



ALEXANDRIA

Public Schools

Rich tradition. Bright future.

Student Handbook

Preschool/Early Education

2025-2026

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Alexandria Public Schools: Mission

Our mission is to achieve educational excellence and to inspire a life-long passion for learning.

Alexandria Public Schools: Vision

Our vision is to be an extraordinary school district that tailors learning for all, by working together.

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Elastic Clause

The administration of Alexandria Public Schools reserves the right to amend any provision in this handbook deemed to be in the best interest of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as considered necessary. Each situation is different and will be handled on an individual basis.

Attendance

Consistent attendance contributes to the healthy development of your child by allowing them an opportunity to practice transitions, gain self-management skills and benefit from the consistency of a predictable schedule. It is the responsibility of the student's parent/guardian to ensure their student attends school regularly, to inform the school in the event of a student's absence and to work cooperatively with the school and the student to develop consistent attendance patterns.

ATTENDANCE PROCEDURE

If a student is/will be absent or late to school, the parent/guardian must notify the front desk.

Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan is available for public inspection in the District Office during normal business hours. More information can be found in the district [website annual notice content area](#).

Before and After School Care

Students may register with the Compass program for before and/or after school care relating to their preschool class times. An authorized adult is required to sign the child in or out upon drop-off or pick-up.

Compass also offers non-school day and summer programming. Compass provides a warm, relaxed and caring environment where children have the opportunity to pursue their own interests, develop friendships and grow in confidence, independence and respect for themselves and others. For more information and to enroll, contact Community Education at 320-762-3310 or visit www.alexschools.org.

Birthdays

Students with birthdays may bring purchased snacks to share with their class. Students are not allowed to hand out party invitations at school. Classroom treats should be consistent with the District-wide School Wellness Policy ([Policy 533 - Wellness](#)).

Bullying

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. 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, on school transportation or by misuse of technology. For complete information on bullying prohibition, please refer to District Policy. ([Policy 514 - Bullying Prohibition](#))

Options for reporting bullying or harassment:

- Tell a trusted school adult. All adults within Alexandria Public Schools are responsible for responding to and reporting any bullying or harassment concern.
- Complete a bullying/harassment form in the main office to report the incident.
- Send the principal an email to inform them of the concerns.
- Parents may contact an adult at school to inform of concern, such as a teacher or the Principal.
- The Anonymous Tip Line may be used to report the concern.

The Principal is the assigned designee responsible for fully investigating the report.

Bus Information

Parent transportation is the primary method of arriving and departing from preschool. Changes to student transportation plans, times and authorized pick-up individuals should be communicated to the front desk staff or classroom teacher. Rainbow Rider may be an option at parent expense. When using the Rainbow Rider service, parents are expected to communicate transportation plans and changes directly with Rainbow Rider.

In some circumstances, students with an elementary sibling may be able to ride the district bus to and from school. Questions concerning transportation routes should be directed to the Transportation Director at 320-762-3317.

Cell Phones/Photographic Devices/Other Electronic Devices

The use of cell phones and other devices are prohibited during school hours unless approved by the supervising teacher. **The school will not assume responsibility for investigating loss or theft of such articles.** If confiscated and subsequently lost or stolen, the school will bear no responsibility for the replacement. Electronic devices misused by the student will remain in the office for three school days unless picked up by a parent or guardian.

Under **NO** circumstances are any pictures or information to be taken or recorded without permission during school hours, during an extracurricular activity or on a bus to be used by students outside the classroom for any information sharing purposes. Consequences will be enforced for any activity involving information sharing.

NOTE: Any item that causes a distraction towards the educational process (fidget spinners, playing cards, trading cards, toys, etc.) are prohibited unless used for an educational purpose.

Census Information

If you are new to town or your family has a change of address, phone number, number of children in the family, marital status or other pertinent information, please notify the District Office at 320-762-2141 or the individual school office so that our student records are kept up-to-date.

Child Abuse/Mandated Reporters

Minnesota State Law requires that school employees, as mandated reporters, report to Douglas County Social Services any suspected cases of child abuse or neglect.

Interviewing of Students by Outside Agencies - Students may not be interviewed during the school day by persons other than the student's parents, school district officials, employees and/or agents except as otherwise provided by law.

Comprehensive Curriculum & Assessments

Young children's learning is driven by curiosity and social connection. A large portion of a child's preschool experience is the learning that naturally unfolds through play with the support of highly-trained and engaged adults. Teachers share the responsibility to help students meet the common

set of developmentally appropriate expectations detailed in the MN Department of Education's Early Childhood Indicators of Progress - Minnesota's Early Learning Standards.

