

September, 2011

Dear Albany Elementary Families,

On behalf of Independent School District #745 we would like to welcome you to our school. We are very proud of our students, our parents and our staff. We advocate for the members of our school and the residents of our community. We invite you to join us, to observe and participate in the educational instruction that takes place on a daily basis. Our staff is highly trained and experienced, providing excellent instruction with the District's Curriculum. Although our first priority is to provide quality instruction to your children, we are also aware of the societal changes that are occurring in the world and our community. To insure that the students feel safe in our school environment, it is necessary to ask that the following procedures be followed. Please:

- note that all doors of the school, except the main entrance, are locked during the school's instructional hours
- be aware that all guests visiting our school for any period of time, are required to stop at the office, sign in and secure a visitor's badge before moving about the school
- remember when bringing items to school for students, leave them at the school office, for delivery to the student. This will reduce the number of classroom interruptions each day.
- stop at the office to check your child out of school. You will be asked to wait in the Common Area for their arrival from the classroom. If you are going to have someone else (a relative, other family member, neighbor, etc.) pick up your child send a note to school with your child indicating that this will happen that day. This makes us aware that you have given your permission to have your child leave with this person. Your agreement to do this, helps the school staff and also reduces the number of classroom interruptions.
- send a note if your child is going to ride a different bus home and/or get off at a different location than their normal stop. This provides direction and gives permission to the office staff and bus driver to deviate from the normal process.

Cooperation by everyone in following the above procedures helps to insure that the children of Albany Elementary School will remain safe. We look forward to a successful year, working together to create a positive, caring and exciting atmosphere for your child.

Sincerely,

Ann Schultz
Albany Elementary Principal

This STUDENT/PARENT HANDBOOK has been prepared to help you become better acquainted with the Albany Elementary School facilities, policies and procedures.

Our goal is to provide experiences which will insure the full development of all children. Since this is also your goal for your children, we are anxious to establish understanding and cooperation in reaching that mutual goal.

We invite you to visit the school as often as possible and to consult your child's teacher or other school personnel when they may be of service in meeting the needs of your children.

DISTRICT #745 SCHOOL BOARD MEMBERS

**SCOTT HANSEN
DEAN DIRKES
RONALD PAULSEN
PATRICIA GERSCH
WILL SEILER
GLEN TAMM
DONALD WINKELS
STEVE DOOLEY - SUPERINTENDENT**

DISTRICT ADMINISTRATIVE STAFF

Steve Dooley	Superintendent
Michelle Evenson	Business Manager
Lynn Jenc	Community Education
Sandra Meer	Community Ed. Secretary
Sheila Mitchell	Secretary
Ruth Kortenbusch	Business Assistant
Dawn Tschida	Purchasing Agent
Bonnie Fritz	District Receptionist/Offset

ALBANY ELEMENTARY STAFF TELEPHONE DIRECTORY

Each certified employee at Albany Elementary has a telephone. Please refer to this directory and dial the direct number. If the person is unavailable, you may leave a voice mail message. Call the office for help as to whom you might call for a special situation otherwise, all calls can be directly dialed to the teacher. Please call 845-2161, when you hear the voice automatically dial the person's extension number.

<u>Staff Member</u>	<u>Position Held</u>	<u>Extension</u>
Ann Schultz	Principal	6107
Noll, Diane	Administrative Assistant	6100
Kulzer, Deanna	Health Aide	6105
Friedrichs, Sara	Grade 1	6111
Rubin, Lori	Grade 1	6112
Steve, Dana	Grade 1	6110
Croatt, Denise	Grade 2	6501
Navratil, Sharon	Grade 2	6502
Moe, Tammy	Grade 2	6503
Manthe, Chrisine	Grade 2	6210
DeGeest, Pam	Grade 3	6122
Rothstein, Stefanie	Grade 3	6121
Holbrook, Aleta	Grade 3	6120
Koehn, Kim	Grade 4	6140
Pfeffer, Victoria	Grade 4	6141
Stein, Laurie	Grade 4	6142
Jacobs, Kathy	Grade 5	6150
Snoberger, Nicole	Grade 5	6151
Eibensteiner, Judy	Grade 5	6152
Kleinschmidt, Mike	Grade 6	6160
Peschel, Patricia	Grade 6	6161
Dorn, Josh	Grade 6	6130
Neufeld, Kathy	Music	6103
Johnson, Galen	Band	6100
Nicoll, Lisa	Art (Albany Elem)	6101
Brewer, Annette	Physical Education	6701
Eibensteiner, Joan	Media/Computer Spec.	6204
Fischer, Barb	Fed. Prog./ Spec. Ed.	6109
Moltz, Gayle	Special Education	6213
Jacobson, Jennifer	Special Education	6131
Bieber, Julie	Special Education	6211
Hoeschen, Anne	Special Education	6132
Wannigman, Julie	Special Education	6149
Stoneburner, Ryan	Speech Clinician	6215
Angevine, Laurie	Chapter I Teacher	6216
Brenner, Nikki	Chapter I Teacher	6210
Raiche, Noah	Chapter I Teacher	6216

