealt with the same as vandalism. Devices that are confiscated will be returned in accordance with school building procedures. (District Policy #524 & 540)

The Brainerd Public Schools technology policy and usage handbooks are available in full form on the Brainerd Public Schools website at www.isd181.org then click on the “families” button.

TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual’s use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline, (District Policy 419).

A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony (Minn. Stat. § 144.4165). An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law (District Policy 419).

TOILET TRAINING POLICY

Our program will meet each child where they are at in the toilet training process. Our goal is that each child would be toilet trained when entering our preschool program, but we understand that each child progresses at a different pace. If needed, our staff will work together with families in regards to toilet training. Families must provide a spare change of clothes, diapers/pull ups and wipes in their child’s backpack.

Staff will discuss your child’s current toileting needs during your pre conference time. Staff will coach preschoolers through the toileting process verbally and/or with visuals. If a child is not successful at wiping independently a staff will assist them as needed but will work towards coaching verbally with gaining independence in that process. If you prefer that no physical assistance be provided, please speak to your child’s teacher or if goals and the child’s progress changes throughout the year we ask that both the school and home provide updates in order to support and provide consistency for each student.

VANDALISM

Vandalism of any Brainerd Public Schools property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

VIDEO LIST

The following videos are consistent with the Brainerd Public Schools video policy and might be watched as a part of your child’s preschool class. Not all listed videos will be shown, but they are available to be used as appropriate. Please contact your child’s teacher if you have any questions about specific video titles.

- *Are You my Mother?*
- *Boo to You, Winnie the Pooh*
- *Cat in the Hat*
- *Green Eggs and Ham*
- *The Little Engine that Could*
- *Rainbow Fish*
- *Spot Goes to the Farm*
- *Sweet Dreams, Spot*
- *Go Noodle*
- *Sid the Science Kid*
- *The Berenstain Bears*
- *Mystery Doug*



WEAPONS PROHIBITION

No person will possess, use, or distribute a weapon when in a school location except as provided in Brainerd Public Schools policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; stun guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. Brainerd Public Schools takes a “zero tolerance” position concerning the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to Brainerd Public Schools discretion on a case-by-case basis. (District Policy #501)

PART IV – HEALTH AND SAFETY

***EMERGENCY CONTACT INFORMATION

Parents/guardians must provide updated contact and emergency information annually or upon changes. To update information, please call your classroom teacher or building secretary or update on Family Access.



ACCIDENTS

All student injuries that occur at school or school-sponsored activities should be reported to the health office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other Brainerd Public Schools leader will call 911 or seek emergency medical treatment and then contact the parents/guardians.

COMMUNICABLE ILLNESSES

Students infected with a contagious illness should not be in school to protect the health of others. If a parent/guardian suspects that his/her child has a communicable or contagious illness, the parent/guardian should contact the building nurse or principal so that other students who might have been exposed to the illness can be alerted. If your student has any illness and you are uncertain about school attendance, please contact Brainerd Public Schools nurse.

CRISIS MANAGEMENT

The Crisis Management policy addresses a range of potential crises in Brainerd Public Schools and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. Brainerd Public Schools will conduct five ALICE drills, 5 fire drills, and one severe weather drill annually. Building plans include classroom and building evacuation procedures. Each school building has its own building-specific crisis management plan. (District Policy #806)

STUDENT SAFETY DRILLS

The learning process can be impaired when students do not feel safe at school. When staff is confident about emergency procedures, children in their care are more calm, cooperative, and trusting. Each year, staff and students practice fire, tornado, and lockdown drills. Though one can never prepare for every specific twist or detail of an emergency, we know that rehearsing emergency plans and discussing possible scenarios helps make our reaction to a real emergency more organized and safe for all.

On the day of a drill, a message will be broadcast over our intercom to students and staff that we are practicing a drill. Teachers calmly talk through the drill with students ahead of time so they know exactly what to do. We take great caution to not cause fear among children during drills, but do stress the importance of listening, moving quickly, and not talking. Parents/guardians are asked to discuss this issue with their child so they can better understand the importance of these drills.



