

ALBERS ELEMENTARY SCHOOL



2023-2024 STUDENT & PARENT HANDBOOK

REVISED 6/2023

SCHOOL VISION

To provide an environment where academic and social success is measured one student at a time.

MISSION

The mission of Albers Elementary School and its educational program is to guide and direct the learning and growth and development of the students. They will receive guidance toward self-esteem, acceptable attitudes and ideals, an understanding of the world about them, the basic skills which will enable them to earn a livelihood, and a respect for the rights and property of others. All students, regardless of ability, background, culture, or economic level, will be allowed to develop to the limits of their capabilities. The school must ascertain the student's needs, interests, and capabilities and provide for these to the greatest degree possible.

Our mission is to reach all students as we encourage attainment of academic excellence, along with developing their emotional, social, and physical well being within a safe environment. Albers Elementary School enrolls students in grades pre-K-8.

DISCLAIMER

This **Parent/Student Handbook** is intended to be a source of information concerning Albers Elementary School, District 63, Clinton County, Illinois. It should give parents and students a better understanding of the school and the activities of the students. Hopefully, it will answer questions that may arise during the school year. To accomplish our school mission, cooperation between home and school is necessary. This handbook should help foster that cooperation. The handbook is an ever changing model, and is subject to change. (If any modifications are made, they will be sent home with the student.)

ABSENTEES

Students missing 10% of the last 180 school days may be considered eligible for truancy interventions made available through the Regional Office of Education. If your child is not going to be in school, please call the school office by 9:00am, 248-5146, ext. 12. *You may call in anytime and leave a message on voicemail.* If you do not *call and report your child absent*, State law mandates that we call you. If you contact us or we reach you by phone, a written reason for the child's absence is not necessary. If we have not communicated by phone, you must send a signed, written explanation of the reason for the child's absence when the child returns to school. The above procedure also applies if your child goes home for lunch and does not return to school after lunch. Additionally, frequent tardiness upon returning from lunch may result in revocation of open campus lunch policy. Any child who is unable to attend classes because of the observance of religious reasons shall be excused with a note stating the reasons why. If you plan to pick up your child during the day for doctor or dentist appointments or some other reason, send notification to the school office. You will have to sign for your child at the school office. If they return to school after the appointment, they should report to the office for a pink slip before returning to the classroom. It is imperative that students arrive on time each day. Excessive tardies, whether excused or unexcused, impede a student's ability to learn at their fullest potential. When a student reaches 5 unexcused tardies, the superintendent will request a meeting with the student's parents. Students will have one day for each day absent to make up missing work.

After 2 consecutive absences, a doctor's note must be provided to the school office prior to that student returning to school.

PRE-ARRANGED ABSENCES

If you know your child will be absent from school, please let the office staff and the teachers know of this in advance. There is a pre-arranged absence form available on the digital locker in TeacherEase.

ABSENTEES / PRE-ARRANGED ABSENCES

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PRE-ARRANGED ABSENCE FORM FOR STUDENTS ABSENT 3 OR MORE DAYS

This form must be completed and submitted **48 hours** prior to the student's excused absence.

Student name: _____ Date(s) to be absent: _____

Reason for absence: _____

Class Schedule Teacher's Signature	This student is doing well in my class	This student is having difficulty in my class
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

This form must be signed by all of the student's teachers and returned to the office. The signature of the parent or guardian who is aware of this request for the pre-arranged absence is required below.

It is the student's responsibility to make up any missed work or tests. Teachers may or may not be able to send work prior to the absence. Please check with the individual teachers about what their curriculum will allow.

Any concerns or special situations should be directed to: Mr. Mike Toebe, Superintendent.

Parent/Guardian Signature

Office Personnel Signature

ATTENDANCE/SCHOOL TERM

Illinois State Law requires parents/legal guardians to have school age children in school in regular attendance. A school calendar is required which includes a minimum of 185 days including teachers' meetings and days allowed for severe weather or emergencies. A legal school day must be a minimum of five clock hours. The student's progress in school requires regular attendance as each day's activities are planned on the previous day's discoveries and experiences. If his/her health or his/her classmates' health would be endangered, the student should be at home and possibly under a doctor's care. If a communicable disease has caused absences, then a doctor's written statement should accompany the student's return to school.

ACCEPTABLE USE OF DISTRICT TECHNOLOGY SYSTEM BY STUDENTS

A. Acceptable Use.

All users of the District Technology system ("System") must comply with the District Acceptable Use Guidelines, as amended from time to time.

The "System" shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District website, and the District on-line services and bulletin board systems. "Use" of the System shall include use of or obtaining access to the System from any computer terminal whether owned or operated by the District.

Students have no expectation of privacy in their use of the System: The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor use of the System by students, including students' access to the Internet, as part of System maintenance and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

B. Privileges.

Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including loss of System use privileges.

The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

C. Prohibited Use.

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in section H of these Guidelines and the District's Student Discipline Code and rules. The System shall be used to:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulations or District policy or rules. This includes, but is not limited to; improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the hail name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalize the System or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate Administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on the District's web site without the authorization of the appropriate District administrator.

D. Discipline for off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment

The District may discipline a student whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the District Technology System.

E. Web sites.

Unless otherwise allowed by law. District web sites shall not display information about or photographs or works of students without written parental permission.

Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a website created by a student using the System must conform with these Acceptable Use Guidelines.

F. Disclaimer.

The District makes no warranties of any kind whether expressed or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

G. Security and User Reporting Duties.

Security in the System is a high priority and must be a priority for all users. Students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline.

A user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator or other staff member.

H. Vandalism.

Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in section H of these Guidelines, and in potential legal action, Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

I. Consequences for Violations.

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges, (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building administrator to review the limitation. The decision of the building administrator shall be final.

INTERNET & NETWORK ACCESS AND THE USE OF DISTRICT COMPUTERS

Each student and his/her parent/guardian must sign the *Internet/Network Use Authorization* form before being granted access to the Internet or the District #63 Network.

Unacceptable use includes (but is not limited to the following):

1. Using the Network for any illegal activity, including violation of copyright or other contracts,
2. or transmitting any material in violation of any U.S. or State regulation.
3. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
4. Downloading copyrighted material for other than personal use;
5. Using the network for private financial or commercial gain;
6. Wastefully using resources, such as file space;
7. Gaining unauthorized access to files, resources, or entities;
8. Invading the privacy of individuals.
9. Using another user's account or password;
10. Posting material authorized or created by another without his/her consent;
11. Posting anonymous messages;

12. Using the network for commercial or private advertising;
13. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
14. Using the network while access privileges are suspended or revoked.

Network security is a high priority. If you can identify a security problem on the Internet, you must notify the computer teacher or the building administrator. Do not demonstrate the problem to other users; keep your account or password confidential; do not use another's account or password. Attempts to log on to the Internet as a teacher or administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Students may not bring in files (disks) from home and download them onto District computers without administrative permission. Note: If you find access to a school file, you must report the file to your teacher, you are not authorized to open it. Any students who open a District owned file and attempt to manipulate it will be subject to disciplinary action including termination of technology access.

