



2020-2021

Moorhead Early Learning Center

Parent & Student Handbook

Probstfield Center for Education

Early Learning ♦ Early Intervention Services ♦ Early Childhood Family Education

The mission of Moorhead Area Public Schools is to develop the maximum potential of every learner to thrive in a changing world.

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Accessing Building

For the safety of our students, visitors must enter Door 3 and sign-in with a driver's license. A visitor's name badge must be worn at all times in the building and be visible to district employees. A visitor is considered anyone in the building not enrolled in a school district class.

Admission to JumpStart

A child must be at least three years old by September 1st of the current school year to enroll in JumpStart preschool. Prior to enrollment, your child must have the following required documentation provided: current immunizations, proof of residency and student identification (example: birth certificate, passport). Early Childhood Screening must be completed within 90 days of entry to comply with the Minnesota Department of Education requirement.

- Families will be required to complete a school registration through Power School Registration. This link will be sent to families once the student has been accepted into the Jump Start program.
- Any changes to your family, ie. phone number, address, parent info, etc. please let the school know so your child's information can be updated.

Attendance

We believe:

- students with regular attendance achieve better academically in school;
- students with regular attendance are better adjusted to school;
- learning that is lost due to absence can never be adequately replaced;
- regular attendance allows students 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 or guardian to ensure that their child attends school or to inform the school of a student's absence.

If your child misses 15 consecutive school days they will be dropped from the program [Minnesota Statute 126C.05 Subd. 8](#)

Reporting Absences:

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

- Call the office attendance line at 218-284-3800
- Enter absence in PowerSchool under Absence Reporting

Bullying/Intimidation

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions.

Refer to the discipline procedures section in this handbook and to [School Board Policy 578](#) on the school district website or in the school office.

Bus Information

Transportation for students attending JumpStart is not provided by the Moorhead School District. Early Intervention students transportation is provided through Richards Transportation.

Calendar/Schedules

JumpStart will follow the Moorhead Area Public Schools district calendar. Early Intervention Services also follows the district calendar, as well as provides infant and toddler services on a stretch calendar through the summer months of June, July and August.

Census Information

It is important that all residents of Moorhead Area Public School District (ISD152) be included in the school census, even newborns. If you or someone you know recently moved into the district, had an addition to the family through birth or adoption or a change of address, please let us know. This is very important in keeping our student records up-to-date. To include your family in this census, please complete the form on our website at moorheadschoools.org and click on New Families to find the Community Census link or call our office at 218-284-3400.

Child Abuse/Mandated Reporters

It is the policy of the Moorhead Area Public Schools to fully comply with [Minnesota Statute 626.556](#) requiring school personnel to report suspected child neglect or physical or sexual abuse. It is the policy of Moorhead Area Public Schools to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse; and, to make the school community safe for children by promoting responsible child care in all settings. In all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clay County Social Services or the proper city or county law enforcement agency.

It shall be a violation of school district policy for any school personnel to fail to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years. Refer to [School Board Policy 534](#) on the website or in the school office.

Curriculum & Assessments

Early Childhood programs are led by licensed teachers who follow developmentally appropriate expectations detailed in the MN Department of Education's Early Childhood Indicators of Progress - Minnesota's Early Learning Standards.

Curriculum: HighScope

Assessments: Child Observation Record (COR)
Preschool Early Literacy Indicators (PELI)
Hawaii Early Learning Profile (HELP) Developmental Assessment

Conferences

Parent-teacher conferences are scheduled twice a year in the fall and spring. Your child's teacher will ask you to sign up for an available date and time prior to conferences.

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.

Drills

Minnesota state law requires the following drills to be held annually:

- **Fire:** five drills each school year
- **Tornado/Severe Weather:** One tornado drill is practiced in the spring during Minnesota's Severe Weather Awareness Week.
- **Lockdown:** Five lockdown drills occur during the year.

Drug-Free and Weapon-Free Zones

The area around each elementary school is a drug-free and weapon-free zone. Anyone caught possessing or selling, alcohol or chemicals or using or recklessly handling a dangerous weapon may be subject to increased penalties as defined in state and federal law. Refer to [School Board Policy 572](#) and [School Board Policy 576](#) on the website or in the school office.

Early Childhood Screening

Required by [Minnesota Statute 121A.16](#)

Family Involvement

Family involvement is important for your child's growth and development. We encourage families to partake in their Preschoolers learning by:

- Attending conferences at school with your child's teacher
- Attending Fantastic Fridays for Families hosted at Probstfield Center for Education three times a school year
- Volunteer in your child's classroom (inquire with your child's teacher regarding these opportunities)
- Keys to Kindergarten for 4 and 5-year-olds whom will be attending Kindergarten in the fall (offered Thursdays starting in January through March)

Harassment and Violence Policy

Moorhead Area Public School District 152 Policy Against Harassment and Violence Related to Race, Color, Creed, Religion, National Origin, Sex, Age, Marital Status, Familial Status, Status with Regard to Public Assistance, Sexual Orientation, Including Gender Identity or Expression, or Disability

[Hazing Prohibition - Policy 571](#)

Title IX officer: Kristin Dehmer, Executive Director of Human Resources and Operations.

