



# **2025-2026 Elementary Guide**



**Halverson Elementary  
Hawthorne Elementary  
Lakeview Elementary  
Sibley Elementary**

We are excited to partner with you to make your elementary school experience both meaningful and enjoyable. Our goal is to provide a strong educational foundation that will prepare students for success in secondary school and beyond.

A key part of our elementary program is fostering a safe, caring, and nurturing environment. This is achieved through mutual respect, cooperation, and shared responsibility among students, staff, and families. Like all communities, schools reflect the values and challenges of the broader society. While we cannot shield students entirely from the world's concerns, we are committed to addressing them with compassion and care.

Just as communities rely on laws and expectations to maintain order, schools also need clear guidelines to ensure a safe and productive learning environment. This handbook outlines our expectations for behavior and conduct. While we understand that no single set of rules can meet every individual need, these standards are designed to support fairness and consistency for all students.

A quality education can only happen when students feel safe and learning can take place without disruption. We encourage you to review this handbook together as a family and reach out with any questions. Your involvement and support are essential to helping us create a positive and successful school year for every child.

Thank you for your partnership - we wish you and your family a wonderful school year!

Kim Larson  
Halverson

Marie Adams  
Hawthorne

Zack Kruger  
Lakeview

Kristi Kenis  
Sibley

**If you do not understand the information presented to you in this notice, please contact a Success Coach through the main office in your child's school. Interpreter services can be provided for you.**

**Si no entiende la información presentada en esta noticia, por favor contacte la oficina principal de la escuela de su hijo para comunicarse con un coordinador de logros estudiantiles (Success Coach). Se puede proveer servicios de intérprete.**

**နမ့်တန်ပာ်တက်ကစီနီလၢပဒုးသုန်ညါနၢတခါအံၤဝံသးစူၤဆဲးကျိးဘၣ် Success Coach လၢနဖိအကူဝဲၤၤၤ(Main Office)နၢတက့ၢ်. ပုၤကတိၤကျိးထံတၢ်ဖိကအိၣ်ကတံၢ်ကတီၤဟံၣ်စၢၤလၢသုၤဂီၢ်နီၤလီၤ.**

**Revised 7.29.2025**

**ALBERT LEA AREA SCHOOLS  
SCHOOL YEAR CALENDAR  
2025-2026**



# ALBERT LEA SCHOOL DISTRICT 241

## July 2025

Student Days	M	T	W	TH	F
District Days (All Staff)		1	2	3	4
Holidays & Breaks	7	8	9	10	11
No school					
PreK-Grade 12					
Conferences	14	15	16	17	18
No School					
PreK-Grade 12	21	22	23	24	25
8th Grade Orientation					
Orientation	28	29	30	31	
AL Academy Day					

## August 2025

M	T	W	TH	F
				1
4	5	6	7	8
Aug 11-18 District Days (All Staff)				
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Aug 14 PreK-12th Meet Your Teacher Aug 18 8th Grade Orientation Aug 19 Grades PreK-12 First Day of School Aug 29-Sept. 1 Labor Day Weekend Break (NO SCHOOL)				

## September 2025

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## October 2025

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
Oct 16-17 Fall Break (NO SCHOOL) Oct 20 District Day (Staff only)				

## November 2025

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
Nov 10 Conferences (NO SCHOOL PreK-12) Nov 26-28 Thanksgiving Break (NO SCHOOL)				

## December 2025

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
Dec 1 AL Academy Day (NO SCHOOL) Dec 24-Jan. 2 Winter Break (NO SCHOOL)				

## January 2026

M	T	W	TH	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
Jan 5 District Day (Staff Only) Jan 19 District Day (Staff Only)				

## February 2026

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
Feb. 13 AL Academy Day (NO SCHOOL) Feb. 16 Holiday Break (NO SCHOOL) Feb. 23 Conferences (NO SCHOOL PreK-12)				

## March 2026

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
Mar 16-20 Spring Break (NO SCHOOL)				

## April 2026

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
Apr 3 Holiday Break (NO SCHOOL) Apr 6 District Day (Staff Only)				