In addition to loss of technology privileges, students may be subject to detention, suspension, expulsion, civil legal action, and restitution for loss.

District #63 owns all technology located within the campus boundaries. Students are permitted to use the technology for school related activities only upon signing the agreement for *Authorization for Internet / Network Access*. Any misuse of the Internet, Network, or District #63 technology may result in the termination of privileges to use such equipment and materials.

ACHIEVEMENT TESTING

The Illinois Assessment of Readiness (IAR) is given to students in grades 3-8 during the Spring of the school year. These test results are made public and parents receive the results, generally in the Fall as the following school year begins. The Illinois Science Assessment (ISA) is given to 5th and 8th grade students in the Spring as well and results are released just as the IAR tests results.

ALBERS SCHOOL BOOSTER CLUB

Parents are encouraged to join the Albers School Booster Club. The Booster Club conducts fundraisers each year. They also sell candy and soda at home basketball and volleyball games. Profits from these fundraisers are used to help purchase various materials and equipment for academic areas to benefit all of our students. In the past they have purchased such items as books, computers, software, laminating paper, air conditioners, and have assisted with the costs associated with field trips. The Booster Club also provides treats for the students for various holidays, organizes and finances the Field Day held at the end of the year, and organizes room parents/guardians to assist teachers at the Holiday Party and Field Day. Booster Club meeting dates are sent out to parents via email through the TeacherEase system. The Booster Club also has a Facebook page to follow - *Albers Elementary Booster Club*

ALLERGIES

Food allergies are presenting increasing challenges for schools. Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening anaphylaxis. Most anaphylactic reactions occur when a child is accidentally exposed to a substance to which he/she is allergic, such as foods, medicines, insects, and latex. Awareness is the key to preventing a reaction.

For school staff purposes, an Individual Health Care Plan and the Emergency Action Plan should be created. An Individual Health Care Plan puts in writing what the school can do to accommodate the individual needs of a child with a life-threatening allergy. Prior to entry into school (or immediately after the diagnosis of a life-threatening allergic condition), the parent/guardian should meet with the building administrator to develop an individualized health care plan. This plan details the preventative steps the school will take to help protect a student with life threatening allergies.

ANNUAL ASBESTOS MANAGEMENT PLAN AVAILABILITY

As you may be aware, the U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos – containing material in school. These regulations require that all schools conduct surveys to identify the presence of asbestos in their building and to implement appropriate response actions as necessary.

Also, under these regulations, we are to inform all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our Facility annually.

An inspection was performed at all schools located within Albers District #63. Furthermore, a site-specific asbestos management plan was developed, reviewed by a building administrator and the Designated Person, and has been implemented. This plan described in detail how any asbestos exposure would be minimized.

All parents, guardians, faculty and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Superintendents' office.

ATHLETIC ACTIVITIES

Albers School participates in an athletic conference with area schools that provides basketball for boys, basketball for girls, volleyball for girls, cheerleading, and track, cross country, golf and bowling for boys and girls. See Athletic Handbook for details.

Rules for behavior at home and away games are:

- No booing.
- No kicking or stomping on bleachers.
- Remain in your seats during the game.
- Only players in uniform are allowed on the gym floor at halftime and between games.
- No one is allowed in the classroom halls of the school without permission from the coach/administrator.
- No soda in the gym.

ATHLETIC EVENT ATTENDANCE

Rules: All students who wish to attend athletic events must abide by the behavior guidelines as stated in the handbook (General Rules 6.0).

- Students must be in **fourth grade or higher** to attend games without a parent/guardian or high school age chaperone.
- Students are encouraged to cheer on their team and show good sportsmanship to the competing team.
- Signs, flags, and noise makers are discouraged. If any items brought to the event become a disruption, they will be confiscated.
- Violation of the behavior rules: Students who violate the behavior guidelines will be warned once by the game supervisor and may be asked to miss one game. For a second offense, a student will be banned from two games. For a third offense, a student will be banned from the games for the remainder of the season. The administrator will call the parents/guardians to notify them of the warning before the first suspension.

BAND/VOCAL MUSIC

Albers School employs a band/music teacher(s). Kindergarten through Grade 4 will have 30 minutes music class, three times per week.

Students in grades 4-8 may participate in Band. Band classes are generally part of the regular school day. Students must purchase their own instrument and practice book. Students in grades 5-8 may participate in Vocal music, if available. Classes are generally part of the regular school day. Band students and music students are required to attend any scheduled concerts or performances. Failure to attend will result in a grade of Unsatisfactory for music and/or band that quarter. In case of sickness or other family emergency, parents should contact the school to request an excused absence from the performance.

BOOK / REGISTRATION FEES

A book fee is set annually and should be paid by the end of the first quarter, unless other arrangements have been made with the school office. This fee covers a small portion of the cost of textbooks, workbooks, and supplies. Information concerning payment of this fee is sent home during summer registration. If a textbook or workbook or library book is lost, the student will be issued another one and will be required to pay for it. A student currently receiving aid under Article IV of the Illinois Public Aid Code or currently eligible for Free Meals is eligible for a waiver of the book fee. Free or Reduced Price Meal applications and book fee waivers may be obtained from the office. The Fee for the 2023-2024 school year is \$100.00 per student. A technology fee of \$50 is added for the Chromebook program for grades 5-8.

All fees must be paid before students are eligible to participate in extra-curricular activities, field trips, graduation ceremony etc. If families have a difficult time paying fees, please contact the school office to make arrangements for payments.

BULLYING

The district's bullying policy, **(7:180)**, gives an overview of the procedures in place for the prevention of bullying, but as an addition to our regular policy, a definition for bullying should be noted. The definition of bullying is as follows: "Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct." Depending on the severity and nature of the bullying, the punishment can be detention, suspension, or expulsion. We have created a guide for each person *on campus* and for each parent or adult in a student's life *off campus* to respond to bullying behaviors. It was unanimous in our opinion that "Everyone is responsible for stopping bullying and therefore, everyone must play a part in the process". **This policy can be found on the school website.**

As stated within various district policies, bullying is handled on several levels. Among these: Policy (7:20) deals specifically with prohibiting the harassment of students, policy (7:190) deals with the discipline of students engaging in bullying, policy (7:310) deals specifically with the written exchange and/or electronic material, A.K.A. Cyber-Bullying, (6:60) character instruction, and (7:240) deals with participants in extracurricular activities.