ALBANY ELEMENTARY SCHOOL SUPPORT STAFF

Kulzer, Deanna	Health Aide
Pogatchnik, Judy	Chapter I Secretary
Ramacher, Marlene	Lunch Clerk
Rich, Marci	Educational Assistant
Christen, Tami	Educational Assistant
Falcon, Diane	Media Center/Computer Assistant
Goebel, LouAnn	Educational Assistant
Kollodge, Jean	Educational Assistant
Kalthoff, Jane	Educational Assistant
Schaefer, Cheryl	Educational Assistant
Burg, Sue	Educational Assistant
Hanson, Joan	Educational Assistant
Klemmer, Jackie	Educational Assistant
Dylla, Louise	Educational Assistant
Nierenhausen, Jan	Educational Assistant
Gill, Wendy	Educational Assistant
Kohorst, Barbara	Media Center/Computer Assistant
Tony Schneider	Custodial Supervisor
Imholte, Kristi	Custodian Assistant
Smith, Mary/Fuchs, Mary Ann	Custodian Assistant
Hadley, Shelley	Custodian Assistant
Bruemmer, Donna	Head Cook
Backes, Irene	Assistant Cook
Gerads, Deb	Assistant Cook

DISTRICT-WIDE STAFF

Fischer, Barbara	Assessment/Federal Programs Manager
Kost, Sheila	Early Childhood Family Education
Erickson Thoemke, Karin	Early Childhood Family Education
Droogsma, Mary Beth	Early Childhood Family Education
Trehey, Nancy	Early Childhood- Family Outreach
Jacobs, Lori	Early Childhood Special Education
Noska, Sue	Speech Clinician
Meyer, Maury	Athletic Director
Hanson, Kay	School Nurse
Jenc, Lynn	Community Education Director
Moorthy, Jill	School Social Worker

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BASIC INFORMATION

School Hours

School begins at 8:15 A.M.

Students dismiss at 2:50 P.M.

Students should not arrive before 7:45 A.M. Students arriving at 7:45 may go to their lockers and continue to go outside on the playground. When the weather is severely cold, rainy or stormy, students may go to the gym. The students are supervised during this time. We have a closed campus; students must remain on the school grounds or in the school building once they arrive and during lunch hour.

Phone Number

The office phone number is 845-2161 ext. 6100. Feel free to call if we can be of assistance.

Visitors

For your child's safety, all visitors must report to the office upon entering the building. Parents are welcome, but we request that they call ahead when they wish to meet with a teacher or the principal, or to visit their children's classes. Please stop by the office and sign in with the school personnel when arriving. We will issue you a visitors pass. **Visitor passes must be worn and visible to school personnel. All visitors must follow the district/school policies and procedures.**

Building Security

For safety reasons during the school hours, building access is limited to one main entrance. The only open entrance during the school day is the main lobby area by the office.

School Closing

If school is closed, delayed or being dismissed early due to an emergency SCHOOL REACH will be used to notify parents and guardians of the change in schedule. KASM (1150 on your radio dial), KCLD, WCCO, WWJO, WJON, and KCCO TV channel 7 will be contacted by the superintendent and the announcements will be made. If school is closed during a school day, the superintendent will notify the principals as to departure time and procedures. Principals will relay the message to the teachers and students.

Early Dismissal

When early dismissals are scheduled, we will dismiss at 12:05 and the busses will leave at 12:10.

ATTENDANCE, TARDINESS and TRUANCY and MAKE-UP WORK

Regular attendance in school is important for all students and is expected at Albany Elementary School. Student attendance is critical because it gives each child an opportunity to do their very best academically and socially. The Board of Education Policy is used in the administration of school attendance. In this policy, guidelines are provided, to assist the school staff in nurturing daily school attendance by all students.

Absences Due to Illness

A parent/guardian should call the school between 7:45 and 8:30 a.m. if their child is going to be absent that day. Following the period of absence, parents are asked to provide a written excuse/explanation for their child's absence. Absences without parent notification are unexcused.

