

# Early Childhood Programs

## Handbook

2021-2022



930 4th Ave NW

Faribault, MN 55021

507-333-6460

## Falcon's Nest Early Childhood Programs

### Welcome to Faribault School District's Early Childhood Programs!

We are happy and excited to have you participate in our classes and hope it will be an enjoyable experience for you and your child. If you have any questions, comments, or concerns about our program, feel free to talk to your teachers, or you can contact me at any time.

Early Childhood Coordinator, 507-333-6455

We offer a variety of programming to meet the needs of all of our families. We serve families from Birth to 5 years old.

**Early Childhood Family Education (ECFE)** is based on the notion that parenting begins at conception and continues to grow and change with your child's growth and development. ECFE is here to support you as parents and show you activities you can do with your child based on age. See our newsletter for class offerings. Class offerings are also available in the Community Education brochure and are held at the Faribault Education Center. ECFE classes are based on three parts:

**Growing Together: For You and Your Child:** This is a chance for parent and child to do some fun activities together that encourages learning through art, music, stories, and learning activities.

**Growing Independently: For Your Child:** A part of each class is for children to have fun learning through play using art, science, movement, finger plays, games, and stories with the Early Childhood teacher, a paraprofessional, and the other children. The children's program helps them to develop a healthy self-concept and a joy of learning.

**Growing Confidently: For You:** While children are in the children's program, parents join other parents in a parent discussion time led by a licensed parent educator. Discussion time for infants and toddlers are in the same room as the children; for children two years and up, parents separate to the parent education room. Some ECFE classes are parent only type classes and others are times for parents and children together.

**McKinley Preschool** is a 4 Star rated Parent Aware program for children ages 3-5 years old. A variety of classes are available including half-day and full-day options meeting 3/4/5 days per week. Preschool classes follow the school district calendar, with the exception of the start date for preschool students. Teachers will hold individual family home visit conferences with all families the week k-12 classes begin, August 30, 2021. All classes are taught by a state licensed early childhood teacher. This program emphasizes social development in a literacy rich environment that promotes pre-reading and pre-math skills. There is a monthly fee to attend preschool classes; scholarships are available and will reduce the fee for qualifying children and families.

**Early Childhood Special Education (ECSE)** provides support and education to children with identified special needs. To qualify for Early Childhood Special Education a child aged birth to five years old must show a delay in development, or have a medically diagnosed syndrome or condition that affects the child's learning. Qualifying children from 3-5 years old attend appropriate classroom programs in Faribault Public Schools, or other community preschools, with an emphasis on including children in classrooms with their typically developing peers. For children birth to three, a home-based program is offered with birth-to-three special education teachers. You may make a referral online at the Help Me Grow website or you can contact the early childhood coordinator to make a referral if you have concerns regarding your child.

**Early Childhood Screening** is designed to help parents understand their child's development through checking height, weight, hearing, vision, motor skills, speech, cognitive, and social-emotional development. **This is required before your child enters Kindergarten and must be completed to enroll in our preschool programming. Screening at age 3 is best to support overall health and development of your child, it is not a test!**

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## Mission Statement, Vision Statement and Goals

### **Mission Statement:**

Early Childhood Programs partners with families to provide support, encouragement, and education.

### **Vision Statement:**

All families will have access to high quality early education in collaboration with community early childhood partners.

### **Goal of Preschool:**

To provide a comprehensive program for children based on early childhood research and professional practice that is focused on each child's cognitive skills and development, and that prepares children for the transition to Kindergarten.

## **PRESCHOOL**

### Preschool Programming

**Social/Emotional Development:** Second Step curriculum teaches skills such as turn taking, making friends, and interacting appropriately with others.

**Approaches to Learning:** Our teachers and support staff are trained in the Pyramid Model which uses evidence based practices and approaches to promote young children's social emotional competence and address challenging behavior. Pyramid Model practices are based on research around effective instruction for young children, and promotes social and emotional skills. MECC eliminates the use of suspension and expulsion

**Curriculum:** OWL, (Opening the World of Learning) curriculum builds skills at the child's ability level in: Oral Language, Vocabulary, Pre-reading and Writing, Listening Skills, Social Studies, Science, and Math. Additionally, we use Handwriting Without Tears to assist with learning to write and form letters.

**Creativity and the Arts:** Our classrooms encourage the use of a variety of art materials and provide experiences in music and.