The following actions are the recommended steps for teachers/staff, students, and parents to follow when encountering bullying behaviors:

Parents

1. *Please treat the report of bullying as fact and listen to the child. Write as many facts down as you can. Any information such as the name of the bully, where the incident happened, or any witnesses, etc. helps us as we investigate.*
2. *Call the school and report the incident to the student's teacher.*
3. *If the teacher is unavailable, speak to the Principal/Superintendent but follow-up with the teacher.*
4. *Tell the child you are proud that they trusted you enough to tell you.*
5. *OPTIONAL- (If the student is reporting about something they witnessed: Explain to them we must always report these incidents because someday we might need someone else to help us if we are ever in a similar situation.*
6. *OPTIONAL-You may follow-up to see how things are? If the situation has been resolved or improved and if there are any facts we can share?*

CAFETERIA HELPERS

Students in 8th grade can volunteer to help serve lunch and assist in the clean up after lunch. They are expected to obey the cafeteria personnel, and be courteous and helpful. Students must have their parent's permission to help in the cafeteria. Permission forms are sent home during summer registration. We will ask 7th grade students to have permission slips on file for when the 8th grade is out of the building.

DISCIPLINE

Discipline is a means of fostering the growth of students toward maturity and responsibility. The educational environment of the district shall be such that the administration and teachers shall demonstrate fair, just and flexible attitudes and disciplinary efforts toward all students.

The School Board's disciplinary policies may include, but not be limited to, the following disciplinary measures:

- Individual student discussion and counseling in defining acceptable standards of behavior.
- Parent involvement in cases where a student repeatedly exhibits lack of responsibility or self-discipline.
- Denial of privileges.
- Removal from the classroom.
- Lunch detention - after 3 lunch detentions in one semester, detentions will be issued.
- Detention.
- Suspension (in-school and out-of-school).
- Expulsion.

DISCIPLINE- SEVERE

Students will immediately be sent to the Superintendent when:

- Harmful to self or others (this includes abusive or threatening language)
- Property is damaged or destroyed
- Participates in behavior that totally disrupts the classroom
- Confronts authority
- Steals
- Brings dangerous, unsafe items, including knives, guns, fireworks, lighters, matches, alcoholic, or tobacco products.
- Abuse of electronic devices

DRESS CODE GUIDELINES

Students at Albers School are expected to dress in a manner that will contribute to a safe and positive learning environment for all. The dress code exists to promote the appropriate educational climate and should be a positive reflection on the family, student, school, and community.

The dress code acknowledges that students have a right to dress and groom themselves according to their (or their parent's) personal tastes, as long as their dress and grooming does not present a health or safety hazard or disrupt the teaching and/or learning process. These guidelines have been developed through the collaborative efforts of parents, teachers, and members of the Parent Teacher Advisory Committee. They are to be followed at school as well as extra-curricular functions, i.e. sporting events, field trips, and dances.

Pants and Shorts

- Slacks, shorts, and capris must be size appropriate.
- Shorts must be the length to the fingertips when measured.
- No rolling of shorts will be accepted
- No shorts will be allowed to be worn to school from November 1- March 31.
- Shorts can be brought for PE classes.

Skirts and Dresses

- Must be size appropriate and length to the fingertips when measured.

Shirts and Tops

- Shirts must have sleeves, either long or short.
- Shirts must have no writing or graphics that unreasonably attract the attention of other students or cause a distraction to the learning process.
- All writing and graphics must be school appropriate, if there is a question about this, the administrator/office staff will make the final decision
- Tee shirts, blouses and tops must be below the belt line even with arms raised above the head.
- Halter-tops, tank tops, tube tops, tops with spaghetti straps, and mesh shirts are not permitted.
- In colder weather, sweatshirts, sweaters, and vests may be worn with the same restrictions for writing and graphics that shirts have.
- No cleavage should be shown.

Shoes and Coats

- Shoes (dress, tennis, sandals) must be worn at all times. An additional pair of clean, non-marking tennis shoes must be provided to wear in the gymnasium.
- No backless shoes. Sandals must have a strap in the back.
- Tennis shoes **must** be worn for PE.
- Heels on shoes may be no higher than 1 inch
- Coats are to be worn to and from school and when outside for PE. At all other times they are to be in the students' lockers.

Not Approved for School Wear

- Chains hanging from wallets or clothing, or any ornamentation that is distracting.
- Clothes that have been cut, torn, or have ragged or frayed ends.
- Any article of clothing or jewelry that the administration considers distracting to the educational environment.

- Hats, caps, hoods, and sunglasses are not to be worn in the school building unless approved for special occasions.
- Any clothes that references gang related activity or membership.

ELECTRONIC DEVICES

Electronic Signaling Devices

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building administrator specifically grants permission.

Cell Phones and Other Electronic Devices

The possession and use of smartphones, cell phones, smart watches, other electronic devices, and other communication devices and two-way radios, will not be permitted and are subject to the following rules:

1. No Smart watches will be allowed in school.
2. They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.
5. If a student is seen with a cell phone or Smart watch, or their cell phone rings during school hours, the student will be issued a detention and the cell phone or Smart watch will be kept in the office until a parent comes to school to pick up the cell phone or Smart watch. For information regarding acceptable uses for electronic devices (See both sections: Internet/Network Access & Electronic Reading Devices).

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or Permission is received from the student's teacher, building administrator, technology coordinator and must have parental consent; e.g., BYOD programs. Parental consent form must be on file in the school's office.
Examples of electronic devices that are used as study aids include devices with audio or video recording, laptop computers, and tablet computers or devices, e.g., iPads®, Kindles, Nooks.
Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, MP3 players/iPods® used for a purpose other than a study aid, global positioning systems (GPS), radios, and cellular telephones (with or without cameras) used for a purpose other than a study aid.
The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. Using technology as a study aid must always follow the established rules for the BYOD program. Using technology at all other times must always follow the established rules for cell phones and other electronic devices at school. Students will have access to the school's internet and access will be subject to the school's content filter. Students will not be able to print documents from their own devices.

Chromebook policies are handed out to 3rd-8th grade students at the beginning of the school year.

The School District is not responsible for the loss, damage or theft of any electronic device brought to school.

*This policy may be changed as needed.

E-LEARNING DAY PLAN

After two consecutive snow days, the third day will be an e-learning day for all students. The only time e-learning days will be used are after 2 consecutive snow days.

EMERGENCY INFORMATION

Emergency information forms are sent home during summer registration. It is important that they be completed and returned to school on or before the first day of class. If your child becomes ill or is injured we will refer to the emergency information concerning whom to contact and procedures you wish us to follow.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Questions in reference to equal opportunity matters should be directed to Mr. Mike Toeben, Superintendent, District 63.

There is a PreK program through the ROE13. Screenings are done in the spring. Those students that are accepted are notified through the US mail

EVALUATION OF STUDENTS

Report cards are sent home at the end of each quarter. Exact dates are listed on the school calendar sent home during summer registration. The grading scale is as follows:

Grading Scale:

A -	93-100	E – Excellent
B -	85- 92	S – Satisfactory
C -	77- 84	U – Unsatisfactory
D -	70- 76	NI – Needs Improvement
F -	Below 70	

If a student fails 2 core classes for the year, they can be retained in that grade for the following year.

Parents and students are encouraged to check TeacherEase for weekly grade updates. Call the main office to get your password and instructions.

Keeping up with how your child is doing in school is vital to their success. TeacherEase can be accessed at any time to view attendance or grades: www.teacherease.com.

We encourage Parent/Guardians to monitor their student's grades and email teachers with any questions they may have. Our partnership in your child's learning is the key to success.

GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school's counselor(s) is available to those students who require additional assistance. Classroom teachers or administration may be contacted to initiate guidance and counseling visits. Consent to Treatment of a minor form (available in the front office) must be filled out by parents/guardians before students will be seen by the counselor.

HONOR ROLL

Students in grades 5th, 6th, 7th, and 8th can be named to the academic honor roll at the end of each quarter. Math, Science and Social Studies are considered as 1 credit each for the Honor Roll. ELAR (Language Arts & Reading) is considered for 2 credits. Health and PE are considered as a .5 credit each. To be eligible for High Honors, the student must have a 3.8 to 4.0 Grade Point Average on all academic work and no grade below C or a U anywhere on the report card. To be eligible for Honors, students must have a 3.3 to 3.79 Grade Point Average with no grade below C or a U.

EXPULSION

Albers School has In-School-Suspension, Out of School Suspension, and Expulsion Policies. These disciplinary measures will be used for gross disobedience, disrespect, misconduct, or for chronic behavior problems that other disciplinary interventions have failed to correct.

According to state and federal law, the Board of Education shall be authorized to expel a student from school or to suspend a student from school for a period of over ten (10) days according to the following conditions:

1. The Board or its designee shall notify the parent(s) or guardian of the proposed expulsion and of the impending hearing by registered or certified mail.
2. Such notice shall reference the reasons for the expulsion, the time and place of the hearing, and the parents' right to appear and present evidence to refute the charges.
3. The Board shall hold a hearing or shall appoint a hearing officer to hold a hearing on the matter. Such a hearing shall be held in executive session at a specific time and place.
4. The only person allowed at the hearing shall be the parties, their representatives, their witnesses and a representative from the Department of Mental Health and Developmental Disabilities, if appropriate.
5. In cases where a hearing officer is used, the hearing officer shall provide the Board with a written summary of the hearing.
6. The Board shall discuss and reach consensus on the matter in executive session.
7. Final action by the Board shall be taken in public session.
8. The Board or designee shall notify the parent(s) in writing of the action taken by the Board.
9. The District shall expel a student only in cases of extreme or repeated misconduct or disobedience.

Gross disobedience or misconduct providing just cause for expulsion shall include:

Repeated, willful disobedience of reasonable directives from members of the staff or administration. Repeated or extreme instances of possession or use of drugs or alcohol, inhalants, or other illegal substances, which may cause adverse physical effects. Willful serious injury to a staff member or another student. Repeated threats of injury to staff members or other students. Willful and/or repeated severe destruction or defacement of the school building or other school property. Willful and repeated use of profanity and/or verbal threats in the presence of staff members or other students. Possession and/or use of a dangerous weapon. Such other serious behavior as the Board deems seriously undermines the continued safety of the school staff, students, or property, or is otherwise inconsistent with maintaining a constructive instructional climate in the school.

OUT OF-SCHOOL-SUSPENSION

Out-of-School-Suspension disciplinary measures will be used for gross disobedience, disrespect, or misconduct or for chronic behavior problems that other disciplinary interventions have failed to correct. Out of School-Suspension is an exclusion of a student from school and denial of educational services to which the student would otherwise be entitled for a period not to exceed ten (10) school days at a time.

IN-SCHOOL-SUSPENSION

In-School-Suspension" is an exclusion of a student from the normal educational setting and/or activities in which the student would otherwise be participating. The student will be supervised and monitored in an appropriate place but separated from classmates and with alternative instruction being provided.

FIELD TRIP EXPECTATIONS FOR STUDENTS AND PARENTS

Only parents, step-parents, and legal guardians are allowed to chaperone school field trips for grades 1-8. We appreciate your help and are grateful that parents volunteer to assist on the field trips. The children's safety is our number one priority when we are on a field trip. Because it is sometimes important and age appropriate to have more chaperones with the Preschool and Kindergarten students, if a parent; step-parent; or legal guardian of a student in Preschool or Kindergarten cannot attend their field trip, prior arrangements may be made with the teacher for the grandparents to attend. The following rules help ensure that everyone will have an enjoyable, safe learning experience.

All children will be expected to ride the bus to and from the event and abide by normal bus rules.

Bus rules:

- Passengers must remain seated at all times while the bus is in motion.
- Passengers must sit & face forward at all times on the bus.
- Passenger's volume must be kept low at all times on the bus & in buildings.
- Hands, feet, arms, & objects must remain inside the bus at all times.
- Leave all electronics at home! (iPods, games, MP3 players, cell phones, etc.)

The following conduct will not be permitted:

- chewing gum
- talking during presentations to our group and / or while adult is speaking to you, your group, or to the group on the bus

All parents are welcome on field trips. Parents should indicate that they are willing to chaperone when they complete the student's permission slip. However, parents may be asked to drive separately, if there is not enough room on the bus. If necessary, a drawing will be held for parent chaperones.

All chaperones will be expected to abide by the following rules:

- no smoking
- no chewing gum
- no siblings may attend the field trip
- no inappropriate language
- no drinks are allowed on the bus other than water
- drinks and food will be provided at designated times
- teachers will inform you which field trips that food, drink, snacks, and electronic devices are permissible
- We appreciate chaperones abiding by the cell phone rule and respecting the school rules.

HEALTH and DENTAL EXAMS/IMMUNIZATIONS/ATHLETIC PHYSICALS

State law requires that a child receive a health examination upon entering Pre-K, Kindergarten, and Sixth Grade. A physician must sign the record of the health examination. An immunization record, including the date, month and year of each immunization, must be part of the health record. A vision exam is required for students entering Kindergarten. A dental exam is required for students entering Kindergarten, Second, and Sixth Grade. These three items should be completed by the time school begins. If they are not completed by October 15th, admission to school will be denied until they are completed. Transfer students from out of state in any grade must also receive a health examination. Students planning to participate in athletics must receive a physical examination. A form for the athletic physical is available in the office. Sixth graders participating in sports do not need the athletic physical in addition to the health examination they receive prior to entering Grade Six.

IMMUNIZATION REQUIREMENTS: State law requires the following immunizations for school attendance:

- **Tdap Vaccine (combined diphtheria, pertussis, tetanus)** – Students entering the 6th-8th grade will be required to show proof of receipt of one dose of Tdap vaccine. Most students may have already received the vaccine and simply need to provide the school with verifying documentation from the family health care provider.
- **Polio** — A minimum of three doses are needed. Upon entering kindergarten, the last dose must be given on or after the 4th birthday.
- **Measles, mumps, and rubella** - These may be given singly or in combination as MMR. Two doses of live measles or the combination MMR vaccine are needed for kindergarten or older. If given singly with the live measles vaccine, one dose of mumps and rubella are also needed. Measles, mumps and rubella vaccines must be given at 12 months of age or older. Beginning with the school year 2014-15, children entering school at any grade level (K-12) shall show proof of having received two doses of live rubella virus vaccine and two doses of live mumps virus vaccine, the first dose for each on or after the first birthday and the second dose no less than 4 weeks (28 days) after the first dose, or other acceptable proof of immunity. (For preschool, one MMR is sufficient.)
- **Hepatitis B series** — Children entering 6th grade shall show proof of having received three shots or other proof of immunity described in Section 665.250(f).
- **Influenza type B (Hib)** - The appropriate number as required by the Illinois State Board of Education are needed for pre—kindergarten or early childhood students less than 5 years old. This varies according to the type of vaccine used.
- **Invasive Pneumococcal Disease**- Children 24-49 months of age (Pre-K), who have not received the primary series of pneumococcal conjugate vaccine, according to the recommended vaccination schedule, shall show proof of receiving one dose of pneumococcal vaccine.