HEALTH INFORMATION

It is important to update this information as often as necessary to ensure your child's needs are being met while in school. Current emergency phone contacts are important in the event a student is injured or becomes ill in school. Be sure the emergency contact knows you have them listed as a contact resource for the school. A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

FIRST AID

Each school building is equipped to handle minor injuries requiring first aid. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.



HEAD LICE

Lice are a nuisance only. If a student has lice and they are detected at school, parents/guardians will need to pick up their child, apply medicated shampoo, and remove all nits before returning to school. Head lice are common in children in childcare and school settings. Anyone can get head lice – it is not a sign of being dirty. Please check your child weekly and after every sleep over. If lice are found, please notify your child's contacts, including building nurse, daycare provider, friends' parents/guardians, etc. If you have questions, call Brainerd Public Schools School Nurses' Office 218-454-6945 or Crow Wing County Community Services 218-824-1080.

IMMUNIZATIONS

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. Brainerd Public Schools will maintain a file containing the immunization records for each student in attendance at Brainerd Public Schools for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the Student Health Services Office at 218-454-6945. (District Policy #530)

Students will not be allowed to start Early Childhood programming until they have provided an up to date immunization record or an exemption form.

MEDICATION POLICY

The Brainerd Public Schools medication policy provides that "the administration of medication to pupils shall be done only in exceptional circumstances where the child's health may be jeopardized without it." If your physician feels that your child's medication needs to be administered at school please call the Student Health Services Office 218-454-6945 to discuss building procedures regarding dispensing medication. (District Policy #516)

PreK Plus Childcare follows the Department of Human Services regulations for medications. Separate paperwork will be required for childcare and preschool if your child has allergies and/or needs medications administered while at programming.

Administering Medication in School

It is not the responsibility of the school or its employees to prescribe drugs, medications, or home remedies. Medications should be administered at home under the supervision of the parent or guardian when possible. However, some students require administration of medications or medical procedures to be performed during the regular school day.

In those situations, the following procedure will be followed:

- Medication to be administered to a student during the school day must be brought to school by the parent/guardian and left with the designated school representative.
- Before any medication will be dispensed by anyone affiliated with Brainerd Public Schools, a Physician Order for Medication and Parent Authorization form, or Physician and Parent Authorization for Self-Administration of Medication form which has been signed by the physician and parent/guardian of the student must be on file with the designated school representative. This authorization must include all of the following: name of the student, name of the medication, dosage to be given, the time or frequency

that the medication is to be given, a diagnosis or reason the medication is needed, and a signature from the physician and parent or guardian.

- The Physician Order for Medication and Parent Authorization form or Physician and Parent Authorization for Self-Administration of Medication must be submitted at the start of the school year or when the medication becomes necessary. Self-administered prescriptions would include, but are not limited to, such medications as inhalers, epi-pens, insulin, or other emergency medications. (The prescription from the physician must specifically state that the students are to carry the medication on their person and administer the medication themselves. Controlled substances (i.e. Ritalin) may not be self-administered.
- Prescription medications must be provided to the designated school representative in a duplicate bottle, which has been appropriately labeled by a pharmacist. Prescription medications brought to school in any other container will not be administered. Prescription medications will only be administered to a student if the designated school representative is provided a written statement from a doctor, a prescription bottle with a current, accurate label; and an authorization as discussed above.
- Before any over-the-counter medication will be dispensed by anyone affiliated with Brainerd Public Schools, an Authorization of Administration of Non-Prescription Medication form, which has been signed by a parent/guardian of the student, must be on file with the designated school representative. Over-the-counter medications must be provided to the designated school representative in the original labeled container. An over-the-counter medication will only be administered to a student according to the written directions on the bottle, unless contrary written directions from a physician are provided. If there is no specific age-appropriate dosage on the bottle, the medication will not be administered, unless contrary written directions from a physician are provided to the school.
- Aspirin or aspirin-containing products will only be administered upon written direction from a physician.
- Brainerd Public Schools reserves the right to review the continued use of any over-the-counter medication, which has been prescribed by the parent/guardian. Brainerd Public Schools may require a physician's order for continued use of any over-the-counter medication.
- When use of a medication has ceased, or is no longer needed by the student, the parent/guardian is responsible to retrieve unused medications from the school. Any unused medications that have not been picked up will be disposed of properly.