**Physical and Motor Development:** McKinley provides SMART activities that help activate the attention part of the brain, gym time/outdoor play, group games, coordination and body strength, small muscle development, and sensory skills.

## Programming and Hours

McKinley Preschool classes have up to 20 children, and meet 3-5 days of the week depending on programming and needs. The classes are held mornings, afternoons, extended morning/afternoon, and whole day programming.

Children should arrive no more than 5 minutes before class, as teachers may be meeting with parents or preparing materials.

## Fees

A \$25 non-refundable registration fee (cash or check) is required to process your application.

For families in need of financial assistance, a scholarship process is used. All applications will be considered with assistance and classroom placement being provided to the families with the most need. You will be notified if your child is placed in a classroom and what the fee will be. A sliding scale will be used to determine payments. There will be opportunities for families to qualify for scholarships through the state of Minnesota's Parent Aware Program. Those families will be identified through the same process or from the State of Minnesota.

Parents will be required to complete a finance policy before their child begins school. This policy is as stated below:

In the event that any unpaid balance is placed for collections with the Credit Bureau of Faribault, Inc., and/or placed with an attorney to obtain judgment or otherwise satisfy payment of this account, a fee of 50% of the unpaid balance will be added to the total amount due. This amount shall be in addition to any other costs incurred directly or indirectly by Faribault Public Schools, Faribault Community Education and McKinley Early Childhood Center to collect amounts owed under this agreement such as court costs, sheriff's fee and late fees, etc.

The authorized fee of 50% and the additional costs and charges listed above reflect the actual costs incurred by McKinley Early Childhood Center, Faribault Community Education, and Faribault Public Schools to collect amounts owed under this agreement and a corresponding decrease in expected revenue resulting from this signer's failure to pay as specified in the McKinley Early Childhood Center agreement.

## Staff

Each class has one licensed teacher and at least one paraprofessional (teacher assistant). All teachers hold Pre-K teacher licensure through the Minnesota Department of Education. All paraprofessionals have experience working with preschool children and all staff attend training in the Pyramid Model for classroom management.

## Dress

- Children should wear comfortable, washable clothes, as we get dirty!
- Be prepared for outside play all year.
- Socks must be worn in the gym.
- No flip flops or Western style boots.
- No snow boots in the classroom (please send shoes in the winter)
- Please mark all clothing items and backpacks with child's name

## Bussing

Faribault Transportation Co. provides bussing for all students who require it on their Individual Education Plan (IEP). The parent/care provider must assist the child onto the bus and teachers or paraprofessionals take the children from the bus at the curb at McKinley into the building.

Bussing is also provided for families living in Faribault city limits. There is a bus registration process for all families, regular and special education. This process begins at the end of June. **ALL** families must register to be put on the bus route. Children registering after the deadline may need to get on the stop on an already established route. Children will often be required to go to a group stop to get on the bus. If your child has a health or medical condition that could potentially cause a life-threatening emergency while being transported by school bus, it is the parent's responsibility to notify the Faribault Transportation Company at 507-334-5121. For more information, please contact the McKinley office.

All parents will be required to sign the Bus Expectations form in order for their child to ride the bus.

## Dropping Off Your Child

If your child is not bussed to school, you will need to drive them to McKinley. An adult must accompany your child to the classroom. Children cannot be dropped off at the outside door unless arrangements have been made with the teacher. If you are bringing other children with you, please bring them into the building with you. **DO NOT leave children unattended in your vehicle!**

## Behavior Guidelines

Techniques used by our staff include modeling and recognizing appropriate behavior and allowing the child to make choices. Children are given opportunities to learn skills such as cooperation, negotiation, and peaceful settlement of conflict. A child displaying inappropriate behavior or activity will be offered appropriate substitutes or redirected. A child in an over-stimulated situation will be given time to calm down or gain control in a more private space with the guidance of a teacher. District policies regarding behavior can be obtained through a request to the coordinator.

## Conferences/Meetings

Parent-teacher conferences will be held twice per year, in November and February, for all preschool children. During these times, progress your child is making will be shared. We encourage a partnership approach to your child's success in schooling, and believe frequent communication is key in fostering a nurturing relationship between school and home.

## Field Trips

Permission must be granted in order for children to participate in class field trips.