Parents/guardians should note that requests to have the child(ren) stay indoors following an illness will be honored for one day only. If a parent wishes to have their child(ren) stay indoors more than one day following an illness, a doctor's note prescribing that alternative is required.

Absences Due to Vacation

Parents should send written verification or call the school office to notify us of the situation at least (4) days prior to the departure date. The student and the office will notify the teachers at that time. All assignments will then be due the first day of his/her return, unless other arrangements have been made with the classroom teacher.

Release of Child During School Hours

When you wish to have your child dismissed early, it is necessary for the parent/guardian to come directly to the office and check the child out. The child will then be called to the office. This will keep classroom disruptions to a minimum. **This procedure will be strictly adhered to for the early release of every/any child.**

Tardiness Policy

Parents are asked to notify the school office when your child is going to be tardy. Let us know how late your child will be and indicate the reason for the tardiness. Students are considered tardy if they are not in their seats when their classes begin. If students are not in school by 8:15 they should report immediately to the office to sign in. Students who leave school early (before 2:30) will be marked tardy as well. Tardiness to school will be handled through the office. When a student reaches three (3) unexcused tardies it will equal one day of unexcused absence for truancy purposes.

Truancy

State law requires students to attend school each day that it is in session. If a child does not attend, they are considered truant. Truancy is an unexcused absence from school. In line with Minnesota State Statute, after 5 unexcused absences, a truancy report is filed with the county. The case may then be referred to the county attorney or other social agencies.

Make-up Work

All work missed or assigned because of absence must be completed to receive credit. The general rule for makeup work due to absence is a student has twice the time to makeup work that he/she missed during the absence. For example, if a student was absent one day, the teacher will allow two days to make up work missed after the student's return. Work missed due to an unexcused absence or tardy could result in a 0 (zero) being assigned for that specific assignment. **IT IS THE CHILD'S RESPONSIBILITY TO CONTACT THE TEACHER BEFORE OR AFTER SCHOOL TO GET A LIST OF THE ASSIGNMENTS THAT HAVE BEEN MISSED.**

ART SHIRTS

There will be times when the students will be engaging in art activities. Perhaps you would like to send an old shirt for your child to keep in their locker to help protect school clothes.

BICYCLE SAFETY

Students are required to put their bicycles in racks upon arriving at school and must leave them there until they go home. Pupils should not "buck" others. The school cannot be responsible for bicycles. We encourage those students who ride bikes to school to purchase a locking system to insure their safekeeping. We would also like to request that you remind your children to walk their bicycles through the intersections and when they are on school property. All students are to cross the street where the safety patrols and crossing guards are located.

BUS TRANSPORTATION

Occasionally, students request permission to ride a different bus than they do regularly. The bus drivers have been instructed not to allow students who are not assigned to their bus, to ride unless they have a written request from their parents and O.K.'d by the office staff. Also, students will not be allowed to get off the bus at locations other than their designated stop unless they have a parent request O.K.'d by the school. A state law requires that students not bring distracting items on the bus. This would include live animals and pets. These rules are employed to ensure the welfare and safety of your child(ren). Please assist the school by having your child comply with the rules to insure their safety.

BUS DISCIPLINE POLICY

Students are responsible for their behavior on the bus; their behavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

Parents are requested to explain the importance of proper behavior on the bus. They also are expected to support disciplinary actions that are necessary to help their child change his/her behavior. Please read and explain the attached bus rider rules and procedures to your child(ren).

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions.

BUS RIDER RULES AND PROCEDURES

1. Follow the driver's directions the first time they are given.
2. Keep hands, arms, legs and objects inside the bus and to yourself.
3. Pupils must stay seated while bus is in motion.
4. No profanity, name calling or undue loud talking.
5. Students must be on time at bus stops.
6. No horsing around while waiting at bus stop.
7. After school, students are to load the bus promptly. There is no walking to the Senior High.

8. Students must cross at least 10 feet in front of the bus; never in back of the bus.
9. Students should always wait for driver's signal before crossing the roadway.
10. Students must wait until the bus is at least 300 feet from your stop before going to the mailbox.
11. Help keep the bus clean and orderly.
12. Students must have written permission from parents to ride on a bus if they are not assigned to that bus. This is dependent on the availability of seating. Written permission is also required for the student to leave the bus at other than their regular stop. The permission note should include the student's name, date, location the student wishes to be transported to and the parent signature.

CHANGE OF CONTACT INFORMATION

Please contact the school office when you have a change of address, telephone number, family structure or job and contact information. This information can also be changed on line using parent access to our JMC system. Please contact the office for more information. It is important that the school office have the most current contact information for each child during the school day.