CURRICULUMS

- **Scholastic's PreK On My Way:** Comprehensive literacy, math and science
- **Handwriting Without Tears:** Handwriting, letter naming and letter sound support
- **Behavioral Support (core behavior skills):** Social/emotional support in initiative, attachment and self-regulation

ASSESSMENTS

- **Observation Assessments:** Academic, Social/emotional
- **Scholastic's PreK On My Way:** Letter naming, letter sounds, number recognition
- **Devereux Early Childhood Assessment (DECA):** Social/emotional

Conferences

Parent-Teacher conferences are scheduled twice a year in the fall and spring. A mid-year check in will occur in January.

Custody

If custody changes after enrollment, documents should be provided to the school as soon as possible after the change. The school will follow court orders that specifically authorize or direct custody or related custodial issues. The school system will give non-custodial parents, upon request, duplicate school information about their child unless prohibited by court order. A certified copy of that order must be on file at the school. The school should also be made aware of any unusual situations that might require a heightened need for greater security for your child.

Daily Schedules

Early Education programming dates follow the Alexandria Public Schools district calendar. Full-day students attending classes on scheduled late start dates should arrive 2 hours after their normally scheduled arrival time. Morning classes are canceled on scheduled and unscheduled late starts. Start times for afternoon classes are unaffected on late start days. Full-day students registered for before school care may come at their *regularly scheduled* times, as early as 6:30 am.

Directory Information

Directory information regarding a student is public information under State and Federal law. Directory information as defined in district policy ([Policy 515 - Protection and Privacy of Pupil Records](#)) includes, but is not limited to, a student's name, photograph, date and place of birth, attendance dates, grade level, participation in activities and sports, degrees and awards received and weight/height of athletic team participants. It also includes only the name of the student's parent(s). A parent/guardian may refuse to have any or all of the directory information made public by notifying the building principal in writing 30 days after the first day of school or enrollment in Alexandria Public Schools. If you do not want this information released, please stop by your child's school office and fill out a form indicating your preferences.

Discipline

It is the responsibility of the Early Education Center staff to safeguard the physical and emotional health and safety of each student and staff. All staff undergo training in core behavior skills and coaching for positive behavior support of students. We strive to meet the needs of all students promptly, positively and safely. Behavior support and disciplinary action are needed when students demonstrate any of the following behaviors:

- Failure to follow District Code of Conduct and the policies laid out in this handbook
 - *The Code of Conduct emphasizes the following:*
 - **Respect:** Be considerate of self, others, their beliefs and property
 - **Honesty:** Be truthful
 - **Kindness:** Be caring, friendly and helpful
 - **Responsibility:** Be dependable and accountable
 - **Fairness:** Be committed to the just treatment of others
- Actions that cause destruction, damage to or misuse of property
- Behaviors that directly or indirectly threaten students or staff (e.g. hitting, pushing, spitting, throwing objects, verbal threats, etc.)
- Aggressive acts, derogatory remarks or harassment of any kind toward students, staff and/or self
- Behaviors demonstrating lack of self-control (e.g. anger/outbursts, disrespect or refusal to follow directions, leaving the group or property without permission)
- Behavior that compromises the physical and emotional safety of employees and students
- Behavior that could be perceived as sexual harassment or intimidation (e.g. verbal language, gestures, physical contact, etc.)
- Other emotionally or physically harmful statements, behaviors or acts

The building administrator(s) or designee will make a determination of consequence/disciplinary action on a case-by-case basis. All actions by an administrator/designee are solely with the discretion of the Community Education Administration. Students may be required to change or cease programming when accommodations to meet their needs fundamentally alter the program or when programming is determined to be inappropriate for the child and circumstance. Examples of disciplinary actions include, but are not limited to, one or more of the following:

- Verbal warning/loss of privileges/time away from the group
- Written discipline report and/or verbal communication with parent/guardian
- Parent conference
- Removal from program or change in schedule
- Parent pick up may be requested
- Staff may consult with other Alexandria Public Schools professionals for input

For ongoing behavior concerns within Alexandria Public Schools, a determination may be made that a student is not eligible to participate.

The District-Wide Student Discipline Policy provides expectations for student conduct. Abiding by these expectations will enhance the school district's ability to maintain discipline and ensure a quality educational experience. The school district will take appropriate disciplinary action when students fail to adhere to acceptable behavior standards established by this policy and its guidelines and/or appendices.

For complete information on district-wide student discipline, please refer to District Policy. ([Policy 506 – District-Wide Student Discipline](#))

Distribution of Non-School Sponsored Materials

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For complete information on distribution of nonschool-sponsored materials, please refer to District Policy. ([Policy 505 – Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees](#))

Drills

As per Minnesota State Law, the following drills will be held annually:

- **Fire:** Five fire drills each school year.
- **Tornado/Severe Weather:** One tornado drill in conjunction with the State of Minnesota's Severe Weather Awareness Week.
- **Lockdown:** Five lockdown drills.