- **Varicella (chickenpox vaccine)** -Children entering into any school-operated program for the first time at the 6th grade level or kindergarten level and below will be required to show proof of having received two doses of chickenpox vaccine on or after their first birthday. A physician can confirm past disease history-in lieu of vaccination by having examined the infected child, documenting the parent's description of the child's history, or reviewing laboratory evidence.
- **TB tests and dental exams** are highly recommended. Drug-resistant strains of TB are on the increase, so please insist your child receive a TB test. Lead screening is required for children through age six.

IMMUNIZATION EXEMPTIONS: Parents have the right to object to physical exams or screenings because of Religious beliefs. In this case the parents / guardians will need a written disclaimer.

HEALTH & ILLNESS GUIDELINES

A child who is hungry has difficulty concentrating on his/her work. A good breakfast is essential for a child's health and success in school. Children need a good night's sleep in order to be alert for effective learning in school. Children should be dressed warm enough; including coats, hats and gloves so that they can go outside for recess when weather permits. We will go outside in the winter when it is cold. If your child wakes up with a fever, **DO NOT** send him/her to school. In order to reduce the risk of infecting others, students should not return to school after they have been sent home with a temperature over 100 degrees until they have been fever free for 24 hours without the use of fever reducing medications. When students are sent to the office for not feeling well, we take their temperature with a thermal scan thermometer. If the temperature is over 100 degrees, the parent is called to pick up their child. The Center of Disease Control and Prevention recommends anyone with a fever over 100 degrees remain at home at least 24 hours after they are free of fever. We will use the form below if the child is sent home for Diarrhea and Vomiting. We will send home a paper copy of the sick child's symptoms similar to the following, when the child is picked up.

SICK CHILD RECORD

In order to reduce the risk of infecting others, students should not return to school for 24 hours after they have been sent home with a temperature over 100.4 degrees, vomiting or diarrhea. When students are sent to the office for not feeling well, we take their temperature with a thermal scan thermometer. If the temperature is over 100.4 degrees, the parent or guardian is called to pick up their child. **The Center of Disease Control and Prevention recommends anyone with a fever over 100.4 degrees; diarrhea or vomiting remain at home until they are free of fever for 24 hours without fever reducing medication.**

Date & Time _____

Child's Name _____

Classroom Teacher _____

Reason for sending the child home (circle) Fever Diarrhea Vomiting Other: _____

Temperature _____

Other symptoms _____

Parent contact name and time _____

According to our policy your child may return to school after being fever free, diarrhea free, vomiting free for 24 hours without medication.

Parent/guardian signature _____ Date & Time _____

Teacher / office personnel signature _____

CONCUSSIONS AND HEAD INJURIES

Concussion Policy & Procedure Committee whose purpose is to review existing concussion policy and procedures on a regular basis for effectiveness. In conjunction with HSHS in Breese, all 5-8th grade student athletes who participate in contact sports must take the Baseline Impact Test before the season begins. The Baseline Impact Test is valid for two years with no incidents. A student who exhibits signs, symptoms or behaviors consistent with a concussion will be removed from participation or competition at that time. A student athlete who has a possible concussion or head injury may not participate in athletics unless cleared to do so by a physician licensed to practice medicine or a certified athletic trainer. If not cleared, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician or a certified athletic trainer working in conjunction with a physician licensed to practice medicine.

HOMEWORK

If a student makes good use of the study time provided at school, some assignments can be completed. However, some work at home may be necessary to complete all the assignments and to study for tests. Homework is considered an important part of the instructional program and the student's grades. It is the student's responsibility to complete their homework. However, when students do not complete their homework, it is important that the parents oversee homework activities in order for the child to be successful academically. If the student is unable to complete homework because of illness or some other special circumstances, parents should call the school or write a note to the teacher

LICE

Faculty/staff will report all incidents of head lice to the school office. Students who appear to have head lice will report to the school office. Parents will be contacted and appropriate arrangements will be made to pick up the student from school. Students that have been sent home due to head lice will report to the school office upon returning to school, prior to entering their classroom. All students must be nit free before returning to school. Faculty/staff will take measures in the classroom that may include such procedures as separating hats, coats, and book bags; or placing such items in plastic. **Students must present evidence that treatment to remove head lice has been performed (e.g., written notice from physician or health department, container that was used to supply treatment or similar evidence).** Additional measures may be required if an individual incident of head lice becomes a persistent situation.

LOCKERS

Lockers are the responsibility of the student. Students should only use the locker assigned by the school. All personal possessions such as purses, coats, book bags, shoes, cell phones, and so on must be kept in the locker during the school day. Lockers are the property of Albers School District #63 and may be opened and inspected at any time by the school administration. Lockers, or other school property, may be subject to inspection by local law enforcement officers or canine units upon the request of the administration or Board of Education. Protect your property at all times. The school is not responsible for lost, stolen, or damaged items.

LUNCH & MILK BREAK

HOT LUNCH PROGRAM:

Students can bring their own lunch or purchase a hot lunch that the school serves daily. Menus are sent home each month. Allergy-free peanut butter, jelly or cold cheese sandwiches are offered in place of the meat entrée daily. Free and reduced price lunch information is available for students who qualify. Information concerning cost and payment procedures for the lunch programs is available at registration or the school office.

Cost of Meals (Changes based on Fees Established by Board)

Lunch-\$2.80 (Student) \$3.30 (Adult) \$1.50 (Ala Carte) Milk- \$0.40

- ◆ Ala Carte items may be purchased by students in grades 5-8 with a signed permission slip from their parents or guardians.
- ◆ Lunch account balances are available at any time at www.Teacherease.com. Access your child's account and choose the lunch option. Scroll to the bottom of the screen and view the current balance.
- ◆ Lunch bills are sent home via email announcement from teacherease.com if your child has less than \$5.00 in their account.
- ◆ Parents/guardians are able to pay lunch payments on-line through www.Teacherease.com. There is a small transaction fee included in this payment.