## Snacks

We use the school district's Sodexo food service program classrooms. **Everyone** is required to fill out the Benefits Form for free/reduced lunch. If you have children in any of the other Faribault Public Schools, and have already filled out a Benefits form, simply fill out the information for your preschool child on the same form and identify Preschool as their school. You only need to complete it once. If your family qualifies, the morning snack and afternoon milk will be free for your child. If families do not meet the free/reduced guidelines, the cost is \$0.70 per day. For 2 days a week, the monthly fee is about \$5.60, for 3 days \$8.40, for 4 days \$11.20, and for 5 days \$14.00. If your child is in a class that lunch is served, the lunch cost is \$2.50 a day if your child does not qualify for free/reduced lunch.

**Please send snack/lunch money in an envelope with your child's name and "snack" written on the front. Checks may be written to ISD 656.** Parents will receive a monthly statement from the food service regarding their account. The McKinley office will simply send the money to food service. We do not process snack/lunch money at McKinley.

If you wish, you may send a snack from home (for your child only) instead of using the school snack. The district wellness policy has certain requirements for snacks/treats in the classroom. A copy of this policy will be made available to parents upon request.

Children in the afternoon classes bring their own snack to school (for your child only). The District Wellness Policy requests that healthy snacks be sent to school.

## Parent Visits/Volunteering

Parents are welcome to visit the classroom anytime. We encourage parent involvement by sharing a hobby or interest, helping us in our classrooms, or going on field trips. We encourage families to attend parent-child ECFE classes. All volunteers will be required to have a background check. Please reference the background check section of the handbook. The school district has a policy for visitors in the school. Please reference policy number 903 for this information.

[http://www.faribault.k12.mn.us/about\\_us/policies.aspx](http://www.faribault.k12.mn.us/about_us/policies.aspx).

## Grievance Procedure

Concerns should first be discussed with or written to the teacher or coordinator who will respond to the concern within 24 hours or the next working day.

Olivia Sage, Early Learning Coordinator (333-6455)

Anne Marie Leland, Director of Community Education (333-6033)

Rob Dehnert, Director of Special Services (333-6002)

## Faribault Transportation

Faribault Transportation 507-334-5121

### **CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding a bus or at a bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Principal's designee. In addition, serious misconduct will be reported to the District's Director of Operations and the Department of Public Safety.

#### **A. School Bus and Bus Stop Rules**

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures will be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school office in a timely fashion and in written form so parents may be notified.

#### **B. Rules at Bus Stop and Boarding the Bus**

1. Go directly from your house to the bus stop; arrive at the bus stop five minutes before your scheduled pick up time.
2. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops and the door is opened before approaching the bus.
3. Stay off private property and out of the street.
4. Use appropriate language.
5. If you must cross the street to get to the bus stop, wait until the bus stops and the driver signals you to cross, look left, right, and left again. If clear, walk quickly across the street.
6. Get on the bus in a single file line and hold on to the rail to keep from slipping, falling, or tripping.
7. Go directly to your seat and sit down.
8. No fighting, harassment, intimidation, or horseplay.
9. No use of alcohol, tobacco, or drugs.
10. No pets, live insects, reptiles, or animals allowed on the bus.

#### **C. Rules on the Bus**



1. Respect and obey the bus driver at all times.
2. Keep all your articles and school supplies in a backpack on your lap and sit in a seat facing forward.
3. Make room for others needing a seat. Respect other students and their property at all times.
4. Keep arms and legs out of the aisle to prevent tripping others while they board or exit. Do not push or shove for any reason.
5. Open windows only if the driver permits you to do so. Keep hands, arms, and head inside the bus.
6. Do not stand or move while the bus is moving.
7. Absolutely no tampering with the bus radio, controls, equipment, or exit door.
8. Talk quietly and use appropriate language.
9. Do not damage the bus; keep feet off seats and the backs of seats.
10. Do not bring weapons or dangerous objects on the bus.
11. No eating, drinking, or use of tobacco or drugs.
12. No fighting, harassment, intimidation, or horseplay.
13. Do not ignite matches or start a fire.

#### **D. Exiting the Bus**

1. Stay seated until the bus is completely stopped and the door opens. Use handrail to exit.
2. When leaving the bus, if you drop something, **DO NOT GO BACK TO PICK IT UP!**
3. Walk 10 steps on the sidewalk or the side of the road away from the bus. Always walk in front of the bus.
4. If you must cross the street always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
5. Always cross in front of the bus.
6. Go directly home! Don't "hang around" the bus stop.