## May 2026

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
May 21 ALC Commencement May 22 ALHS Commencement May 25 Holiday Break (NO SCHOOL) May 27 Last Day of School May 28 District Day				

## June 2026

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## Table of Contents

Click on the [hyperlink](#) to navigate through the handbook

[ABSENCES & ATTENDANCE](#)

[BEHAVIOR EXPECTATIONS](#)

[BICYCLES/SKATEBOARDS/ROLLER BLADES](#)

[BIRTHDAYS](#)

[BUILDING AND GROUNDS HOURS](#)

[TRANSPORTATION](#)

[COMMUNICATION](#)

[CELL PHONES, SMARTWATCHES, AND ELECTRONIC DEVICES](#)

[EMERGENCY PROCEDURES](#)

[EMERGENCY SCHOOL CLOSINGS](#)

[ENROLLMENT](#)

[ENTRANCES AND EXITS](#)

[FIELD TRIPS](#)

[FOOD SERVICE](#)

[HEALTH SERVICES](#)

[HOMEWORK](#)

[LEAD IN WATER](#)

[LOST AND FOUND](#)

[MEDIA CENTER](#)

[PARENT/TEACHER ORGANIZATION](#)

[Pesticide Application Notice](#)

[RECESS](#)

[SCHOOL COUNSELOR/SOCIAL WORKER](#)

[STUDENT TESTING](#)

[Suicide Prevention](#)

[VISITORS & GUESTS](#)

[Wellness - Healthy Eating](#)

[School Board / School District Policies](#)

[ABSENCES & ATTENDANCE](#)

Students who are absent, or who plan to be absent, must have their parents/guardians call our attendance line by 9:00 AM on the day of the absences to inform the school of the absence. If the phone is not answered, please leave a message with your child's name, their teacher, and the reason for their absence. If a parent/guardian does not contact the Attendance Office within 3 days of an absence, the absence may be permanently marked as unexcused. This will count toward the ten-day absence rule (see below) and may result in a report to the county.

If your child will be leaving early for the day, please call the office or send a note with your child. Students who leave early will need to be signed out in the office by an adult.

Halverson Attendance Line	507-379-4904
Hawthorne Attendance Line	507-379-4964
Lakeview Attendance Line	507-379-5024
Sibley Attendance Line	507-379-5084

One of the most important things your child can do to achieve academic success is also one of the most basic: going to school every day. In fact, research has shown that your child's attendance record may be the biggest factor influencing his or her academic success. Any unexcused absences can negatively impact student learning. Unexcused absences throughout the year can be considered educational neglect and after a certain point, will be reported to the county.

#### **Elementary schools attendance procedures:**

- After 3 unexcused absences
  - Letter will be sent home informing parents of the absences.
  - Teachers will call home to inform parents.
- After 5 unexcused absences:
  - Parents will be contacted by the teacher and an attendance contract will be developed to help improve attendance.
  - Parents may also receive a phone call from a member of the attendance team.
- After 7 unexcused absences:
  - Information regarding the absences' will be sent to the county as Educational Neglect.
  - Parents may receive a phone call again from a member of the attendance team to discuss further action.
- After 10 unexcused absences:
  - Letter will be sent home informing parents of accumulated absences and the importance of consistent attendance.
  - Parents may be contacted by a member of the attendance team to develop an attendance contract
- Other guidelines regarding absences include:
  - If a child arrives after 10:00 am, this will be considered a half-day absence.
  - If a child leaves before 1:30 pm, this will be considered a half-day absence.

#### **Nine Day Absence Rule**

There is a cap of 9 total absences (excused and unexcused) per semester. This includes excused vacation days. If a student misses more than 9 days, parents/guardians will receive notification of the-ninth (9) absence in a semester. After the 9th absence in the semester, the student will be marked unexcused, unless it falls under an excused absence listed below.