WAKANHEZA COUNCIL

The Albany Elementary School has an organization called the Wakanheza Council. This organization is made up of representative from each classroom in grades 4-6. They come together at the beginning of the school year and periodically throughout the year to plan "Special Days" or complete service projects for the school. They are supported in their planning and fiscal needs by the Albany Elementary School Parent Teacher Association.

As part of their Special Days we have declared every Friday in the Albany Elementary School as "Spirit Day". On that day all students and staff are encouraged to wear Purple and White. Any Purple and White clothing is appropriate; socks, T-shirts, slacks, sweaters, etc.. This isn't mandatory; it is an optional event.

CLOTHING

We believe that neat and proper dress contributes to desirable attitudes and behavior. Students should wear clothing that is neat, clean and appropriate. Extremes in dress are not considered appropriate. Student dress which disrupts or distracts from the teaching and learning function is not acceptable (examples of some inappropriate attire are clothes showing the midriff, showing undergarments, etc.). Strapless shirts or "spaghetti straps" are not allowed. Tank shirts should be "3 fingers" wide. Shorts or skirts should be as long as student's fingers when placed down by their side. Shoes with wheels will not be allowed in school. Clothing (shirts, hats, or other) that contain profanity, sexual innuendo, slogans that are degrading to any group or which promote alcohol, tobacco or other chemicals will not be allowed. Students who are reported to the office as having inappropriate clothing will be asked to correct the problem. Students are not allowed to wear "flip flops" on the playground. Boots and warm clothing are especially important in cold weather. Students not dressed appropriately for cold weather may be required to stay in the office during recess.

RECESS

Weather permitting all students have 20 minutes of recess/reteaching every day. Students will go outside if the temperature and windchill is five degrees below zero or warmer. Please be sure students are prepared for the weather with boots and warm weather clothes.

DISCIPLINE

The philosophy and specific rules for behavior are spelled out in the School's Behavior Plan. Standards of expectations are posted in each classroom of the school building. Details will be explained early in the school year to the children by the principal and classroom teachers.

Behavior Plan

Appropriate student behavior is a top priority at Albany Elementary. Our main focus is to create an appropriate safe atmosphere for our school. The information shared below is the result of work completed several years ago by a District Wide Behavior Committee commissioned by the Board of Education.

PRINCIPLES -

The Principles are the values or beliefs that we want to have our school represent. The staff and students met and decided on these Principles for our school:

1. We will have an environment of mutual respect
2. We will have a cooperative spirit
3. We will be responsible toward the class, school, and community
4. We will provide an opportunity to grow and develop
5. We will create a learning atmosphere

GUIDELINES -

The Guidelines are the rules that help us achieve the Principles for our school. The students and the staff worked together to formulate these Guidelines.

1. We will walk to the right side of the hallways with quiet voices.
2. We will be good role models by being willing to learn and doing our best in
 - . accepting people for who they are
 - . being good sports
 - . using proper manners
 - . giving compliments and appreciation
3. We will be responsible for our actions by
 - . being honest
 - . making the school a safe place
 - . keeping the school clean
 - . respecting and listening to all people
4. We will have positive, friendly attitudes by working as a team and including everyone.
5. We will treat others the way we want to be treated.
6. We will all work together to have a fun, learning atmosphere.

The goal of all staff of the Albany Elementary School is student growth in responsibility and self control. However, as we continue to work toward this goal, the staff feel a need to protect the principles and guidelines for all the students by having some set consequences that insure the safety of everyone in the school community.

While we continue to work together to help children achieve greater responsibility and self control;

Our school will not allow:

1. Physical aggression
 - . kicking/tripping
 - . hitting/punching
 - . pushing/shoving
 - . biting
 - . spitting
 - . pinching
2. Verbal Abuse
 - . name calling
 - . teasing
3. Other type behavior (individual/group)
 - . threatening/intimidating
 - . bullying
 - . etc.
4. Harassment - (See Addendum # two at back of Student Handbook)
 - . sexual
 - . racial
 - . gender
5. Destruction or theft of property
 - . books
 - . equipment
 - . building
6. Disrespectful behavior
 - . refusal to follow directions
 - . cheating
 - . inappropriate language

In cases determined to be severe, where children choose to violate the schools Behavior Principles and Guidelines, the following Bottom Line Consequences will be implemented to assist the student:

BOTTOM LINE CONSEQUENCES:

1st Offense:

