



Early Childhood Program

2023-2024

STUDENT HANDBOOK



EARLY CHILDHOOD PROGRAM HANDBOOK

402 4th Street West | Dickinson ND 58601
(701) 456-3860 | www.dickinson.k12.nd.us

INTRODUCTION

It is a pleasure to welcome you to our school for the upcoming year. We hope your child will find this year enjoyable and rewarding.

For those children attending school for the first time, this is a great adventure away from home. It is here that your child develops lasting attitudes about school, teachers, and classmates. It is also here that the student learns to accept other children and to be accepted by them.

While this adjustment appears to be a rather natural one for us adults, it is not necessarily true for children. It takes place best when the ingredients of love, patience, and understanding are present in the home and at school. This is one of the reasons close cooperation between the teacher and parent(s) or guardian(s) is so very important. It is our wish that your child may come happily and willingly to school and make a comfortable transition to our school.

We feel extremely proud to be able to serve the patrons of the Dickinson School District, who have traditionally been very supportive in their role as concerned parent(s) or guardian(s). We welcome each of our parent(s) or guardian(s) to visit the school at any time. Please call us if you have a concern regarding anything school related. We will be happy to help you at any time, and our door is always open to you.

VISION

Success for All!

MISSION

Prepare all learners for life-long success through a safe, collaborative, and innovative learning community.

At Dickinson Public Schools, We Believe:

- We are collectively responsible for the success of all students.
- All decisions will be based on what is best for students.
- Safe, supportive, and collaborative learning environments are essential.
- In the importance of communication with families about their individual student.
- In the importance of fostering genuine relationships.
- Highly reliable staff are key to student success.
- The quality of the school district directly influences the quality of the community within which we live.
- Student learning is measured on their demonstrated mastery of skills, not time.
- Healthy minds and healthy bodies enhance student success.

PROGRAM STAFF

Julie Jahner – Director
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Deanna Reindel – Administrative Assistant
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Ali Schneider – Classroom Teacher/Special Education Instructor
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Jessie Shypkowski - Speech Language Pathologist
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Annie Michels - Speech Language Pathologist Paraprofessional
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Paraprofessionals:

- Dana Turcotte
- Nicole Okland
- Kathleen Currie
- Audra Baker
- Mary Salzieder
- Heather Olsson
- Andie Anderson
- Nicole Renshaw
- Alicia Urlacher

Note: The Early Childhood Program and its option, may change, delete, suspend, or discontinue parts of the handbook in its entirety, at any time without prior notice. The Early Childhood Program will follow policies adopted by Dickinson Public Schools not mentioned in this handbook.

The Early Childhood Program will follow Dickinson Public School's 2023-2024 School Calendar.



2023-2024 School Calendar

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

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

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

September 4 - Labor Day Observed

October 2023 = 20 days						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 19 and 20th - Administrator Conference Dates

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

November 10 - Veterans Day Observed

November 23 - Thanksgiving Day

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

*Flexible Teacher Work Day.....Aug. 23 and May 24
 Inservice (No School).....Aug. 21 and 22nd
First Day of School.....Aug. 24
 Labor Day (No School).....Sept. 4
 Inservice Day (No School).....Sept. 25
 Administrator Conference (No School)... Oct. 19 & 20
 Early Release Day (School Dismisses at 1:00)...Oct. 27
 Veterans Day Holiday (No School).....Nov. 10
 Parent/Teacher Conf Comp Day (No School)...Nov. 22
 Thanksgiving Holiday (No School).....Nov. 23
 Thanksgiving Break (No School).....Nov. 24
 Early Release Day (School Dismisses at 1:00)...Dec. 8
 Holiday Break.....Dec. 22-Jan. 1
 School Resumes.....Jan. 2
 Inservice/Martin Luther King Day (No School)Jan. 15
 Presidents' Day Observed (No School).....Feb. 19
 Inservice Day (No School).....Feb. 20
 Early Release Day (School Dismisses at 1:00)...March 22
 No School.....March 28
 Good Friday Holiday (No School).....March 29
 Easter Monday (No School).....April 1
 Early Release Day (School Dismisses at 1:00)...April 26
 Parent/Teacher Conf Comp Day (No School)...April 29
Last Day of School.....May 23
 Early Release Day (School Dismisses at 1:00)...May 23
 *Flexible Teacher Work Day.....May 24
 Graduation.....May 26

Early Release Dates for Students (1:00 p.m. release)
 *These Dates:
 October 27, 2023; December 8, 2023; March 22, 2024;
 April 26, 2024; and May 23, 2024.