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. For complete information regarding employment background checks, please visit the district [website annual notice content area](#).

Enrollment

A child must be at least three years of age on or before September 1st of the current school year to enroll in preschool - an optional early childhood program of Alexandria Public Schools. Documentation of receiving state required immunizations must be provided prior to attending. Participation in an Early Childhood Screening within 90 days of starting is a mandatory requirement of the Minnesota Department of Education. A \$55.00 non-refundable registration fee is required at the time of registration.

Field Trips

Parents/guardians will receive notice of field trips in advance. If you do not want your child to participate in the off-site activity, please contact the front desk staff in advance and the school will provide an alternate activity.

Harassment Policy

The purpose of this policy is to maintain a learning environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. For complete information on harassment and violence, please refer to District Policy. ([Policy 413 – Harassment and Violence](#))

Health Services

The school nurse serves all students of Alexandria Public Schools. Please communicate all health and medication needs to the front desk.

- **Immunization Program:** Requirements may be waived only if a notarized medical or conscientious exemption form is filed with the school. For your child to enter school, it is mandatory that an immunization form be completed, signed and on file during registration. (Immunization Requirements)
- **Health Conditions:** New/updated health forms are required each school year at least 2 weeks prior to the start of school. (Health Conditions Form)
- **Illness/Emergency:** A child will be required to go home for the following symptoms within 24 hours of school: fever, diarrhea, vomiting, green discharge from nose, sore throat, undiagnosed rash and/or non-treatment for lice.

If a child becomes ill or injured at school:

- Child may rest in quiet area
 - First Aid will be administered
 - Parent/Guardians or emergency contacts will be required to pick up child
 - When necessary, 911 will be contacted to assist
-
- **Medication:** Students will be given medication by trained and authorized staff only if a student would not be able to be in school without it. The Authorization for Dispensing Medication must be completed for oral medication, inhaler or Epi Pen, etc. (Authorization for Dispensing Medication)

Language Access Plan

Alexandria Public Schools is committed to ensuring that every student has equitable access to information. For complete information on our Language Access Plan, please visit the district website annual notice content area.

Lead in School Drinking Water

Alexandria Public Schools will follow the recommendations of the Minnesota Department of Health's "Lead Contamination Control in School Drinking Water Guidance Manual." For complete information regarding lead testing and remediation efforts, please visit the district [website annual notice content area](#).

Library and Media Center

Libraries and Media Centers exist to provide materials and resources to meet the educational needs of all students in the district. For complete information regarding Libraries and Media Centers, please refer to District Policy. ([Policy 606.5 – Library Materials](#))

Lost or Damaged Library Books

The Early Education Center will provide students in the 4- and 5-year-old classes with library books and

other resource materials to meet the learning expectations and standards to enhance student learning opportunities. The books and materials will be provided at no cost to the students. Students are expected to maintain the books and materials during their use and return them at a time to be determined by the school. A student and his/her family will be responsible for payment for any lost or damaged books or materials with the cost to be determined by the program coordinator depending on the value of the books and/or materials.

Lunch Program

Lunches are available daily to all-day students. Families may purchase lunch through the Food and Nutrition Services lunch account system or bring lunch from home. Meals may be free according to local and state provisions. Please contact the Food and Nutrition Services Department with questions.

Free and reduced meal forms are available at the Early Education Center office, the District Food & Nutrition Services Department or online on the district website. ([Policy 534 – Student Meals](#))

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression or age in its programs and activities. The school board has designated Jessie Hjelle, Director of Human Resources, 1410 S. McKay Ave., Ste. 201, Alexandria, 320-762-2141, as the district's human rights officer to handle inquiries regarding nondiscrimination. For complete information regarding nondiscrimination, please visit the district [website annual notice content area](#).

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. For complete information regarding notices of violent behavior, please visit the district [website annual notice content area](#).

Parent Advisory Council

Parents/Guardians are encouraged to become actively involved in the Parent Advisory Council. This organization provides opportunities for parents/guardians and school staff to work together for the betterment of the school and its students. Call your school office for meeting schedules.

Parent Aware

The Early Education Center is a four-star Parent Aware rated program - the highest possible - and is committed to maintaining the highest standard of excellence in programming, staff training and family support.

Parent Right to Know

Upon parent request, information will be provided regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- whether the teacher is teaching in the field of discipline of the certification of the teacher;
- whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Payment

Preschool at Alexandria Public Schools is an optional, fee-based program. Payment is due on the first day of the month, unless an alternate payment plan is scheduled. Limited scholarships may be available to families who qualify according to income of up to 50%, as funds are available. Scholarship funds must be requested in writing with the current Scholarship Application available at the front desk and cannot be used for before or after school care. A \$20.00 late fee will be applied to overdue payments. The Early Education Center reserves the right to send unpaid charges to a collections agency for payment.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. For complete information regarding pesticide application, please visit the district [website annual notice content area](#).