Phone: 218-284-3355

Email: kdehmer@moorheadschoools.org

Health Services

A full-time health assistant trained in first aid and CPR staffs our health office during school hours. A licensed school nurse trains and supervises this position and is on call at all times in cases of serious injury or illness at school. Children's health strongly affects school attendance and performance. The school nurse is available to help students and families with any health concerns. The health office also manages immunizations, health records, medication administration, hearing and vision screening, and specialized health procedures that must be done at school. Communication and cooperation between school personnel and parents/guardians is essential in understanding and meeting our children's health.

Immunizations: Minnesota State Law, M.S. 123.70 mandates that every student must show proof of full immunization, or supply the school with a notarized exemption form in order to attend school in Minnesota. Current immunization recommendations can be found at:

<https://www.health.state.mn.us/people/immunize/basics/readykidswhento.pdf>

Illness and Injury at School: If your child becomes ill while in school, school personnel will need to be able to contact you. Please complete emergency information in PowerSchool Enrollment, including doctor, hospital preference and alternate persons to call in case of an emergency. We will not release ill students to go home without a parent/guardian contact and arrangements made for release of the student into the care of the parent/guardian or approved contacts.

Illness at home: Watch your child for symptoms of illness and keep him or her home if necessary. Please contact the school or health office if your child is staying home because of illness. Let us know if he or she has a contagious illness such as chicken pox, strep throat, influenza or infestations such as head lice or scabies. Students should have a normal temperature for 24 hours prior to returning to school after an illness.

Medication: No prescription medication will be administered by school personnel without written authorization from the parents/guardians and signed doctor's orders. All over-the-counter medication (including Tylenol, Ibuprofen, nasal spray, eye drops, etc.) may be given with parent signature on the medication request form. Medication request forms are available in the health office or with the [medication policy](#) on the district website. All medicine must be in the original bottle, with appropriate label, and the student's name should be on it. If at all possible, medication should be given at home. Please let the health office know if your student begins taking a new prescription medication at home that was not previously entered through PowerSchool Enrollment.

Refer to [School Board Policy 532](#) on the website or in the school office.

Student Drop-off & Pick-up

Jump Start Preschool does not provide transportation. Parents/Guardians must park in a parking spot and bring their child into the building. Doors will open 5 minutes before classes begin. Any adult wishing to accompany a student down to the classroom will need to register at the front desk. **A driver's license is required to sign in.**

Pick up time will be at the end of the class session. You will pick up your child in the designated pick up spot in the JumpStart Preschool hallway. Your child will only be released to parents, guardians or a person listed on your authorized pick up list. Jump Start staff will verify identification of each person picking up. If someone new is picking up that has not done so before, please remind them to bring a photo identification so we can ensure they are the correct person picking up your child.

No person will be allowed to take a child from the premises who:

- Is not identified as an authorized pick up
- Cannot verify identity with proper photo ID
- Is suspected to be under the influence of alcohol or drugs

Children are to be picked up immediately after class is over. If you are delayed by an emergency and anticipate being late to pick up your child, please make alternate plans for someone on your authorized pickup list to pick up your child on time. Also, please call the school immediately to let them know at 218-284-3800.

In the event that a child has not been picked up 10 minutes after class session ends, attempts will be made to reach parents/guardians, using all numbers provided. If no parent/guardian is reached, we will attempt to contact all people on your child's authorized pick up list.

Three occurrences of late pickups will result in contact from the Early Childhood Director to discuss the late pickup situation. After the fourth occurrence of late pickups, your child's enrollment will be reviewed for possible discontinuance from the program.

Supervision of students

Children should not be dropped off earlier than 5 minutes prior to class when the doors to the classrooms will open. Students should be picked up promptly after class at 11:00 and 2:30.

Teachers

All teachers at the Early Learning Center hold a current MN teaching license.
[Policy 413- Employment Background Checks.](#)

Tobacco-free Environment

Smoking and the use of all tobacco products shall be prohibited on all school district property. Refer to [School Board Policy 573](#) on the website or in the school office.

Toileting and Diapering

JumpStart children do not need to be toilet trained. Staff will assist with diapering children or assist them with toileting. Staff will work with families through the training process.

Toys

Toys and other distracting personal belongings such as electronic games and trading cards may not be brought to school unless the student's teacher has given prior permission.

Visitors/volunteers

Parents and guardians are always welcome to visit our school. For the safety of our students, visitors must enter Door 3 and sign-in with a driver's license. A visitor's name badge must be worn at all times in the building and be visible to district employees.

Weather-Related Closings

If school is closed because of weather, all Early Childhood programs will follow the Moorhead School District. As soon as the decision to close schools is made, an announcement will be posted on the district's website at www.moorheadschoools.org, and it will be announced on local radio and television stations. The district also uses an automated notification system for weather-related announcements and other notifications. Parents are encouraged to log in to PowerSchool to choose how they are notified with this system or to review prior messages sent by the system.

Please do not call the school to find out whether school is being canceled. Our phone lines are limited, and we need to be able to make outgoing calls in an emergency situation. Please check the website, listen to radio or television, and plan ahead so that your child knows what to do in case school closes early.

If school is 2 hours late there will be no morning JumpStart or Early Intervention Services.

If there is an immediate danger that requires students to be sheltered in the school, we recommend parents refrain from coming to pick up their students before the warning expires. This would include situations such as tornado or blizzard warnings. Certain emergencies may require moving students to another site. The school has a reunification plan that will be used if needed.

[For additional information on Early Intervention Services - click here.](#)

[For additional information on Early Childhood Family Education - click here.](#)

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science
_____ MCA/MTAS Mathematics _____ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____