- a. peer mediation, or

b. Principal Guidance

1. a call home by the student
2. the student will write a plan to address an appropriate reaction,
3. restitution for their action, either written or face to face;
4. 1/2 hour after school with parent pick up

2nd Offense:

a. peer mediation, or

b. Principal Guidance

1. a call home by the student
2. the student will write a plan to address an appropriate reaction,
3. restitution for their action, either written or face to face;
4. time after school will be determined by the teacher and principal

3rd Offense:

a. Principal Guidance

1. a call home by the student
2. the student will write a plan to address an appropriate reaction,
3. restitution for their action, either written or face to face;
4. a conference with parent, principal, teacher, and all parties involved will be held
5. in school suspension will be determined by the severity of the action

In addition to the information outlined above, our school has implemented the Wakanheza Principles in our school. The principles are: protect, support, cherish, and respect. Our focus is for students and staff to follow these principles when interacting with others.

EMERGENCY PROCEDURE DRILLS

Fire, tornado and emergency drills will be held during the year to instruct the children in proper procedures for leaving the building or appropriate procedures in case of fire or emergency. Children are instructed regarding the alarm system, proper exits, where to go after leaving the building, and which part of the building to go to in the event of a tornado or in school emergency.

ENTRANCE REQUIREMENTS

Under existing state and school policy, a child must be 5 years of age on or before September 1st of the current school year to enter kindergarten. Updated immunizations and a copy of an official birth certificate are required for each student. Every student entering kindergarten is required to have a measles immunization, which is available at medical clinics and other clinics approved by county agencies. If you have questions about this, please contact the school nurse or your family doctor.

FEES

Because of a change in State law, it may be necessary to charge a nominal fee for some classroom activities, especially in the area of art and crafts. The school cannot charge for materials used for instruction, however, if the item is to be taken home and become the property of the students, then a fee may be charged for materials.

FIELD TRIPS/ CAMPUS EXTENSIONS

Campus Extensions are scheduled when learning can be enhanced outside the classroom. Most trips are taken locally. You will receive a form advising you when a lesson of this nature is planned. Whenever a campus extension is scheduled taking students out of town, a separate permission slip is sent home for you to sign. By law, we cannot allow the children to go without your permission. A nominal fee may be charged for these activities.

HEALTH OFFICE

Illness

When your child becomes too ill to remain in school, the nurse or secretary will call you at work or home to request arrangements for you to take your child home. It is essential that we be able to contact you or a designated emergency contact on every school day. Keep the school office informed of your current home, work and cell numbers. Remember to inform them if it changes.

Sometimes your child is sent home ill before we are sure what the illness is. If your child is diagnosed with any of the following contagious diseases, ***please call the school nurse to be sure she knows***. It will help to understand how widespread the condition is when she sees other children. These are contagious diseases we often see in school:

- pink eye
- strep throat
- chickenpox
- impetigo
- ringworm

Injuries & Emergencies

If your child has an injury at school that requires immediate medical care, we will attempt to contact you. If we cannot reach you, we will take whatever action we deem appropriate to protect your child's health. That includes calling 911 and/or transporting your child to the hospital emergency department. Parents or guardians are responsible for medical bills related to these decisions.

Physical Education Excuses

School policy authorizes a parent or the school nurse to excuse a child from physical education class for one day for a legitimate health reason. Beyond the first day, a written physician statement is required.

Immunizations

All students in Minnesota are required to comply with school immunization laws. Parents and guardians are responsible to supply immunization records to schools. When your child sees a physician, ask if they are up to date on their immunizations.

Families choosing not to vaccinate students are required to provide a notarized conscientious exemption form indicating each immunization declined.

Health screening

Nurses supervise screening for hearing, vision and scoliosis. Screening is a way to identify possible problems that require further evaluation. We will contact you by letter to inform you when your child is referred for further evaluation following screening at school.

Scoliosis is a progressive condition of the spine that is important to identify early, evaluate and determine treatment. Vision and hearing problems affect learning, even more acutely in young learners. Parents are expected to follow up promptly when nurses refer students for hearing and vision deficits. If medical care is a financial hardship, please ask the school nurse to help you with resources.

- Hearing screening: grades K, 1, 2, 3, & 5 (8 & 11 in high school)
- Vision screening: grades 1, 3 & 5 (7 & 10 in high school)
- Scoliosis screening:
 - Girls: grades 5 & 7
 - Boys: grade 9

If parents or guardians want their child screened when their grade level is not scheduled, call your school nurse to request. Color vision is screened in boys in grade 1.

Medication at school

There are many circumstances under which students benefit from taking medication during the school day. New medication consent forms are required at the beginning of each school year. For questions about medications at school, call your school nurse.