## **EARLY CHILDHOOD FAMILY EDUCATION (ECFE)**

### Registration

We ask that you pre-register for our ECFE regular classes and pay in advance of the first class dated. You may register in person at McKinley or the Faribault Education Center on registration day or any time after registration day. The office will be open for registration Monday-Friday from 8:00 to 3:30 pm. For winter and spring sessions, pre-registration for currently enrolled participants will be the last week of the previous session. Registration for classes is based on your child's age as of 9/1/21. Children remain in that class for the whole year regardless of when they turn a new age. The exception to this is babies graduating from Baby Stop. They can join Baby & Me at any time.

Minnesota Department of Education requires parents to complete the full registration from for statistical purposes once each year per child. These help us to continue to receive our funding for the programs we offer.

*Minnesota law requires children enrolled in early education programs to be immunized against certain diseases or file a legal medical or conscientious exemption.*

### Fees

Payment is due by the first class of each session. The school district has a policy for non-sufficient funds checks. There will be a \$30.00 fee charged for all NSF checks returned by your bank.

### **Cancellation**

Classes may be cancelled if we do not receive a minimum number of registrations. Fees will be refunded or transferred to another class.

### **Refund Policy**

ECFE does not refund money for missed classes. Should a class be cancelled due to inclement weather more than once during a session, credits will be issued to go towards another class for any days beyond the first cancelled class. Weather related make-up sessions may be provided if the calendar allows. This will be communicated to families in the event if it is possible.

### **Cell Phone Policy**

While attending ECFE classes, please keep phones on silent in bags or pockets. While we understand that important calls may come while you are attending class, phone conversations are disruptive to class time. Please take brief phone calls in the hallway.

### **Arrival Times and Dress**

Please note the time that class begins. It is important to remember to dress your child to have fun. Be sure s/he wears clothes that allow worry-free comfort for floor activities and art. We use washable paints and markers, and provide paint bibs, but we cannot guarantee that paint or glue will not wander! Please have your child(ren) wear tennis shoes or other sturdy shoes and socks.

### **Policy for Bringing Additional Children to Class**

Due to class size limitations, it is our policy that non-registered children may not come to class with you. However, we understand the nature of families and last-minute needs that come up. If you should need to bring an additional child to class, you must call the classroom ahead of time (333-6844, please no emails or Facebook messages) as soon as you know about the change to receive permission. Staff will make the decision to allow additional children or not based on the needs of the enrolled children. Additional children must have registration information on file for liability purposes and may have an additional fee billed per child per class. Thank you for your cooperation.

For your convenience, we provide sibling care for older or younger siblings of the child you are enrolling in ECFE classes. Payment is required at the time of registration. We will no longer accept payment per class. The fee is set regardless of the number of times you use sib care. Financial assistance is available with a sliding fee scale.

**PLEASE CALL IF YOUR CHILD WILL NOT BE COMING (333-6460).**

**Label all bags, bottles, blankets, etc. that you leave with your child.** Children who are Kindergarten or older will not be allowed to participate in our regular classes if sibling care is available. Exceptions are family nights and field trips. Special visitors to your home (relatives or friends) may come to sibling care on a limited basis. Please call ahead to make sure there is room available. For reasons of liability, we discourage you from bringing daycare children in your care to sibling care.

## Crying

Crying is a part of communication in young children for a variety of reasons. We will do everything possible to make separation go smoothly; however, if crying does occur, the staff will never allow your child to cry for a long amount of time. The staff will come and get the parents if needed for any reason. We encourage parents to allow children and sibling care staff to have time to become comfortable with times they enter sibling care during a class, this helps the group of children to settle down and become involved in their playing.

## Diapering and Bathroom Needs

These are the responsibility of the parents during parent/child time. Staff will accompany children to the bathroom during parenting time. Children that need a diaper change should be changed in the bathroom or on a changing table. This is a health and sanitation requirement and we appreciate your cooperation.

## Snacks

In classes where snacks are served, we ask that each parent provide a snack once during the session. There is a sign-up sheet in the classroom. Snacks should be packaged and nutritious. No homemade treats are permitted. **Please let the teacher know if your child has any food allergies or is sensitive to certain foods.** Parents may bring snacks for the parent discussion portion of class but it is not required or expected! We provide hot water for coffee, friendship tea, and hot cocoa. We have a donation basket for your free-will contributions towards the beverages.