#### **Absences that are ALWAYS excused:**

- 504s and IEPs that have attendance clauses in them
- Court appearances
- School-sponsored activities

- Suspension
- Verified meeting with office personnel
- Verified Doctor-ordered absence
- Official religious holidays
- Death of an immediate family member (parent, step-parent, guardian, sibling, grandparent)
- Unique or emergency circumstances which are authorized by a school administrator

#### **Unexcused absences include:**

- Missed bus/Overslept
- Car troubles
- Baby-sitting or other family obligations not school related
- Non-school designated weather-related absences

#### **Tardies**

- Parents may be contacted by a member of the attendance team to develop an attendance contract if a student accumulates excessive tardies.

#### **Pre-approved Family Absence**

- If your family is planning a vacation that will require your child to miss school, please fill out a pre-approved family absence form from the office prior to the absence.

#### **eLearning Attendance**

- See EMERGENCY CLOSING information below

#### **BEHAVIOR EXPECTATIONS**

If behavior issues arise, we make every effort to model correct behavior and promote positive interaction.

The [Albert Lea Discipline Matrix](#) will serve as a consistent framework to guide decision-making around student behavior. It outlines clear expectations and corresponding responses to support a safe, respectful, and productive learning environment across all schools. Staff will use the matrix to ensure equitable, transparent, and developmentally appropriate practices when addressing student conduct.

#### **Student Code of Conduct/Discipline**

It is the responsibility of all school district employees to safeguard the health, safety, and rights of each student. The School Board and District Administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State statute, State Board of Education regulations and School District Policies. Appropriate staff will be notified of circumstances in which a student has a history of violent behavior in an effort to provide a safe school environment that is conducive to learning and teaching and to ensure maximum educational opportunities for all of our students.

It is the responsibility of all students to follow Albert Lea Area School's policies so that all students receive the opportunity to learn in a safe and respectful environment.

- Students will be in class, prepared, and on time.
- Students will commit to honesty and integrity in all they do.
- Students will keep the building clean and orderly.
- Students will use the furniture and equipment properly.
- Students will understand that loud, abusive, profane, and obscene language is disrespectful and will not be tolerated.

#### **BICYCLES/SKATEBOARDS/ROLLER BLADES**

Children may ride bicycles to school. Riders should observe all safety rules. Bikes are to be locked in assigned areas. Bikes are to be walked on school grounds. Skateboards, rollerblades, roller shoes, ripsticks, scooters etc. can be brought to school and stored in their locker or classroom.

#### **BIRTHDAYS**

Teachers strive to acknowledge all birthdays as special occasions.

If you choose to bring birthday treats, they **MUST** be left in the office. The teacher will determine when the treats are shared in the classroom. Please comply with the Minnesota health guidelines, which states that all food brought to school must be commercially made. State law prohibits homemade food from being shared at school. Please also refer to our health and wellness policy (Policy #533) for guidelines.

Birthday invitations are not to be brought to school because it disrupts the learning environment. Please make arrangements to mail them or deliver the invitations in an alternate way.

PLEASE NOTE: Data privacy laws prohibit office and teaching staff from disclosing names, addresses, and phone numbers of our students.

### **BUILDING AND GROUNDS HOURS**

If your child walks to school or is dropped off, please ensure they do not arrive before 7:45 a.m. when supervision is available.

	<b><i>Monday</i></b>	<b><i>Tuesday</i></b>	<b><i>Wednesday</i></b>	<b><i>Thursday</i></b>	<b><i>Friday</i></b>
Bell One	8:05 a.m.	8:05 a.m.	8:20 a.m.	8:05 a.m.	8:05 a.m.
Start of Day	8:10 a.m.	8:10 a.m.	8:25 a.m.	8:10 a.m.	8:10 a.m.
Running late?	After 8:10, report to the office.	After 8:10, report to the office.	After 8: 25, report to the office.	After 8:10, report to the office.	After 8:10, report to the office.
Dismissal	2:50 p.m.	2:50 p.m.	2:50 p.m.	2:50 p.m.	2:50 p.m.

- ***On Wednesday, the school day is adjusted slightly to accommodate Professional Learning Community Collaborative Team Meetings for teachers.***

### **Transportation**

The Albert Lea Public School System provides bus transportation for your child to and from school. It is necessary to have certain rules and regulations in order to protect the welfare of every child. Each person, regardless of age, must take the responsibility of following these rules. They should realize that carelessness, thoughtlessness or misconduct can cause injury to themselves or their fellow passengers. Please review the safety rules listed below.