Pets

No pet of any kind is to be brought to school without prior permission from the teacher and administrator.

Recess

Parents are responsible to ensure that students dress appropriately for all weather conditions.

School Supplies

School supplies will be provided to students through a community supply model. A supply fee was included in your registration fee to cover the cost of school supplies. This will allow us to provide all necessary learning materials for your student. Purchased items are thoughtfully chosen to provide optimal tools to support developmentally appropriate experiences.

Though you will not need to search for school supplies this year, your child will need the following items daily for a successful experience at preschool:

- Backpack, large enough to easily fit a standard folder (**labeled with child's name**)
- A labeled pair of extra clothes
- Close-toed running shoes for outdoor play

Families wishing to provide more than what is listed are welcome to contribute additional items such as play dough ingredients (flour, salt, cream of tartar or alum, vegetable oil, food coloring), new or gently used children's books or toys and art supplies (pipe cleaners, popsicle sticks, pony beads, Q-tips, cotton balls, dot stickers, paper plates, coffee filters, etc.).

Search of Lockers, Desks, Possessions and Persons

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent and without a search warrant.

Students' personal possessions within a school locker, vehicle or on a student's person 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 practicable after the search of a student's personal possessions within a locker, 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. ([Policy 502 - Search of Student Lockers, Desks, Personal Possessions and Student's Person](#))

Snacks

All students will receive milk at their designated morning or afternoon snack times. Students are asked to bring a healthy classroom snack periodically throughout the year. Classroom teachers will provide snack guidance with classroom allergies and health needs in mind. All food must be purchased; we are unable to serve homemade items. Food and snacks must be brought to school in unopened packages if they are to be shared with others.

Special Education

Alexandria Public Schools provides services in a variety of disability areas when a student has been through the referral process and meets criteria for additional support. With parent/guardian permission, special education services are integrated into their child's school day according to the details in a child's Individualized Education Program.

Student Photographs and Names

Student pictures and identifying names will be printed on a class photo and given to local news media when warranted. Parents/guardians may request that their child's picture NOT be published in the media or used for marketing purposes. Such a request must be made in writing to the program coordinator. This does not cover pictures taken by the news media of school events.

Student Pick-Up

Parents/Guardians will drop off their child in their classroom. Children should not be dropped off earlier

than 10 minutes prior to class start time. Students should be picked up promptly after class. Students repeatedly picked up late will be charged at the current rate for after school care. To ensure the safety of students, individuals may be asked to show identification (e.g. driver's license) when picking up a student.

Student Records

Student records are classified as public, private or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For complete information regarding student records, please refer to District Policy. ([Policy 515 – Protection and Privacy of Pupil Records](#))

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, please refer to District Policy. ([Policy 520 – Student Surveys](#))

Teachers

Teachers at the Early Education Center hold a current MN Teaching License and are specially trained and coached in core behavior skills to support young children's social and emotional well-being. ([Policy 404 - Employment Background Checks](#))

Tobacco-Free Environment

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. For complete information on a tobacco-free environment, please refer to District Policy. ([Policy 419 – Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices and Electronic Delivery Devices: Vaping Awareness and Prevention Instruction](#))

Toys (Electronic Toys, Devices and Personal Belongings)

Any item that causes a distraction towards the educational process (fidget spinners, trading cards, etc.) is prohibited unless being used for an educational purpose.

Visitors

Parents and community members are always welcome at our school. As a school safety measure, and in compliance with school board policy, all visitors should enter through the main front doors and sign in to receive a visitor's badge. ([Policy 903 - Visitors to School District Buildings and Sites](#))

Volunteers

Parent and community volunteers play a very important role in the educational experience in Alexandria Public Schools. For the safety of our students, and pursuant to Minnesota Statutes 123B.03, Alexandria Public Schools requires background checks on all volunteers who are in regular direct contact with students.

Weather

Cancellation or Early Dismissal: Throughout the year, there may be times when school will be delayed or called off due to inclement weather or some emergency. Official announcements for unscheduled delayed starts and school closings may be heard over radio - KXRA (1490AM), KX92 (92.3FM), KIKV (100.7FM), Z99 (99.3FM) and KSAX/KRWF-TV. Weather related announcements are also posted on the Alexandria Public Schools website at www.alexschools.org. Parents that have current phone numbers on file with the District will also receive a phone call and text from our automated calling system.

Weapons

The purpose of this policy is to assure a safe school environment for students, staff and the public. ([Policy 501 - School Weapons Policy](#)) The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer or member of the public who violates this policy.