## Parent/Child Interaction

Developing a sense of security in the parent/child relationship is a primary need of all children. At ECFE we wish to support this as best we can by providing activities that parent and child/ren can do

together. Please respect this time for you to be with your child. This time is different from the time that you spend in activities at home because it is designed especially for each age group.

An additional developmental need for parent and child is to learn that they can separate in healthy ways. For this reason, we ask that you select separating and non-separating classes based on your family's needs. If you select a separating class and your child is not yet ready for this, we ask that you stay with your child in the children's classroom rather than bringing the child into the parent discussion. (Newborns and nursing babies accepted). If you would like to begin to separate from your child, please ask the staff for assistance and allow them the opportunity to help your child build skills in this area.

## Parent Discussion Time

This is your chance to discuss the joys and concerns of everyday parenting with parents of children of similar ages and stages. We ask all parents to respect their groups, give all parents an opportunity to share their ideas, and maintain confidentiality of what is shared within the group. Please do not discuss concerns about your child in front of him/her. Make sure your purse and other possessions are with you out of reach of children in their classroom or sibling care room.

## Newborns

The birth of a new baby into the family is an exciting event. We will work with your family to incorporate the new family member into the ECFE program. Newborns are welcome to all ECFE classes to stay with the parent during the parent/child time and parent time. We ask that as the baby gets older, you consult with the teachers about when the baby can stay with the children vs being in the parent education room.

## Donations

We accept donations of good used toys, books, dress-up clothes, games, or puzzles that are appropriate for infants, toddlers, or preschool children.

## **FALCON'S NEST-ALL PROGRAMS**

### Illness and Attendance Policies

Falcon's Nest Early Childhood Center does not provide care for sick children. Parents have the primary responsibility for their children's health. Please call if your child will not be coming (333-6460). Remember to give the name of the teacher to the secretary, symptoms of illness, and whether your child comes in the morning, afternoon or ECFE class. You may also call your teacher directly at the number she gives you.

### Illness

Students should stay home and will be asked to go home if any of the symptoms below are present:

- \* A fever over 100 degrees (stay home 24 hours after temperature is back to normal)
- \* Vomiting or diarrhea (stay home 24 hours after last episode)
- \* Any undiagnosed rash
- \* Conjunctivitis-pink eye (return to school 24 hours after medication started or no drainage)
- \* Strep throat (return to school 24 hours after antibiotics are started)
- \* Any draining wounds that cannot be contained
- \* Unable to participate in the daily activities due to not feeling well

Parents must inform the school within 24 hours if their child has an infectious disease. These may include but are not limited to: head lice, ring worm, scabies, impetigo, strep throat, chicken pox and pink eye. **McKinley Nurse Phone #: 507-333-6824**

If a child becomes ill while at school, he/she will be separated from the class and cared for by the school staff until a parent or other family member contact arrives. **It is important that you are able to pick up your child within one hour of being called.** If you are unable to do that, please make sure one of your emergency contacts can. Please remember to update your contact information and that of your emergency contacts as they change.

## Head Lice

Faribault Public Schools recognizes that head lice infestations do not pose a health hazard, are not a sign of uncleanliness and are not responsible for the spread of disease. Students with live head lice present will be identified by the school nurse and referred to the parent/guardian so that prompt treatment can begin.

**Parents – We all play a role in avoiding lice infestations.**

\*It is important that you are checking your child regularly for head lice and to notify the school nurse if your child should have it. Please do not rely on school staff to check for head lice, as this will delay treatment.

\* If your child should have any live lice when checked at home, please treat before coming to school.

\* Educate you child to avoid head-to-head contact with other children because lice are spread by head-to-head contact. This includes not sharing personal items that come in contact with the head (combs, brushes, hats, etc.).

## Immunizations

All children participating in early childhood programs are required by the MN Immunization Law, Statutes section 121A.15, to provide proof of immunizations or record of a legal exemption before they start the program. Immunization records must be turned in before the first day of class or your child will not be allowed to start class.

## Emergency Conditions

Emergency Health Issue or Injury: In the event of an emergency health related issue or injury involving your child our program procedure will be to phone 911 for emergency assistance, and then parent/guardian. 911 Emergency responders will come to the school site to provide observation and medical assistance and transportation to a local hospital if injuries are serious or life threatening. Your child's teacher or a designated staff member will accompany your child at all times until you are able to be with them.