1. Only pupils assigned to the bus by the school board or designated administration officer shall be transported at district expense. In no case shall the number assigned result in more than three passengers per seat.
2. At the bus stop (home or school) students are asked to:
  - Be on time. Board the bus only at your assigned pick-up point.
  - Stay back from the curb so that you will not accidentally slip or fall into the street or distract passing motorists.
  - Wait for the bus to come to a complete stop and the driver to open the door before proceeding to the bus. Do not push, crowd, or cut the line. Line up in a single row.
  - Take a seat promptly, remain seated, and do not move around the bus.
  - When it is time to leave the bus, stay seated until the bus has completely stopped. Do not push or crowd to get off.
3. On the bus: The school bus ride is part of the school day. Your driver is on the bus to provide a safe and pleasant trip:
  - Please follow the instructions of the driver promptly and courteously.
  - For everyone's safety, materials such as: guns, loaded or unloaded; gasoline cans, empty or full; animals or any other object of dangerous or objectionable nature are not allowed in a school bus.
  - A student may be charged for damage to the bus. Please respect your bus.
  - Remember to keep voices quiet so that your driver can hear traffic noises and be especially quiet at



railroad crossings.

- First aid kits, flares and the emergency door are for emergency use only, and should not be handled by students.
- Fighting, abusive language or profanity, throwing objects, use of chemicals or tobacco and general "horseplay" will not be tolerated.
- Windows may be opened only with the permission of the bus driver. Never put your head, arms, feet (or any object) out of the window.
- Spitting, littering, lighting matches and other behavior threatening the safety, well-being and respect for others will not be allowed.

#### 4. When leaving the bus:

- Use the handrail when stepping off the bus.
- When you step off the bus, move away from the bus.
- If you must cross the street, inside or outside the city limits, you should:
  - Walk ten feet ahead of the bus.
  - Stop and look back at the bus driver and wait until the driver gives you the signal to cross. Then look left, right, and left.
  - Walk quickly across the street. Don't stop or turn back.

Students who do not obey these safety rules and regulations may be denied transportation as outlined in the following "Discipline Procedures."

Any action by a student that threatens the safety of the bus driver and/or passengers or that violates a school regulation will be dealt with according to the following policy. In all cases, the decision of the bus driver is final and will be reported in writing to the appropriate school administrator.

#### Elementary (K-6)

- 1st offense - Warning
- 2nd offense - 3 school-day suspension from riding the bus
- 3rd offense - 5 school-day suspension from riding the bus
- 4th offense - 10 school-day suspension from riding the bus and meeting with parent/caregiver

Further offenses - Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year. When any student goes 60 transportation days without a report, the student's consequence may start over at the first offense.

If your child needs to ride an alternate bus, it is your responsibility to make arrangements with the bus company PRIOR to your child riding the bus. Students without these arrangements being made will not be allowed to ride the alternate bus. School staff will not make these arrangements.

Please be sure to read all the items on the following page: [Albert Lea Area Schools Bus Rules](#). It is essential that all caregivers read and discuss these guidelines with their child to help ensure a safe, respectful, and positive experience for all students who ride the school bus.

Albert Lea Bus Company  
507-373-1467

#### **COMMUNICATION**

For direct contact with the teacher we recommend you call between 7:30 a.m. to 8:05 a.m. or 3:05 p.m. to 3:30 p.m. During the school day, you may call a teacher's direct line and leave a voicemail message or call the main office.