TEMPERATURE/FEVER GUIDELINES

A student shall be excluded from school for a body temperature of 100 degrees Fahrenheit. A student must be temperature free, without taking medication such as Tylenol or Ibuprofen, for 24 hours before returning to school. A student shall be excluded from school for any body temperature elevation if he/she is exhibiting signs or symptoms of illness such as vomiting and diarrhea, excessive coughing or flu-like symptoms. Any student that is unable to participate in routine activities, or requires more care than can be provided by staff due to illness, shall also be excluded. A student who is prescribed antibiotics for illness must use the medicine for 24 hours before returning to school.



SAFETY



BUILDING ACCESS AND ENTRY

Brainerd Public Schools has implemented a proactive security policy in an attempt to make our schools a safer place for all our students. Buildings will be implementing more controlled access. In the morning, only designated doors to the building will be unlocked allowing access into the building. (District Policy #806)

Students will be instructed on how to perform learning activities and experiments in the safest possible manner. Personal protective equipment will be provided to students, where necessary, for science, art, and industrial technology classes.

Students are required to follow the safety guidelines and rules set forth by instructors. (District Policy #807)

If a student or parent/guardian has any questions regarding the safety of the school or curriculum, they should contact the school principal or school safety specialist.

SCHOOL INSURANCE

The school does not provide insurance coverage for accidents. In most cases, your family health insurance policy provides coverage for accidents that may happen at school. You may want to check your policy to be sure. Information regarding optional student accident insurance is available in the main office of all Brainerd Public Schools.

VISITORS IN BRAINERD PUBLIC SCHOOLS BUILDINGS

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with Brainerd Public Schools procedures or if the visit is not in the best interest of students, employees, or Brainerd Public Schools.



Brainerd Public Schools

Opportunity. Innovation. Success.

Student Directory Information and Photo/Video Opt Out

Brainerd Public Schools policy complies with state and federal laws, which require us to release this information upon request. However, you have the right to deny the release of directory information, except to school officials or as provided under federal law.

Organizations and/or any member of the public can request information about students attending Brainerd Public schools. "Directory information," as it is known, is defined by Brainerd Public Schools as the student's name, parent/guardian name, grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, the most recent educational instruction attended by the student.

In addition, this includes both the internal and external publication of pictures/videos for district-approved publications, district-approved webpages, district-approved social media, local media, and local cablecasts. Parents/guardians may choose to limit the use of their child's photo. When a child enrolls in the Brainerd Public Schools, parent/guardian(s) have the choice to sign a photo opt-out form indicating the desire for internal or external publication on photos/videos of their child.

- **Internal Publications** are considered as all of the following: yearbook; class pictures (Lifetouch), hallway pictures, assembly videos, concert videos, etc.
- **External Publications** are considered as all of the following: local newspapers, local television, school social media accounts (Facebook, Twitter, Instagram), etc.

To make directory information private and/or opt out of photo/video publications, parents, legal guardians, or student of legal age should complete this form and mail it to Washington Educational Services Building, (804 Oak Street, Brainerd MN 56401) or the student's school office by **Monday, October 3, 2023**. Please complete a form for each student. This request will remain in effect for your student's tenure with Brainerd Public Schools or unless modified or rescinded via the Directory Rescind form available at your student's school.

Non-Release of Directory Information and Photo/Video Opt Out

By signing this form, I am requesting that:

- Brainerd Public Schools NOT release Directory Information for ANY use (including the school yearbook) except to school officials or as provided under federal law.
- Brainerd Public schools NOT use my child's photo in ANY Internal Publications.
- Brainerd Public Schools NOT use my child's photo in ANY External Publications.
- I would like to rescind my signature on the FERPA form allowing my child's photo/media to be used both internally and externally.