- ◆ If a student's lunch account balance is not sufficient to cover the cost of lunch, the student may charge their lunch if approval is granted by the cafeteria manager or the administration. A limit of the amount that any one student may charge will be set by the administration. In these situations, the money for the hot lunch should be repaid the next day the student returns to school. Students may not leave the school grounds during lunch period. Parents may pick up their children and sign them out for the lunch/recess block of time on any day.
- ◆ Junior High students who purchase Ala Carte may not be past due on their account.
- Students are expected to exhibit courteous, polite, and respectful conduct at all times while in the lunchroom.
- Students must follow the directives of the adult supervisors.
- Talking should be in a conversation tone and no screaming, yelling, or shouting is acceptable.
- No food should be traded, thrown, or taken from the cafeteria.
- Failure to behave in an appropriate manner may result in the suspension of lunchroom privileges. In accordance with Federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. This institution is an equal opportunity provider.
- All lunch balances and school fees must be paid before the student is allowed to participate in Field Day or 8th grade Graduation.

Milk break is offered for Kindergarten and 1st grade students. If they choose to have milk or juice, their account will be charged the full amount for that drink, even if the student qualifies for free or reduced lunch prices. If you would like to opt out of the milk break purchases, please contact your child's teacher in writing.

MEDICATIONS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures for dispensing medication and complete and sign the "School Medication Authorization Form." For safety reasons, students shall not possess prescribed or over-the-counter medications of any kind (including but not limited to: aspirin or aspirin substitutes such as Tylenol, cough medicine, cough drops, etc.) in any school building during the school day. All medications need to be delivered to the school office by an adult along with a note outlining times and dosages of the medication. All medication must be in the original prescription container. Parents can sign a permission slip for their child to receive Tylenol on an as needed basis. The parent will receive a phone call before dispensing Tylenol or cough drops, etc. Schedules and accommodations are made for students who require medication over an extended period of time. Contact the school office to obtain the Medication Policy for medications that must be taken on a regular schedule.

ALBERS ELEMENTARY SD #63

206 North Broadway, PO Box 104
Albers, Illinois 62215-0104
(618) 248-5146 Fax (618) 248-5659

School Medication Authorization Form

Student's Name _____ Date of Birth: _____
Address: _____
Home Phone: _____ Emergency Phone: _____
Grade: _____ Teacher: _____

TO BE COMPLETED BY THE STUDENT'S

PHYSICIAN, PHYSICIAN ASSISTANT OR ADVANCED PRACTICE RN:

Physician's Printed Name: _____
Office Address: _____
Office Phone: _____ Emergency Phone: _____
Medication Name: _____
Purpose: _____
Dosage: _____ Frequency: _____
Time medication is to be administered or under what circumstances: _____

Prescription Date: _____ Order Date: _____
Discontinuation Date: _____
Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day?
YES _____ NO _____
Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Physician's Signature
7:270-E Adopted December 20, 2006

Date
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For only parents / guardians of students who need to carry asthma medication or an EpiPen®:

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and / or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector. (105 ILCS 5/22-30). **If you agree please initial:** _____

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices**, and I agree to indemnify and hold harmless the School District and its employees and agents against any claims based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

Parent / Guardian printed name _____ Parent / Guardian printed name _____

Parent / Guardian signature* _____ Date _____ Parent / Guardian signature* _____ Date _____

*Both parents and/or guardians, if available, should sign.

7:270-E Adopted December 20, 2006

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NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Albers School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, orientation, ancestry, religious beliefs, physical or mental ability, status as homeless, or actual or potential marital or parental status, including pregnancy, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the Albers Elementary School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the applicable Compliance Coordinator below who has been designated by the Albers School District to coordinate School District efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504, and the ADA. The Albers School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204; phone (312) 886-8434.

Albers School District's Compliance Coordinator is: Mr. Michael Toeben; Superintendent; (618) 248-5146.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are usually scheduled in late October. The exact dates are listed on the school calendar sent home during summer registration. Conferences may be scheduled on a school evening, day, or any time throughout the week. Teachers are encouraged to schedule individual conferences with parents or communicate by letter or telephone other times during the year when a student is having problems. Parents are encouraged to arrange a conference any time they wish to discuss their child's progress. Parent-teacher conferences should be arranged by appointment with a 24-hour notice. Accommodations will be made through the school office for parents / guardians with a disability and who are unable to attend school for a parent / teacher conference.

PESTICIDE APPLICATIONS

State Law requires that the school district notify everyone when any pesticides are being applied at the school.

PUPIL INSURANCE

Insurance covering pupil accidents or injuries is available. Information is available in the school office. The school's insurance does not cover pupil accidents or injuries.

RESPONSE-TO-INTERVENTION

Federal and state regulations require that school districts use a process that determines how a child responds to scientific, research-based interventions as part of the procedure for determining whether a child suspected of having a learning disability is eligible for special education services. This process is commonly referred to as "Response-to-Intervention" or "RTI". The RTI process involves providing regular education students who are struggling in a particular academic area (such as reading or math) more intensive academic interventions than provided in the general curriculum.

The RTI process is an entirely regular education process, conducted by regular education teachers in regular education settings. The purpose of RTI is to provide struggling students with a chance to succeed without identifying them as eligible for special education. Those students who fail to respond to the interventions attempted as part of the RTI process may then be referred for a special education evaluation. Some interventions may be implemented for an entire classroom, for a group of students, or on an individual basis. When a student requires certain interventions, teachers may utilize other instructional time to provide those interventions, including replacing certain classroom activities with additional time spent on reading, mathematics, or other areas in which the student requires more intensive academic interventions. If you have questions about the RTI process, please contact Superintendent, Mike Toebe.

RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents have the:

1. Right to be informed
2. Right to inspect and review the student's educational record
3. Right to challenge and amend misleading or inaccurate information in the record
4. Right to control disclosure of record
5. Right to complain to FERPA officials
6. Rights defined as provided in the McKinney Homeless Assistance Act and State law.
7. Right to grant consent in order for the school district to identify a picture of your child or ward, by full name and/or the school he or she attends, in any school sponsored material, publication, videotape, or website.

SAFETY PATROL

The school patrol consists of eighth grade students under the direction of the eighth grade teacher. They monitor bus students as they board the bus at dismissal, assist remaining students as they exit the building, and assist children who need to cross the street. The patrol persons must be respected and obeyed by the students. Parental permission is required for participation in the school patrol. Permission forms will be sent home during summer registration. Please be sure, as drivers, to obey and look out for the Safety Patrol members. We will ask 7th grade students to have permission slips on file for when the 8th grade is out of the building.

SCHOOL CLOSINGS

Information regarding closing of school due to severe weather or emergencies is given on St. Louis news stations KSDK 5, KMOV 4, KTVI 2 and KPLR 11. The announcement is: "Clinton County Schools Consortium." The Blackboard Connect telephone and e-mail system will be used to send school closing and emergency messages and will also be posted on the school Facebook page.

SCHOOL DAY

- Students should **not** arrive before 8:15 am
- 8:25 am: First Bell rings
- 8:30 am: Tardy Bell rings; teachers begin taking lunch count, attendance, etc.
- Lunch/Recess - K - 4 - 11:20 am – 12:00 pm 5th / 6th / 7th / 8th Grade - 12:00 pm - 12:35 pm

- 3:05 pm: Preparation for dismissal
- 3:08 pm: Bus dismissal bell
- 3:10 pm: Dismissal

SCHOOL RULES

School rules include all rules specified in this handbook: general, playground, cafeteria, bus, and sports events. Students in violation of the following school rules will be subject to various discipline interventions. Discipline interventions will be performed by classroom teachers or the Superintendent.