#### **SIBLEY PHONE NUMBERS**

Office	379-5080
Attendance Line	379-5084

#### **HALVERSON PHONE NUMBERS**

Office	379-4900
Attendance Line	379-4904

#### **LAKEVIEW PHONE NUMBERS**

Office	379-5020
Attendance Line	379-5024

#### **HAWTHORNE PHONE NUMBERS**

Office	379-4960
Attendance Line	379-4964

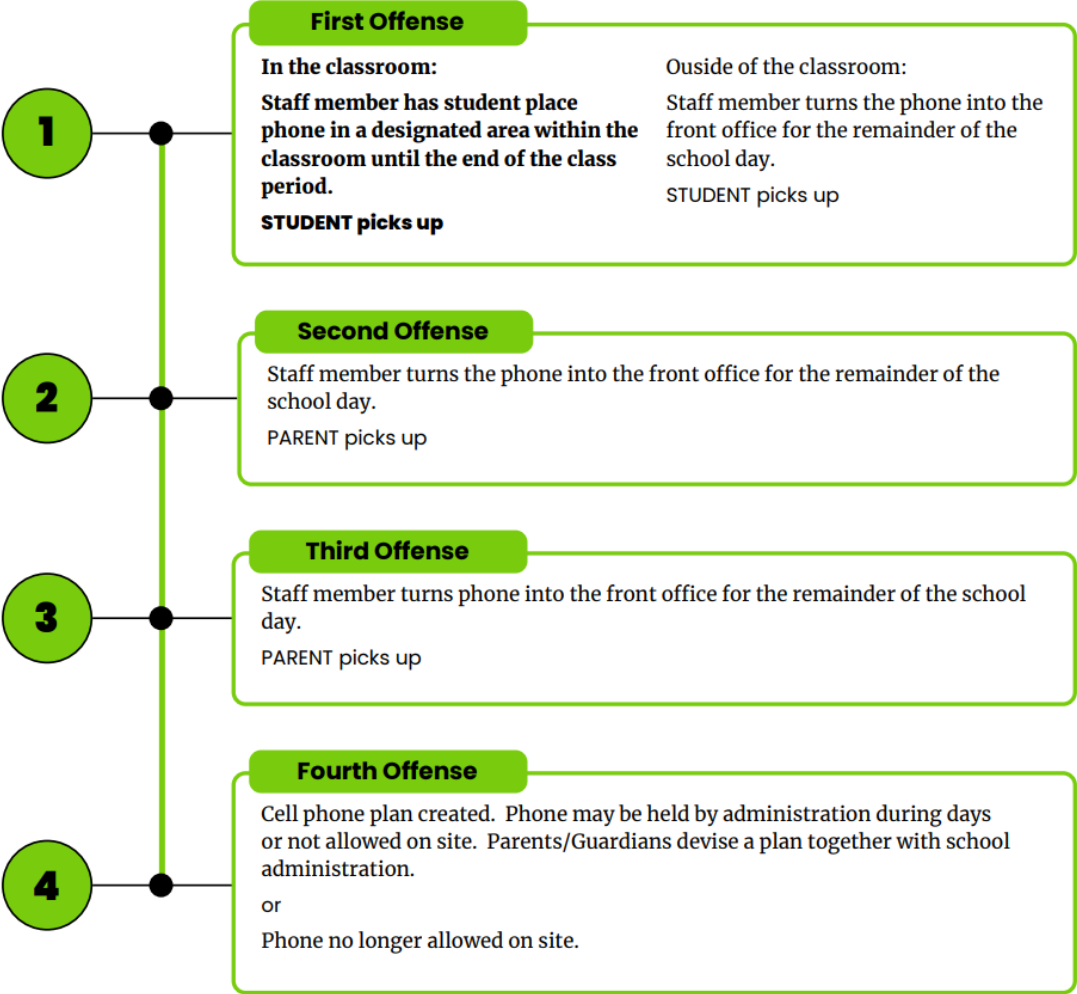
Please use the attendance line whenever your child is absent from school. You may call the 24-hour attendance line at any time and leave a recorded message. The office clerk checks this recording daily. If there is not a message on the recording and your child is not at school, you will receive a phone call. This is for the safety of your child.

School staff contact information including email contacts is available on our webpage.

**CELL PHONES, SMART WATCHES, AND ELECTRONIC DEVICES**

If students choose to bring a cell phone or device to school, the expectations are as follows: Cell phones, electronic devices (including smartwatches), and earbuds or AirPods must remain in student backpacks or lockers, or be handed to building staff from 7:45 AM to 3:00 PM while on school grounds.