## Medications

All prescription medications that are administered by school personnel must be 1) Accompanied by a physician order. The physician order will state medication, dosage, time, duration, and medical reason for medication, other medications this student is taking and side effects of medications. 2) Administered only if the parent has signed a medication authorization form. 3) In the original container marked with the student's name, medication name, dosage, times to be given, and route of administration. 4) The controlled substance medication will be brought to the school and picked up at the school by an adult. Please see school board policy 516 for more information.

**All non-prescription medications that are administered by school personnel must be accompanied by a medication authorization form signed by the parent.**

**Faribault Public School District does not supply over-the-counter medication (such as Tylenol, ibuprofen, cough syrup, etc.).**

## Health Conditions

Please be sure to inform the school nurse of any health conditions your child may have which may include: asthma, food allergies/intolerance, anaphylaxis, seizures, diabetes, etc. A health care plan will need to be put into place to ensure the safety of the student while at school. This information will be shared with the student's teacher and staff on a need to know basis. **Nurse: 507-333-6824**

## First Aid Procedures

Members of the staff are certified in CPR and basic first aid through approved courses and these procedures will be used when necessary:

-Staff will provide first aid treatment for injuries such as cuts, bumps, bruises, and abrasions. Wounds will be cleansed with soap and water. A band-aid will be applied to protect the wound.

-Parents will be notified through an Accident/Incident report, by phone, or when they pick up their child.

-For accident or injuries requiring more care than the staff can provide, the staff will take whatever steps are necessary. They include, but are not limited to:

-Calling 911 and relying on the judgment of paramedics as to whether or not a child should be transported to the hospital (A staff member will follow the child)

-Contacting the parent, guardian, or other adult as listed on the Emergency Form

- Contacting the child's physician or dentist
- Any expenses incurred will be the responsibility of the child's family

## Safety Drills

Safety drills are required by law and are conducted several times each school year to develop student comfort and awareness in the event of any of the following emergency situations: tornado/severe weather, lockdown, and fire. We do our best to make the drill situations educational and non-scary for the children. For more information, contact your child's teacher.

## Volunteering

Volunteering opportunities are available at McKinley. Some of the possibilities are: taking flyers for special events to preschools and agencies around town, driving a family to and from a class each week, helping card books and keeping the library in order, cutting materials for class, helping in sibling care or in a classroom. Times can be arranged to fit your schedule. You will need to complete a background check before starting.

## Parent Advisory Council

All parents are welcomed and urged to be involved in the Parent Advisory and Connections Committee that meets to discuss early childhood programs and to help with special events and fundraising. It consists of a group of parents and community members who meet to discuss the policies and offerings of the program. Planning special events and fundraisers are also handled by the Parent Advisory and Connections Committee. The Committee meeting times will be determined and posted by September of each year.

## Fundraisers

Falcon's Nest Early Childhood Center may have several projects endorsed by the Parent Advisory and Connections Committee to raise funds for preschool or to provide services to you and your children. These are voluntary for your family.

## Change of Address

If you move during the session or the school year, please give our secretary or your classroom teacher your address change. We mail out our newsletter flyers by bulk mail and you will not receive one if the address is not correct. It is important that we have the correct information to reach you in case of an emergency.

## Early Childhood Screening

State law requires that every child must have Early Childhood Screening before they enter Kindergarten. Children may be screened from ages 3 to 5 years. The screening includes vision and hearing testing, speech, developmental and health screenings. The screenings are held periodically at McKinley. Flexible hours are available. To make an appointment, call the McKinley Office at 333-6460. We recommend screening before entering Falcon's Nest Preschool. Children attending Falcon's Nest preschool will need to be screened within 60 days of starting school in order to continue attending preschool.

## Background Checks

It is the practice of Faribault Public Schools to require a criminal history background check on prospective employees and volunteers for all co-curricular and extra-curricular positions in the district. Please refer to Faribault Public Schools Board Policy Number 404, Employment Background Checks. [http://www.faribault.k12.mn.us/about\\_us/policies.aspx](http://www.faribault.k12.mn.us/about_us/policies.aspx).

**As a program of the Faribault Public Schools, all district school board policies are adhered to. District policies may be reviewed in the office during the regular business hours M-F, 7:30-4:00 pm.**

## Weather Closings

If the Faribault Public Schools close due to severe winter weather, McKinley Early Childhood Center will also close. If there is a 2 hours late start, there will be no AM preschool classes. A 10:30 am ECFE class **will** occur as scheduled if the weather conditions are safe. Listen to WCCO Radio (830 am), KDHL Radio (920 am), or WCCO, KSTP, or KARE11 TV for updates on school closings. The information is also posted on the school district website: [www.faribault.k12.mn.us](http://www.faribault.k12.mn.us).

