

**School Board Meeting/Workshop:**

**August 12<sup>th</sup>, 2019**

**Subject:**

PRIDE and ECSE Handbooks

**Presenter:**

**Amy Ernst, Director  
Special Education**

---

**SUGGESTED SCHOOL BOARD ACTION:**

Review at this time.

**DESCRIPTION:**

Changes to the current handbooks are listed below.

ECSE Handbook:

Formatting changes were made to support organization of the document and allow the document to be user-friendly. The document was changed to no longer be a tri-fold handbook. The updated ECSE logo was used on the cover page and clip art was deleted throughout the handbook.

- The following sections were removed or embedded into other sections of the handbook to reduce redundancy:
  - Staff names and contact information
  - Parent Role in ECSE programs
  - Home visit and 3-5 service model
  - Community childcare
  - 3rd party billing - separate mailings sent
  - Data Privacy
  - Common Terms and Abbreviations
  
- Wording was changed to provide a clear description, update information, or to decrease redundancy of information in the following sections:
  - Welcome
  - Mission
  - School Calendar
  - Extended School Year
  - Toileting
  - Busing
  - Abuse/Neglect Reporting
  - Volunteering, Accident/Illness Procedures
  - Restrictive Procedures
  - Supplies

- The following sections were added
  - Pyramid Innovation
  - Chronic and Potentially Life-Threatening Conditions
  - Medications
  - Potassium Iodide
  - Immunizations
  - Affirmative Action
  - Latex
  - Animals in School
  - Tobacco Free/Chemical Free
  - MN Dangerous Weapon Law
  - Annual Notifications from Buildings and Grounds

PRIDE Handbook:

Cover page: Year updated 2019-2020

Introduction: Name change to Ernst

Food Selections: Updated prices and description

**ATTACHMENT(S):**

- ECSE Handbook
- PRIDE Handbook