- Students who need to contact their families during the academic day must ask for permission to use one of the school phones. Parents are welcome and encouraged to contact our main office if there is a message that needs to be relayed.
- Lost, Stolen, or Damaged Devices: The school is not responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.
- Recording and Posting: Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without the express permission of an administrator, in addition to the individual or individuals who are the subjects of the recording.
- Phone Calls: Students are not permitted to use their phones or watches to call or text individuals during the school day. A telephone located in the office is available for student use.



## **EMERGENCY PROCEDURES**

**Emergency procedures will be taught** early in the school year and practiced periodically throughout the year.

## **EMERGENCY SCHOOL CLOSINGS**

District 241 uses an instant alert system called Finalsite to deliver general, emergency and weather-related messages to parents/guardians and students. Phone numbers and email addresses listed with the school will be used to communicate all closings, delays, and early outs immediately. Please keep all your contact information updated with the school office. if you make any changes. School closings will also be posted on the School District webpage at [alschools.org](http://alschools.org).

You can also check the Albert Lea Area Schools Facebook page and tune into radio stations KATE - AM 1450, KCPI - FM 94.9, POWER 96 - FM 96.1, or television stations KAAL - Ch 6, KTTC - Ch 10 and KIMT - Ch 3 for school closing information.

Inclement weather days: The Minnesota Legislature has created "e-Learning Days," which allows students to do school work at home in the event school is canceled due to inclement weather. These days now qualify as a regular school day.

### eLearning Days

Albert Lea School District has a learning plan in place for students. Elementary students will receive eLearning BINGO boards, and will complete one for each inclement weather day. The BINGO boards are to be signed by the parent and returned within one week of the inclement weather day. BINGO boards not returned will result in an absence.

## **ENROLLMENT**

Per [Policy 105](#) attendance areas shall be maintained for all elementary schools.

**Exceptions may be considered for:**

- 1. Social, emotional or family situations**
- 2. Special Education needs of the student**
- 3. District budget considerations**

A Request for Records form will be processed for all students transferring into the district. These records are to include:

- Cumulative folder
- Medical records
  - Immunization Information (See Immunizations under Health Services)
- Special instructional and related services
- Attendance records
- Consent to release data form
- Behavioral reports

## **ENTRANCES AND EXITS**

All Schools:

- **Please respect school safety patrol flags and all traffic laws, including use of crosswalks whether with or without your child.** Student and family safety are of great importance to us.
- We ask that parents do not accompany students into the building at arrival so that we can establish and maintain our health/safety procedures.

Halverson ARRIVAL:

- Buses will drop students off on Todd Ave.
- Students should **not** arrive before 7:45 AM if walking or being dropped off.
  - Students may play on the playground or blacktop area until the bell rings.
- Preferred parent drop off location is Todd Ave.

- Secondary parent drop off location is in the parking lot on the NORTH SIDE of the gym near the ramp. Proceed through the parking lot after dropping student off. Think of it as "drive through" at a restaurant and keep the flow moving.

**FOR THE SAFETY OF STUDENTS and FAMILIES:**

- PLEASE DO NOT DROP off students near the handicap zone. This area needs to remain clear for parents with students with special transportation needs and our accessible buses.
- PLEASE DO NOT use the attorney parking lot.
- PLEASE DO NOT make U-turns in the parking lot.

**Halverson DISMISSAL at 2:45:**

- Students riding the bus will exit Door C8
- Students getting picked up in the carline will exit Door C7
- Students walking home will exit Door C7
- Students needing the accessible buses and parents using handicap parking will exit through Door A1 following the 2:45 bell.

**Hawthorne:**

**Entering the building:**

- ALL students arriving at school before the 8:05 bell are expected to stay on the playground. Around 8:03, our playground supervisors will blow a whistle to line each classroom up on the blacktop and when the bell rings at 8:05, students will then enter the building near the playground for their school day. Should there be any inclement weather, our students will be allowed in the building prior to 8:05 and have designated areas to wait for the 8:10 bell.