A student who is sent to the administrator's office by a classroom teacher for failure to obey classroom rules may serve a detention. The administrator will contact the student's parents at home or at work to inform them of the detention. Written discipline notices may also be used to provide notice of detention. After school detentions will be served from 3:15 until 4:00 o'clock. Parents are responsible for transporting students to and from detentions. See JH Handbook for specifics relating to 5th -8th grade.

GENERAL:

1. Students must respect the authority of school personnel at all times. School patrol members, volunteer supervisors, and chaperones must be obeyed. School personnel should be addressed as Mr. or Ms.
2. Students must not run or yell in the building or loiter in the hallways and restrooms.
3. Students must not talk in the hall during class changes or during fire and tornado drills.
4. There must be no pushing, moving out of turn, shouting, or boisterous conduct in lines (cafeteria, bus loading and unloading, class changes, dismissal, etc.)
5. Students must not hit, tag, punch or kick others in anger or to tease. Fighting is not allowed.
6. Students must not use profane language.
7. Students must not sit or stand on desks, bookshelves, tables, or radiators. Students must not mark or damage school property or the property of others. Students must not tamper with teachers' desks or other students' desks. Students must not tamper with others' bicycles or cars.
8. Possession of drugs (not prescribed by a physician), alcohol, tobacco, vaping, firearms, ammunition, knives or matches on school premises is not allowed.
9. Students must not chew gum on school premises. Students must not eat candy or any other food outside the cafeteria without permission by school personnel.
10. Spitting is not allowed.
11. Students must not disrupt class time with constant talking, laughing, or bothering other students.
12. Students must complete homework assignments.
13. Students must not leave the school premises during the school day without permission from the administrator.
14. Bullying or harassment of any kind will not be tolerated.
15. Students are prohibited from engaging in gang activity.

PLAYGROUND:

1. Students must go to the playground quickly without loitering in other areas. They must return to their classrooms as soon as the bell signals the end of recess.
2. Students must not play games in which students are tackled or tripped.
3. Students must not throw snowballs.
4. Students must obey the playground supervisors.
5. Students must stay inside the fence at all times. Students must not climb on or damage the fence in any way.
6. Students should not climb on top of the monkey bars.

GANG ACTIVITY:

Students are prohibited from engaging in gang activity.

State law requires a school district to notify the parent or guardian of a child who uses aggressive behavior, including bullying, at school. 105 ILCS 5/10-20.14. School Board policy prohibits students using aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage

in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bully, or other comparable conduct. This early intervention notification is intended to help all of us work together to avoid repetition of the behavior and provide suggestions for early intervention, if appropriate.

Misconduct by Students with Disabilities: Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students.

SCHOOL WELLNESS

According to the District Wellness Policy, student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. In keeping with one of the goals for Nutrition Education, schools will support and promote good nutrition for students. At any school function (parties, celebrations, meetings, etc.) **store bought, peanut-free** healthful food options should be made available to promote student, staff and community wellness. Some examples of nutritious food and beverages from which you can choose for classroom treats which are consistent with the Dietary Guidelines are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Sliced fruit – nectarines, peaches, pears, apples, cantaloupe, watermelon, pineapple, oranges, etc.
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits-raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter alternative with apple wedges or celery sticks
- Low-fat muffins (small or mini), granola bars, graham crackers, fig bars
- Mini bagels with whipped light or fat-free cream cheese
- Fat-free or low-fat flavored yogurt, fruit parfaits, pudding cups, milk, cheese
- 100 calorie pack

BIRTHDAY TREATS

Pre-K through 4th grade students may bring birthday treats. Treats should be pre-packaged and must be labeled peanut-free by the producer/baker due to students with allergies.

SCHOOL ISSUED VISION AND HEARING SCREENINGS

Albers Elementary provides vision and hearing screenings through Kaskaskia Special Education District. All records of these screenings are turned over to the Illinois Department of Public Health as required by law.

Grades Receiving School District Administered Vision/Hearing Screening:

- Pre-Kindergarten (Both vision and hearing)
- Kindergarten (Hearing only)
- Grade 1 (Hearing only)
- Grade 2 (Both vision and hearing)
- Grade 3 (Hearing only)
- Grade 8 (Vision only)
- Special Ed (All Grades) (Required both vision and hearing)
- Any Teacher Referral (Both vision and hearing)
- Any Requested by Parent/Guardians (Vision and/or hearing)

The school must comply with these state required vision and hearing screenings. If a Parent/Guardian does not want their child's vision and/or hearing screened, this request must be presented to the school office in writing prior to October 1 of that same school year.

SEX EQUITY AND SEXUAL HARASSMENT

Albers School Board of Directors has adopted policies and procedures concerning sex equity and sexual harassment and the right of students and parents/guardians to initiate grievances. Persons desiring to inspect these policies can request copies from the Superintendent.

SMOKING / TOBACCO POLICY

Effective January 2, 1990, all persons shall prohibit the use of tobacco products on District property at all times. This shall include buildings and grounds. This includes vaping.

STUDENT ASSISTANCE PROGRAM (CAT TEAM)

The CAT Team meets to discuss different interventions that may resolve the learning or behavior problems within the regular classroom setting. Interventions that are discussed are implemented in the regular classroom and the CAT Team meets monthly to discuss the success of the student learning plan.

STUDENT PASSWORDS

Student passwords for personal items and sites will not be collected at any time by Albers Elementary.

STUDENT RECORDS

Albers Elementary School follows the policies and procedures outlined in the Illinois School Student Records Act. The following types of student records are kept in the Principal's office at Albers School:

A. **Permanent** - all information kept permanently concerning students. The Permanent Record Card indicates the student's name, gender, address, birth date, social security number, attendance, grades, academic record, parents' names, address, and telephone number. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, transferred or permanently withdrawn from District 63.

B. **Temporary** - all information not required to be in the permanent record such as test scores, special education records, teacher evaluation of student, disciplinary information, and health cards. The temporary record shall be maintained during the period of usefulness to the school and the student, but not longer than five years after the student has graduated, transferred or permanently withdrawn from District 63.

The parent/guardian of a child under eighteen (18) or a designee of such parent/guardian shall be entitled to inspect and copy the information in the student's school records at the student's request. The parent/guardian has the right to inspect and review the student's education records within 15 days of the District receiving a written request for access. Parents or eligible students should submit to the school superintendent a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The District shall notify the student's parents/guardian and the student when it plans to destroy a student's permanent or temporary record. When the student reaches eighteen (18) years of age, or graduates from high school, or marries or enters military service, all rights and privileges accorded to a parent/guardian under the Illinois School Student Records Act shall become exclusively those of the student.