Student First and Last Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

THIS PAGE WAS INTENTIONALLY LEFT BLANK

EMERGENCY INFORMATION RECORD

TEACHER _____ YEAR _____

Child's First Name _____ Middle Name _____ Last Name _____ Date of Birth _____
Guardian #1 name _____ Relationship _____
Address _____ Email: _____
home phone _____ Work phone _____
cell phone _____
Preferred way of contact (circle one) phone email Place of work _____

Guardian #2 name _____ Relationship _____
Address _____ Email: _____
home phone _____ Work phone _____
cell phone _____
Preferred way of contact (circle one) phone email Place of work _____

Emergency Contacts- other than those living with student

1. _____
Name _____ Relationship _____ Phone _____ Other Phone _____
Address _____ City, State, Zip _____

2. _____
Name _____ Relationship _____ Phone _____ Other Phone _____
Address _____ City, State, Zip _____

Person/s allowed to pick up child (other than guardians listed above)

1. Name _____ Phone _____
Relationship _____
2. Name _____ Phone _____
Relationship _____

Please list any adults that are NOT ALLOWED to visit or pick up your child. (If legal parent, official paperwork needed)

1. Name _____ Relationship _____
2. Name _____ Relationship _____

Daycare Provider _____ Phone _____
Student's Physician _____ Phone _____
Student's Dentist _____ Phone _____

Does your child have any medical concerns that the school should be aware of? Yes No

If yes, what? _____

Is your child taking any medication? Yes No

If yes, what medication? _____

~~~~~  
Sibling \_\_\_\_\_ Birthdate \_\_\_\_\_, Sibling \_\_\_\_\_ Birthdate \_\_\_\_\_  
Sibling \_\_\_\_\_ Birthdate \_\_\_\_\_, Sibling \_\_\_\_\_ Birthdate \_\_\_\_\_  
~~~~~

THIS PAGE WAS INTENTIONALLY LEFT BLANK

2023 - 2024 EARLY CHILDHOOD CALENDAR

1/9/2023 (Red = No School)

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		

21-23 OS Testing
 24 Gr. 5 Orientation/FMS
 24-25 Kindercamp (1/2 day)
 29 Open House-Forestview
 30 Open House-Elementary, Brainerd High School, LEC

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		

Very Important Person (VIP Day- TBD)
 19 No School - President's Day

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

4 No School - Labor Day
 5 First day of school Grades K-12
 5-8 Pres conferences preschool
 11 first week of preschool
 11 ECFE registration starts
 18 ECFE+ starts
 20 Nisswa picture day
 25 ECFE starts

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
31						

1 No School - District Inservice
 11-15 Spring Break
 18 School Resumes
 25 summer/fall registration
 29 No School - Spring Holiday

OCTOBER 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				

5 No EC classes- program training
 6 No School - District Inservice
 19-20 No School - EM Conference
 30 Nisswa picture retakes

APRIL 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				

1 No School - District Inservice
 Spring conferences- (TBD- as needed)

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		

6 & 7 WELC picture day
 8 WESB picture day
 6 & 14 Fall EC Conferences
 23-24 No School - Thanksgiving
 27 No School - District Inservice

MAY 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	31	

17 Last Day of ECFE
 24 Last Day of ECFE+
 27 No school - Memorial Day
 30 ~~Gradeschool Day~~
 31 Last day of preschool
 31 Last Student Day Gr 1-11th
 31 High School Graduation

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
31						

7 WELC & WESB Picture retakes
 Very Important Person (VIP Day- TBD)
 21 Last day of ECFE
 12/22 - 1/1 No School - Winter Break

JUNE 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						

JANUARY 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	31			

2 No School - District Inservice
 3 School Resumes
 8 ECFE registration
 15 No School - District Inservice
 29 ECFE classes start

JULY 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	31			

TBD- Early Childhood summer programming

Brainerd Early Childhood Education



"Play is the highest form of research" Albert Einstein