Student/Teacher Contact Days.....174 days
 Inservice Days.....5 days
 Parent/Teacher Conference Compensatory days...
 (November 22 and April 29).....2 days
 Holidays – Veterans Day (Nov. 10), Thanksgiving
 (Nov. 23) & Good Friday (March 29)..... 3 days
 Teacher Half Work Days (August 14 & May 24).....1 day
Total Days.....185 days

See Individual Student Handbook for Parent/Teacher
 Conference Schedules and Grading Periods

- Student Contact Days
- Parent/Teacher Conference Comp. Days
- Professional Development Days
- *Flexible Teacher Work Day Aug 23 & May 24
- Holidays

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

January 1 - New Year's Holiday

January 15 - Martin Luther King Day observed

February 2024 = 19 days						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February 20 - Presidents' Day Observed

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

March 29 - Good Friday Observed

April 2024 = 20 days						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024 = 17 days						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 27 - Memorial Day Observed

June 2024						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Approved by the Dickinson Public School Board February 14, 2023

STAFF PROFESSIONAL DEVELOPMENT

Professional Development days are indicated as early release days on the district's school calendar. On those days sessions will run as follows:

- October 27th - No PM Session
- December 8th - No AM Session
- March 22nd - No PM Session
- April 26th - No AM Session
- May 23rd - No PM Session

DAILY SCHEDULE - MONDAY THROUGH FRIDAY

Morning Session

7:45 - 8:00 a.m.	Student Drop-Off
8:00 - 8:20 a.m.	Greeting Time
8:20 - 8:35 a.m.	Snack Time
8:35 - 8:55 a.m.	Large Group Time
8:55 - 9:15 a.m.	Small Group Time
9:15 - 10:10 a.m.	Free Choice/Center Time
10:10 - 10:20 a.m.	Clean Up Time
10:20 - 10:40 a.m.	Outdoor Time
10:40 - 11:00 a.m.	Large Group/Story Time/Dismissal
11:00 - 11:15 a.m.	Student Pick-Up

Afternoon Session

12:15 - 12:30 p.m.	Student Drop-Off
12:30 - 12:50 p.m.	Greeting Time
12:50 - 1:10 p.m.	Snack Time
1:10 - 1:30 p.m.	Large Group Time
1:30 - 1:55 p.m.	Small Group Time
1:55 - 2:40 p.m.	Free Choice/Center Time
2:40 - 2:50 p.m.	Clean Up Time
2:50 - 3:10 p.m.	Outdoor Time
3:10 - 3:30 p.m.	Large Group/Story Time/Dismissal

3:30 - 3:45 p.m.	Student Pick-Up
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Activities will be based on the ND Early Learning Guidelines using the Creative Curriculum.

TUITION/REGISTRATION

Tuition is \$300/month and is due the first of each month, September through May.

All students must register for the Early Childhood Program through Dickinson Public Schools. There is a \$75 non-refundable fee due at the time of registration. Students on an Individual Education Plan(IEP) who meet the criteria for Center-Based Early Childhood Special Education Services are eligible to attend at no cost.

MEDICATION/PRESCRIPTION USE

Any student whose parent or guardian requests that he/she be given any prescription or non-prescription medicine (drug or vitamin) shall follow the procedures of Dickinson Public Schools and complete the NON-SELF-ADMINISTERING MEDICATION CONSENT FORM found on the school's website.