Medication Administration

1. Only prescribed medications can be administered at school.
2. Each medication, including nonprescription (over the counter) will be administered only when accompanied by a physician order, parent consent and in a pharmacy or physician labeled container.
3. Pharmacists will provide you with an extra labeled bottle for use at school at your request.
4. Medication will be administered to the student at the designated time under supervision of authorized school staff.
5. When medication dosage or time changes, the nurse will assist you to obtain a revised medical order from the physician.
6. Parents or guardians are responsible for notifying the school nurse by the next school day if there is a change in the medication or dosage.
7. Parents may bring a medication to school for their child and administer it in the Health Office when there is no medical order on file in the Health Office.

Head Lice

Lice have existed for over 2,000 years. They are hardy and resistant to all our attempts to eradicate them. Lice usually occur among young children who play closely together. Lice are extremely fast as they move through hair. They cannot fly, jump or even crawl great distances. They need close proximity to their host to survive. They feed on blood, like mosquitoes. It is their bites that make the scalp itchy.

We understand that the largest impact head lice has comes not from the condition itself but from our reaction. A case of lice often arouses feelings of anxiety and fear to a much greater extent relative to the actual threat it poses. This can lead to teasing and affect a child's self esteem. It affects parents too, with lost work time. As a community, we can de-escalate our reaction to lice and treat it for what it is, an opportunistic infestation.

Our goals are to protect confidentiality, prevent and control transmission, minimize children's school absences and prevent recurrence. Students are allowed one day as an excused absence for treatment.

School Nurses Role

1. We identify active lice and nits and recommend exclusion according to school policy.
2. When a child is identified with lice, we check other school age household members.
3. We provide parents and guardians with written and verbal information to effectively treat lice for family members and clean the home environment(s) to eliminate reinfestation. We will verify that you understand instructions.
4. We inform classroom parents when lice is identified.
5. We instruct classroom students to minimize transmission.
6. We examine childrens' scalps when they return to school to verify effectiveness of treatment.

Parents and Guardians Role

1. Decide on a treatment method and follow instructions precisely.
2. Examine and treat family members with live lice or nits found 1/4 inch or less from the scalp.
3. Following treatment, remove nits.
4. Clean home, vehicle and car seats using printed instructions.
5. YOU MUST CONTINUE TO REMOVE NITS DAILY to prevent reinfestation.
6. Examine each family member daily to detect new infestations.
7. Talk with school nurse to ask questions or problem solve treatment or cleaning issues.

LOST, MISPLACED OR STOLEN ITEMS

During the course of the year, students lose, misplace or have items stolen. Loss of a student's personal or valued property in school, is a very difficult and emotional issue to deal with. Because many times we are unsuccessful in recovering these items of value, we offer the following suggestions:

1. mark all items clearly if at all possible
2. leave items of value at home, or if it is necessary to have them in school, make arrangements with the teacher to keep them in a secure location in the classroom, or keep them in the school office for the day
3. report all lost items to the teacher

NEWSLETTERS/CALENDARS

A Newsletter outlining past and future events is included in the Community Education brochure and is sent to all district residents four times a year. Please watch your mail for this newsletter. It will contain information regarding activities going on in all of the District 745 schools. A monthly newsletter is available on the school website outlining events happening at Albany Elementary.

PTA

The PTA is a broad-based group whose interests are not limited to "education". PTA believes that their top priority should be on the education, welfare and development of children. This focus should be on the whole child, and applies to all children. The PTA emphasizes "parent empowerment" and "parent participation". Parents are the children's first teacher, the most important teacher. Although PTA units are based in schools, the objectives of the association go well beyond, to include "the welfare of children and youth in the home, school, community, and place of worship". For further information on joining the PTA, contact the school office.

PARENT VOLUNTEERS

For the last several years we have had a number of parents who have helped in many ways. This year we hope to enlist more parent volunteers so if you are at all interested, please contact your child's teacher or the school office. Everyone has some talent that would be valuable in the education of the children. The general purpose of volunteers is to enrich and enhance our students' curriculum and to strengthen school/community relations. We encourage and welcome all volunteers to our school. Whether you are a parent, guardian, grandparent, relative or a friend, your time spent at Albany Elementary, as a volunteer, is an important contribution to a child's educational experience. As a volunteer, you will be expected to follow privacy/disclosure of information procedures.