**Exiting the building at the end of the day:**

- At the end of each day, Sheridan St. (front of Hawthorne) will **only be used for student pick up (students not riding the bus)**. The goal is to have parents "flow" (think about a drive through at a restaurant) through this area while not having to compete with buses that are also parked on Sheridan. If you are trying to pick up your student and they are not ready or out at the curb, we would encourage you to go around the block and get back in line so cars can continue to "flow" through this area. We will also set out cones for the "pick up" area to help guide parents/family members through.
- Students are dismissed in the following order:
  - Bus Riders @ 2:45
  - Walkers/Pick Up @ 2:47

**Lakeview:**

● **Lakeview Arrival**

- Buses will drop students off on Abbott St.
- Parents please enter the parking lot and drop students off along the sidewalk on the west side of the building. Please remain in your car and loop through the parking lot exiting on Abbott St.
  - Students should **not** arrive before 7:45 AM if walking or being dropped off.

● **Entering the Building at the beginning of the day:**

- Grades 2-4 will enter through the North Tower Door and K/5 will enter through the main doors in the morning

**Student Dismissal:**

- K-5 students riding the bus will exit the building through the main entrance. Buses will be parked on Abbott St.
- Students who walk will exit the building through the Main Entrance or East Door
- Students who get picked up will exit the building through the Northwest door and wait on the blacktop for their parent's arrival. The goal is to have parents "flow" (think about a drive-through at a restaurant) through the parking lot to help alleviate traffic on Abbott St. If you are trying to pick up your student and there is no room in the lot, we would encourage you to go around the block and get back in line so cars can continue to "flow" through this area. We will also set out cones and signs for the "pick up" area to help guide parents/family members through.

**Sibley:**

● **Arrival**

- Buses will drop students off on Front Street in the designated zone.
- If dropping your student off, please do so on Front Street on the side of the school by the playground. For the safety of our students, we do not want students crossing Front Street. Please be cognizant of where the bus zone is and do not block that area.
- Morning supervision will begin at 7:45 on the playground. Students are welcome to arrive at school between 7:45 and 8:05. The first bell will ring at 8:05, with the start of the school day bell at 8:10. After 8:10, please drop off at the Main Entrance.

- **Dismissal**

- Students will be dismissed at the 2:45 bell.
- Buses will be parked in front of Sibley's main entrance. For the safety of everyone, please do not enter this area. Only buses will be allowed at the front entrance.
- If picking up your student, please do so on Front Street by the playground. We ask that students do not cross the street for their safety.
- If there are no spaces for you to pull up to the curb, please keep moving to avoid double-parked cars and students running out in front of other cars.

### **FIELD TRIPS**

To enhance classroom learning and provide a variety of experiences, classes will occasionally leave the school grounds for curricular activities (field trips). When field trips occur out of town, parents will be notified, and a permission slip will be needed for students to attend the trip.

### **FOOD SERVICE**

This year there is universal **FREE** breakfast and lunch for ALL students. With this there still will be a computerized food service accounting system used to keep track of who eats the school meals. Students will be provided an ID badge to be used in the cafeteria. It is **important** that this number is memorized so students can enter it into the system.

Snack and/or milk can be purchased.

#### **Snack**

Grades K - 5     \$30.00 per semester

#### **Milk Program**

Kindergarten     \$12.00 per semester

Grades 1 - 5     \$30.00 per semester

### **HEALTH SERVICES**

Our district employs licensed school nurses that work with children's health needs. In the elementary schools, the secretary and health clerk in the building are both certified in First Aid and CPR. They provide First Aid and administer medication under supervision of the licensed school nurse. In case of a medical emergency, First Aid is provided and 911 is called.

The licensed school nurses are responsible for the management of district health services in all of the schools. They are responsible for: health screening; vision and hearing screening, referral and follow-up; scoliosis screening, referral and follow-up; early childhood screening; health counseling; individualized health plans and emergency medical plans for students with special health concerns; health office supervision; and training of staff providing health services. The licensed school nurses are responsible for immunization verification and follow-up in compliance with immunization law. They are also responsible for training of staff regarding infection control, infectious diseases and specific health conditions. If at any time during the school year there are changes in your child's health status, please notify the licensed school nurses. Nurses are available by phone, e-mail, for conferences and meetings to address any health related concerns.