COMMUNICATION

Communication is key, so please feel free to send notes, e-mail, call, or set up an appointment outside of school hours if needed. Feel free to browse our district's homepages at <https://www.dickinson.k12.nd.us/>

Contact Information

Julie Jahner

School Number: 701-456-3860 (7:30 a.m. - 4:00 p.m.)

Email: jjahner@dpsnd.org

Website: <https://www.dickinson.k12.nd.us/>

DISCIPLINE

Dickinson Public Schools follows Positive Behavior Interventions and Supports (PBIS). PBIS is an evidence-based framework and promotes student success. Positive guidance techniques will be used to support your child in gaining the necessary skills needed to express themselves appropriately and to fully participate in all classroom activities. If inappropriate behavior occurs, we will talk with your child to help them identify the inappropriate behavior and problem solve with them to identify what they can do next time to show a more appropriate behavior. If a consistent pattern of inappropriate behavior is identified, you will be asked to be part of a team to problem solve ways to support your child in learning appropriate replacement behaviors.

ACCIDENT/ILLNESS

If your child gets hurt at school, the teacher will send home a "Boo Boo" report notifying you of the injury and how it happened. If the injury is serious, the teacher will call you to notify you of the incident. If your child is ill with a fever, flu, or any other contagious illness, please refrain from bringing your child to class that day. If your child becomes ill during school, we

will notify you immediately and ask you to pick your child up. Please do not bring your child to class within 24 hours of vomiting or having a fever of 100.3 or higher.

TOILET TRAINING

Your child must be toilet trained. If your child has a medical condition or is on an Individual Education Program (IEP), the school will provide reasonable accommodations for your child. Please provide a spare change of clothing in a labeled Ziploc bag in case of accidents. This extra set of clothes will be stored in your child's backpack. Parents are responsible to bring all diapering needs for their child.

PERSONAL TOYS

Unless we are doing a special activity and children are asked to bring toys to school, we request that all toys be left at home. If your child has an emotional attachment to something, it may be brought if you visit with us first. However, it will need to remain in their coat area and not in the main part of the classroom.

TRANSPORTATION

Unless eligible for transportation through IDEA, transportation will not be provided.

ARRIVAL AND PICK-UP

Please be prompt on your arrival and pick-up times. If you are running late, please call and inform us or make other arrangements in which we are informed. Morning class: please do not drop off your child before 7:45 a.m. Pickup is from 11:00 – 11:15 a.m. Afternoon class: please do not drop off before 12:15 p.m. and pick up between 3:30 – 3:45 p.m. The front doors will remain locked, please press the call button to request entrance to the building.

AUTHORIZATION TO RELEASE CHILD

Unless otherwise authorized by you in writing on your completed Child Information Sheet, only the parent or legal guardian may pick up your child. We will release your child to the people who you have listed on the Child Information Sheet only. You can add or remove from that list by coming into the office to make the change.

ABSENCES

Consistent attendance is an important part of the preschool experience. If your child will be absent from school for any reason, please call the school at 701-456-3860. If we do not hear from you within half an hour after school starts, your child will be considered unexcused, and we will call you to follow up.

CONFERENCES

Parent/Teacher conferences will take place twice a year following Dickinson Public School Calendar. Your child's teacher will send you a conference notification indicating the date/time of the conference.

ATTIRE

Please dress your child appropriately for North Dakota weather. We ask that if there is moisture on the ground that your child wears boots and snow pants. These items work wonderfully as a mud barrier. Also, our classroom is very active, and we may do messy

activities, so please dress your child in something comfortable and stainable. Closed-toe shoes work the best for outdoor play and our active play in the classroom.

BIRTHDAYS

Each classroom will acknowledge individual birthdays through small classroom celebrations. Please contact the teacher if you would prefer your child not to participate in a birthday celebration. Treats are welcome; however, they must be store-bought, nut-free, and individually packaged.

FIELD TRIPS

Throughout the school year, with parent consent, we may be taking some field trips. Social stories will be used to prepare children for these events, and you will always be notified prior. Please contact your child's teacher if you would like to volunteer during these events.