## Reporting Child Abuse or Neglect

Faribault Public Schools will seek to protect children whose health and welfare may be jeopardized through physical abuse, neglect, or sexual abuse. All district employees are required by State law to report suspected misconduct toward children and are bound to maintain the confidentiality of such data.

## Fire Exits

There are three exit doors, one by the office, and the other two on each end of the building. In the case of fire, stay where you are until you are directed by staff as to where to go. If a fire were to occur during a parent discussion time in ECFE, the children's staff will follow the fire safety procedures for

## Smoking and Substance Use Policy



defend in place with the children in their care. **Do not leave in your car until staff has accounted for each person.**

The Faribault Public Schools are Smoke-Free Environments. No smoking is allowed on school property. The consumption of alcohol or illegal drugs is prohibited. Persons entering McKinley Early Childhood Center clearly under the influence of such substances will be asked to leave and the proper authorities will be notified.

## Financial Policy

In the event that any unpaid balance is placed for collections with the Credit Bureau of Faribault, Inc., and/or placed with an attorney to obtain judgment or otherwise satisfy payment of this account, a fee of 50% of the unpaid balance will be added to the total amount due. This amount shall be in addition to any other costs incurred directly or indirectly by Faribault Public Schools, Faribault Community Education and Falcon's Nest Early Childhood Center to collect amounts owed under this agreement such as court costs, sheriff's fee and late fees, etc.

The authorized fee of 50% and the additional costs and charges listed above reflect the actual costs incurred by Falcon's Nest Early Childhood Center, Faribault Community Education, and Faribault Public Schools to collect amounts owed under this agreement and a corresponding decrease in expected revenue resulting from this signer's failure to pay as specified in the Falcon's Nest Early Childhood Center agreement.

## Bullying Policy

Faribault Public Schools  
Faribault, MN

Student Personnel  
Series 500

### **Bullying Prohibition Policy** Policy No. 514

#### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of

school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

## **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.



- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Adopted:   7/21/14  

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
 Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
 Minn. Stat. § 120B.232 (Character Development Education)  
 Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
 Minn. Stat. § 121A.031 (School Student Bullying Policy)  
 Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
 Minn. Stat. § 121A.69 (Hazing Policy)  
 Minn. Stat. § 124D.10 (Charter School)  
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 MSBA/MASA Model Policy 413 (Harassment and Violence)  
 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
 MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
 MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
 MSBA/MASA Model Policy 501 (School Weapons Policy)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 507 (Corporal Punishment)  
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
 MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
 MSBA/MASA Model Policy 525 (Violence Prevention)

- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
- MSBA/MASA Model Policy 711 (Video Recording on School Buses)
- MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**English**

If you do not understand the information presented to you in this notice, please contact the ESL instructor through the main office of your child's school. Interpreter services can be provided for you.

**Spanish**

SI NO COMPRENDE LA INFORMACIÓN PRESENTADA EN ESTE AVISO, HAGA EL FAVOR DE PONER SE EN CONTACTO CON LA INSTRUCTORA DE "INGLES COMO SEGUNDA LENGUA" A TRAVÉS DE LA OFICINA PRINCIPAL DE LA ESCUELA DE SU HIJO/A. SERVICIOS DE INTÉRPRETES LES SERÁN FACILITADOS.

**Waalidiinta**

Haddii aadan fahmin akhbaartan, ku saabsan xaaladda ardaga fadlan la xiriir, dugsiga carurtadu dhigato, amma macalink (ESL) Dugsiga Ayan ku diyaarinayo turjubaan wax ku fasiro

**Nuer**

Mi ci láári liŋ rey gɔɔra neme, jin we kä laaŋ tin läŋ kä ESL, ke duɔp máktápä duel gɔr kä gaan. Ba luuc thuɔk riali kä ka kuii du.

**Cambodian**

ប្រសិនបើអ្នកមិនយល់ក្រសែស ឬ  
 មិនយល់អ្វីមួយអំពីការប្រកាស  
 នេះ ទេ តើសូមទាក់ទងនឹងគ្រូបង្រៀន  
 ភាសាទី២ (E.S.L) តាមរយៈការិយាល័យ  
 កូនរបស់អ្នក ឬទូរស័ព្ទស្រាវជ្រាវ