SUBSTANCE USE/ABUSE

In order to ensure a safe and orderly environment for teaching and learning and to promote the health and well being of students, Albers Elementary School endorses a substance use/abuse policy that includes prevention, assistance and discipline. This policy extends to the regular school day and school-sponsored activities held before or after school or on weekends. It extends to the school building, the school grounds and school buses.

PREVENTION - Albers School will provide students with information and instruction about the prevention of drug and alcohol use/abuse. The health education curriculum will include instruction on current information concerning alcohol and drugs and their effects upon the body. Classroom instruction will also assist the students in making responsible decisions about the use of alcohol and drugs. Community agencies will be used to provide resources or presentations to assist the school in drug and alcohol prevention activities.

DISCIPLINE - Rules of Conduct - No student shall be under the influence of or possess, use, distribute, sell or attempt to distribute or sell any drugs or alcohol. Drugs or alcohol includes substances containing alcohol; substances which are intended to alter the physical and/or mental condition, and look-alike drugs.

DISCIPLINARY PROCEDURES - First offense will result in a three-day suspension, conference with the student and parents or guardian, and inform the police in the case of possession, distribution or selling. The second offense will result in a ten-day suspension, conference with the student and parents or guardians, and inform the police in the case of possession, distribution or selling. Any subsequent offenses will result in a recommendation for expulsion and the student will be suspended pending expulsion proceedings. **ASSISTANCE** - Albers School will provide services such as in-service training for faculty, presentations to groups or classes, and information on instructional materials.

TEEN DATING VIOLENCE

Engaging in teen dating violence that takes place at school, on school property, at school sponsored activities, or in vehicles used for school provided transportation is prohibited. For purpose of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence the dating relationship.

Anyone with information about incidents of teen dating violence should report them to any school staff member including, but not limited to teachers, support staff, and/or district administration. School staff shall respond to incidents of teen dating violence by following the district's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

TRANSPORTATION

Bus transportation will be provided for students: who live one and one-half (1 1/2) miles or more from school, students with specific disabilities that require transportation, students that are classified as "homeless" and those students that live along a hazardous route as deemed by the Illinois Department of Transportation.

1. The regulations noted above are set guidelines by the Illinois State Board of Education and noted in Illinois School Code 105 ILCS 5 and in the Albers School District Policy Manual (POLICY 4:110).
2. Bus stops (pick-up and drop-off points) are determined by the school district. The reason for this is to ensure student safety. Changes may be approved by the superintendent, but require a written request or note from a parent. Should changes be necessary and are approved, the following items must be noted in the request:
 - **Reason for the change,**
 - **Date(s) for these changes to occur,**
 - **Parent signature and**
 - **Superintendent signature as approved.**
3. If there are changes to the daily routine, a note signed by a parent or guardian must be sent to the school office, prior to the change. We understand that unforeseeable circumstances arise and changes must be made throughout the day. Please contact the office as soon as possible, preferable before 2:00 PM.
4. No school employee may transport students in a school or private vehicle unless authorized by the superintendent.
6. All vehicles must pass safety inspections in accordance with State law and IL Dept. of Transportation regulations.
7. Bus drivers must have a criminal background check.

BUS RULES:

1. Be on time at the designated bus stop - help keep the bus on schedule.
2. Stay off the road while waiting for the bus.
3. Board the bus in an orderly fashion. Do not push and shove. Do not move toward the bus until it has come to a complete stop
4. The driver is in complete charge and authority on the bus. He/She has the same supervisory authority as the Superintendent/Principal or any teacher in the classroom. The driver may assign seats at any time. The bus driver will notify the Superintendent/Principal of any misbehavior that occurs on the bus.
5. Be seated as soon as you board the bus. Remain in your seat until it is your turn to get off the bus. Do not change seats. When leaving the bus, remain in your seats until the bus comes to a complete stop. Leave the bus in an orderly fashion.
6. Keep arms and head inside the bus. Do not throw anything inside or outside the bus. Loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident. Do not carry on a conversation with the bus driver. Be absolutely quiet when approaching a railroad crossing.
7. No eating or drinking is allowed on the bus. Do not mark or damage any part of the bus. Never tamper with the bus or any of its equipment.
8. Keep books, packages, coats and all other objects out of the aisles.
9. Be courteous to fellow students and the bus driver. Older students should look after the safety and comfort of smaller children.

10. In the event of a road emergency, remain on the bus until instructions are given.
11. Only regularly assigned students may ride the bus. Do not ask the driver to stop at places other than the regular bus stops. He is not permitted to do this unless he has proper authorization from the school district.
12. Observe safety precautions when boarding and leaving the bus. If you must cross the road before you board the bus, wait until the bus stops, watch for a signal from the bus driver, and then proceed. If you must cross the road when leaving the bus, walk ten feet in front of the bus, look to the driver for a signal, and then cross.
13. Observe these bus rules on all trips sponsored by the school such as field trips and sports activities.

105 ILCS 5 and Policy 4:110 provides specific guidelines and exceptions for the use of bus transportation and these guidelines are available upon request. Feel free to contact the Superintendent's office for more details. The buses begin their runs at approximately 7:10 a.m. The second route begins its run at approximately 8:05 a.m. All students riding the bus must ride to and from school; no getting on or off except at the student designated pickup/drop off point. The administration must approve all requests before changes are implemented. The Illinois Department of Transportation hazardous approved route consists of the following areas: South of State Route 161; East of Aviston-Albers Road. These areas have been approved although they are within 1.5 miles of the school. If transportation is not provided, you are subject to transportation reimbursement. Please contact the office for more information. No school employee may transport students in school or private vehicles unless authorized by the administration. If you have a child attending a daycare within the school district's boundaries, you may check with your daycare provider about transportation availability. Transportation with daycares will be handled between the daycare and the bus company by calling Zurliene Bus Service at (618) 248-5655.

VISITORS TO SCHOOL

Normal school office hours are 8:00 am - 4:00 pm. All visitors to school, including parents, must enter through the front entrance, sign in at the office, and pick up a visitor's badge. The administration may restrict visitations that may interfere with the instructional program.

VERIFICATION OF IN-DISTRICT RESIDENCY

Residency within the district's boundaries must be established before being admitted to the district. A Verification of Residency form is available on the digital locker in TeacherEase.

PLEASE SIGN AND DATE THIS VERIFICATION AND RETURN IT TO THE SCHOOL.

STATE LAW MANDATES THAT WE HAVE VERIFICATION FROM PARENTS THAT YOU HAVE RECEIVED A PARENT/STUDENT HANDBOOK AND HAVE READ AND DISCUSSED IT WITH YOUR CHILD/CHILDREN.

I have received a copy of the 2023-2024 Albers Elementary School, District #63, Parent/Student Handbook.
I have read it and discussed it with my child(ren).

List all students in your family who attend Albers Elementary School.

STUDENT: _____	GRADE: _____
STUDENT: _____	GRADE: _____
STUDENT: _____	GRADE: _____
STUDENT: _____	GRADE: _____
STUDENT: _____	GRADE: _____

Parent's Signature: _____ Date: _____