SEESAW APP

Teachers will use the See Saw App to communicate with you. An invitation to See Saw will be emailed to you, so please be sure to accept the invitation to stay up on current classroom/school events and to access activities to enhance your child's learning. If at any time you would like to visit with your child's teacher, please call to set up a time that will work for both of you.

GRIEVANCE

The grievance procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority. A grievance must be in writing. Before a grievance can be filed, a direct discussion must take place between all people involved and the director. If there is a question or a grievance regarding the Licensing of the program, you can call our Licensing Specialist, Emily, at 690-1495.

CHILD ABUSE/NEGLECT

Per North Dakota Century Code, all Dickinson Public School Early Childhood Program Staff are mandated to report any suspected abuse or neglect. Per North Dakota law, a social services staff and/or a law enforcement person may interview an enrolled child without prior parental knowledge.

PERSONAL ITEMS

We ask that you label all personal items brought to school, especially snow pants, hats, and gloves. If they get misplaced, labels will help get the items to their rightful owner. A friendly reminder that what comes to school may not always come back.

SNACKS

Snack time is part of our daily schedule. Each family is responsible for providing their child's daily snack. We are a nut-free program, and we ask that snack items brought to school are nut-free and have nutritional value.

SCHOOL CANCELLATION/LATE STARTS/EARLY DISMISSALS

Closing the school prior to the regular dismissal time due to storms will be done using our instant alert system. We will use this communication system in the event school needs to be

canceled, late starts, or in the event school needs to be let out early. This system will call, text, or email all parents/students at home when school is canceled or starting late in the morning. This system will also call all parents at home/work, etc., when school is let out 8 early in the afternoon. IF THERE ARE ADDITIONAL NUMBERS YOU WOULD LIKE INCLUDED IN THE SYSTEM, PLEASE CONTACT THE SCHOOL WITH THIS INFORMATION.

Late Starts: When there is a late start, the morning session will be canceled.

Early Dismissals: When school is dismissed early due to weather, the afternoon session will be canceled.

PARENT STANDARDS OF CONDUCT (KAAA-AR)

Dickinson Public Schools believes people are individuals who have different thought processes. It is the role of every person at Dickinson Public Schools to treat staff, families, and children with respect and dignity. It is an expectation that all adults in the Dickinson Public Schools setting conduct themselves in the following manner:

- With courtesy
- With respect
- With patience
- By treating people the way, you want to be treated
- By modeling how we want our children to treat others

Under no circumstances will the following behaviors be allowed:

- Quarreling, verbal fighting, rising of voices with employees or parent(s) or guardian(s).
- Doing things that are against the District's safety practices and policies.
- Bringing drugs, alcohol, or weapons onto the Dickinson Public Schools' property or its events.
- Being under the influence of drugs or alcohol while on the property or at an event of the Dickinson Public Schools.
- Threats to administrators, teachers, staff, parent(s), or guardian(s).
- Swearing or cursing

If the above behaviors occur, parent(s) or guardian(s) will be asked (privately if possible) by a Dickinson Public School employee to stop the inappropriate behavior. If the parent(s) or guardian(s) continue to quarrel, verbally fight, or threaten, the Dickinson Public School employee will call the police. Employees of Dickinson Public Schools will, at an appropriate time, refer the parent(s) or guardian(s) to the conflict resolution procedures or offer the parent(s) or guardian(s) referrals for counseling services.

LOCKDOWNS

During a lockdown, no person except an official will be allowed to leave or enter a Dickinson Public School District Building. Lockdowns are initiated to protect students and staff by limiting individuals with unknown intentions from entering the building. In some instances, an outside threat may not be identifiable and allowing parent(s) or guardian(s), or the public into the building would put our students and staff at risk. During a lockdown, administrative

staff are engaged in protecting the building from possible inside or outside threats. Please do not attempt to contact the individual school or pick up your child during a lockdown. We understand this may cause an inconvenience, but our hope is you will understand that we have not only your child's safety but hundreds of other children's safety in our interest.