PHYSICAL EDUCATION REQUIREMENTS & CLOTHING

All students in grades K-6 have Physical Education 4 days per week. In order to participate safely, students must wear tennis shoes to physical education class. (Tennis shoes with non-marking soles are encouraged.) Students who wear dresses to school are encouraged to bring a pair of shorts or long pants to wear under the dress during physical education class. In case of illness or injury a parent note can excuse a child from physical education class for one (1) day. In more serious cases where your child needs to be excused for longer than one day, a doctor's medical excuse is required.

PLEDGE OF ALLEGIANCE

All public school students are requested to recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher. Anyone who does not wish to participate in reciting the pledge may elect to do so and students must respect another person's right to make that choice. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and patriotic exercises throughout the school year.

PRESCHOOL PROGRAMS

There are a number of preschool programs available to residents of the district. If you have any questions in regards to these programs call: Early Childhood Family Education (845-2161, ext. 6504), Early Childhood Special Needs (356-7346)

PUPIL PROGRESS

Progress reports of children's individual growth and development in all school activities are sent to the parents. His/her growth in health, social adjustment, work habits and attitudes is considered as well as his/her progress in reading, writing, math, science, and other subjects.

Parent Teacher Conferences will be held two times per year for all students. This contact gives the parents and teachers a chance to discuss the child's growth and plan cooperatively to meet his/her needs. Parents are encouraged to ask for additional conferences at any time. Conferences result in a better understanding and an improved relationship between the home and school.

SCHOOL CALENDAR & MAP

Parents, guardians, and residents of the district will find a school calendar near the front of this Handbook. There is a school map on back of this booklet.

SCHOOL LUNCH PROGRAM

We encourage all children to take part in our hot lunch program. The menus are planned and prepared by qualified personnel. To qualify for the government aids that are required to support the lunch program at a minimal cost to parents, we "encourage" that each child try all the foods that are served. If payment is made by check, it should be made payable to Albany Area Schools. You will be notified as to cost of lunch tickets at the beginning of each school year.

SCHOOL PARTIES & TREATS

We are asking your cooperation in a matter which concerns the health of our children. On special holidays or when your child has a birthday, we would appreciate it if you would not send sweet foods or soft drinks. When you wish to send a treat, would you kindly send popcorn, fruits, raisins, or any light snack that is not concentrated sugar. Always check with your child's teacher beforehand to address any food allergies that may exist in the classroom. Law requires that all items must be commercially packaged. Foods prepared in the home cannot be used as classroom treats due to hepatitis threat and other communicable diseases.

SCHOOL SAFETY PATROL

School safety patrol is provided by the sixth grade of the Albany Elementary School. Patrols are on duty when the children are dismissed. Their task is to see that children cross the streets safely on their way home from school. The school safety patrol is sponsored by the American Legion Club, and the American Legion Auxiliary. The school patrol is made up of sixth grade students, both boys and girls, who have shown they are dependable.

TEACHER REQUESTS

If parents have an educational concern about class selection for their child, they should submit the form for requests to the building principal by April 1st, as stated by the districts policy 3.404, Policy for Requesting a Teacher. Parents are asked to state specific educational reason for the request. Our goal is to create classrooms with an even number of boys and girls, an academic balance, and a positive social atmosphere. The previous year's teachers and principal will finalize the class list.

TRANSFER

Please inform the school if you move from the district. Parents must sign a request for release of their child's records when they enroll in their child's new school.

VALUABLES IN SCHOOL

Students are asked not to keep money or other valuables in their desks or lockers. Money sent to school should be placed in an envelope with the student's name and purpose written on the envelope. It is necessary to have money or valuables in school, students are again reminded to make arrangements with the teacher or the office for temporary safe keeping. Students following these guidelines will prevent loss and possible heartbreak due to the theft of their money or treasured possessions.

CELL PHONES

Use of cell phones and pagers are not permitted during the school hours of 8:15 -2:50. Any student seen using a cell phone will have it taken away and/or parents notified. Possible disciplinary action may be taken for repeated violations. CELL PHONES ARE NOT TO BE TAKEN INTO LOCKER ROOMS UNDER ANY CIRCUMSTANCES. Students should leave personal radios, cameras, ipod, mp3 player, tape recorders, and beepers at home unless a teacher requests that a student bring these items to school. Posting (i.e. placing on a public web site) of any video or audio content from any classroom or school activity is prohibited unless written permission has been obtained from an authorized school official.

VISITATION BY CHILDREN

Students are not permitted to bring other children with them to school as visitors...unless special permission is granted by the homeroom teacher and Principal.