EMERGENCY CLOSING PROCEDURE

If there is any doubt about school being open or closed, parents/guardians are asked to listen to radio stations KDIX 1230 AM, KLTC 1460 AM, KDXN 105.7 FM, KCAD 99.1 FM, and KXDI 94 FM. The message (automated telephone, email, text message system) will be activated should weather conditions warrant the closing of schools or early dismissal. Residents are requested not to telephone the school office or the Central Administration Offices when the weather is bad. Too many calls tie up vital phone lines, making it difficult to keep everything running smoothly. Telephone messages from SwiftK12 will show as caller ID 701-456-0002, text from 995-38, and email will have the SwiftK12 emblem. In the event of other emergencies not related to weather that might require the schools to close or be evacuated during the school day, all District staff will follow the steps outlined in the District Emergency Procedures Manual to ensure the safety and well-being of all children in the schools.

WEATHER GUIDELINES

Decisions on whether students are to go outside are based on the guidelines listed below. (Guidelines apply to rainy, windy, and cold weather conditions.)

- When the temperature and wind chill are lower than -10 degrees, students will stay inside for outdoor time.
- When the temperature and wind chill are above -10 degrees, students will go outside for outdoor time.

Students who have an excuse because of illness, cough, or cold will be allowed to remain indoors during recess, provided they have a note from a parent or doctor. (Notes must be dated and signed.) The note will be valid for only one week or less. Parents, please check for the appropriate dress before your student leaves for school. Students are expected to bring appropriate headgear, gloves, and coats. Snow pants and snow boots are not required but are highly recommended; however, if your child(ren) wish(es) to play in the snow, snow boots and snow pants are required. Be prepared for North Dakota's changing weather conditions.

AQUATIC ACTIVITY

The Early Childhood Program will not offer aquatic activities.

BEHAVIORAL HEALTH SPECIALISTS

Our school provides access to behavioral health specialists, including school counselors, school social workers, and school psychologists who play an important role in supporting the academic, social, and emotional well-being of our students.

School Counselor: Our school counselor is a licensed mental health professional who provides brief solution-focused counseling and support to students in a variety of areas, including academic, career, and personal/social development. The school counselor works with students, families, and teachers to identify and address issues that may be impacting the student's academic or social success. The school counselor may provide individual or group counseling, academic, college, and career planning and other support services as needed.

School Social Worker: Our school social worker is a licensed mental health professional who specializes in providing support to students and families who may be experiencing social, emotional, or behavioral challenges. The school social worker works with students, families, and teachers to identify and address issues that may be impacting the student's academic or social success. The school social worker may provide individual, group, or family support, case management, crisis intervention, and other support services as needed.

School Psychologist: Our school psychologist is a licensed mental health professional who specializes in the assessment, educational diagnosis, and intervention of students with emotional and behavioral disorders as well as special education needs. The school psychologist works with students, families, and teachers to identify and address issues that may be impacting the student's academic or social success. The school psychologist may provide individual or group counseling, behavior management, crisis intervention, and other support services as needed.

Our school provides access to behavior health specialists, including school counselors, school social workers, and school psychologists who play an important role in supporting the academic, social, and emotional well-being of our students.

We believe that collaboration between home and school is critical to the success of our students. Our behavior health specialists work closely with families and teachers to identify and address concerns and to support students in reaching their academic and social-emotional goals.

By enrolling your child in our school, you consent to your child receiving services from our behavior health specialists. Our behavior health specialists may work with students individually or in groups to address academic, career, personal, and social-emotional needs. Services may include counseling, behavior management, crisis intervention, prevention, and other support services as needed.

We encourage families to communicate with our behavior health specialists and other school staff about any concerns or needs related to their child's well-being. Likewise, our behavior health specialists and other school staff will communicate regularly with families to provide updates on student progress and to discuss strategies for supporting student success.

If you do not wish to allow your child to receive services from our behavior health specialists, please contact the school administration in writing.