YOU CAN HELP BY:

- * checking your child every morning before he/she leaves for school to be sure that he/she is well
- * insisting that he/she receives adequate rest
- * having him/her eat a good breakfast
- * preparing him/her for bad weather with rainwear, boots, appropriate clothing and mittens on cold days
- * talking over your child's problems and interests with him/her on a regular basis and communicating with the school personnel if we can be of assistance
- * enriching his/her vocabulary through reading, the use of the libraries, providing

reading opportunities in daily life, and broadening his/her experiences by taking trips

- * making your child responsible for certain tasks in the home
- * reading the lunch menu on a weekly or daily basis. This process will help your child make selections more quickly on days they eat hot lunch or if they wish to bring a lunch from home on certain days

SCHOOL BOARD POLICY AGAINST RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE

(The following is a summary of the district policy, complete copies of the policies are available upon request from the Superintendent of Schools.)

1. Everyone at District 745 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.
 - a. name calling, jokes or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District Policy against religious, racial and sexual harassment and violence. Complete policies are available in the district office upon request.

DISCRIMINATION IS AGAINST THE LAW.

ALBANY SCHOOLS WEAPONS POLICY

(The following is a summary of the district policy, complete copies of the policy are available upon request from the Superintendent of Schools.)

Students and non-students, including adults and visiting youths are forbidden to knowingly or voluntarily possess, store, handle, transmit, or use any instrument that is considered a weapon or a “look-alike” weapon in school, on school grounds, at school sponsored activities, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events. According to Minnesota State Law, effective August 1, 1993 it is a felony to possess a dangerous weapon within 300 feet of a school building.

A. ZERO TOLERANCE

The district takes the position of “Zero Tolerance” on the following objects:

- 1. All firearms (whether loaded or unloaded)**
- 2. Other guns of all types including pellet and B-B**
- 3. Lead pipes**
- 4. Bows and arrows (except authorized for instruction)**
- 5. Knives**
- 6. Switch blades or automatically opening knives with blades of any length**
- 7. Black jacks, clubs, numchucks, throwing stars, daggers, metal knuckles, and like objects**
- 8. Explosives**

Zero Tolerance will also be the position of the district when any object (whether real or look-alike) is used to injure, strike terror or threaten personal injury at or on those places or vehicles listed in the upper paragraph of this document.

THE PROCEDURE FOR ALL OFFENSES IS:

- 1. Call police and request assistance**
- 2. Confiscate the weapon (if it can be done safely)**
- 3. Hold an administrative hearing with students, which will include:**
 - a. Notification of parent/guardian**
 - b. Involvement of police with recommendation to charge**
 - c. Suspension for up to five days**
 - d. Recommendation of student expulsion**

B. POSSESSION OF OBJECTS WHICH MAY NOT BE CONSIDERED WEAPONS

While this policy represents a firm “Zero Tolerance” position on weapons and/or look-alike weapons there are several objects which are questionable regarding whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. The administrator may use his/her discretion when interpreting use and intent with such objects. Such objects may include but are not limited to:

1. Pocket knives and edged weapons or other knives with blades less than three inches.
2. Fireworks, firecrackers, and smoke bombs
3. Throwing darts
4. Nuisance items (lighters/matches) and unauthorized tools

THE PROCEDURES FOR OFFENSES IS:

1. Confiscation of object or weapon (if it can be done safely)
2. Notification of parent/guardian
3. Administrative hearing with students, which may include:
 - a. Involvement of police with recommendation to charge
 - b. Suspension for up to five days
 - c. Recommendation of student expulsion.

ALBANY AREA SCHOOLS BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district’s intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

[Note: As the purpose of the policy is to ensure the safety and well-being of students, school districts should review those individuals in their district who may have responsibility for its students, whether formal or informal, to ensure that this purpose is met. Accordingly, school districts may wish to exclude or add certain individuals as being subject to its policy. For example, if a school district is providing visitors with extensive contact with students, the school district may wish to include visitors as individuals subject to the policy to ensure the access the school district has permitted is not being abused. Alternatively, a school district may wish to remove contractors from the policy if the individuals with whom it contracts have little or no contact with students to avoid unnecessary application of the policy.]

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
 - 1. harming a student;
 - 2. damaging a student’s property;
 - 3. placing a student in reasonable fear of harm to his or her person or property; or
 - 4. creating a hostile educational environment for a student.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal’s designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. **The school district annually will provide information and any applicable training to school district staff regarding this policy.**
- B. **The school district annually will provide education and information to students regarding bullying,** including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. **The administration of the school district is directed to implement programs and other initiatives to prevent bullying,** to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

Adopted by Albany Area Schools, School Board June 1, 2011