### **ILLNESS**

- Attendance in school is very important, but we value your child's health. If your child is very ill, vomiting or has a fever, he/she should not be sent to school. They need to be symptom free for 24 hours before returning to school. If your child becomes ill during the day, they may not leave the school without reporting to the school office. The health office staff will evaluate your child

and depending on the situation, will allow them to rest on a cot or contact you to take them home. It is important that either the parent/guardian or another responsible individual be available for your child if they become ill. Your child may return to school when he/she is feeling well, body temperature has been less than 100 degrees, and has had no vomiting or diarrhea for 24 hours.

### **IMMUNIZATIONS**

See [Policy 530](#) for Immunization Requirements

### **MEDICATIONS**

See [Policy 516](#) for prescription and over-the-counter medications

### **HOMEWORK**

District #241 recognizes that homework of the right type and amount can significantly enhance academic learning. In the best interests of elementary students and their parents,

- The school staff should encourage students and parents to establish a regularly scheduled time for homework. This time should be used for learning activities related to school work. Staff and parents should encourage regular reading of library books daily and independent writing activities.
- Homework should be a meaningful activity and an extension of previous instruction in the classroom. Children should have a good understanding of the concept(s) involved in their homework. With such understanding, homework activities will serve to reinforce concepts taught previously.

### **LEAD IN WATER**

Albert Lea Area Schools is committed to providing a safe working and learning environment for employees and students. The district has developed a lead in water management plan and testing program that complies with Minnesota Statute 121A.3345, as well as recommendations from the Environmental Protection Agency's (EPA's) Lead Contamination Control Act (LCCA) of 1988 and the Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE). Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in water every 5 years. This statute also requires school districts to make the results of the testing available to the public for review and to notify parents of the availability of the information. Information and test results are located in the Facilities Health and Safety section.

### **LOST AND FOUND**

Each building has a designated lost and found area. Valuable items such as money, keys and watches are brought to the office where they can be claimed after being identified.

### **MEDIA CENTER**

Our elementary Media Centers are here to help students and staff access information to promote learning, supply classrooms with makerspace materials and create an environment for life-long readers.

Our elementary Media Centers provide flexible scheduling; open access throughout the day. With teacher permission, students may come at any time and are encouraged to do so. The student borrowing materials is responsible for taking care of the items and returning them on time. Most items may be borrowed for 14 days. If an item is lost or damaged, the student is responsible for its replacement.

Each student is issued a library card. Students are responsible for the cards and required to bring the card to the media center when checking out materials. If a student moves from the school, the card is returned to the media center. At the end of the school year all cards are returned to the media center.

### **PARENT/TEACHER ORGANIZATION**

Parent involvement is a vital part of a successful educational experience! We have fun organizing and planning many different school activities! Please join us and help your child achieve their best school year yet! The meetings are open to all parents and we encourage your attendance.

**Lakeview:** LESO (Lakeview Elementary School Organization)

When: Second Tuesday of each month

Time: 5:45 pm

Where: Lakeview Media Center

**Halverson:** SPIRIT

When: Second Thursday of each month

Time: 5:30 pm

Where: Halverson Media Center

**Hawthorne:** SPARK (Staff and Parents Actively Raising Kids)

When: Second Tuesday of each month

Time: 6:00 pm

Where: Hawthorne Media Center

**Sibley:** SHARE is the Sibley Elementary School Organization, Inc.

When: Second Monday of each month

Time: 5:30 pm

Where: Sibley Conference Room or Media Center depending on how many parents attend.

**Pesticide Application Notice**

Parents/guardians and school employees may request to be notified prior to pesticide application on school property. Pesticides include chemicals which are used to control insects, weeds, rodents or other pests as defined by the law (M.S. 123B.575, Subd. 9). Pesticides and non-chemical treatments may be used in combination in and around schools for a variety of reasons, including the control of pests which have the potential to bite, sting, spread disease, cause asthma, and/or trigger an allergic reaction. Pesticides may also be used to prevent or control damage to materials within the school building or to the school building itself, or to control pests or weeds that are seen as a nuisance.

To limit the potential pesticide exposure, this school follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label.

If you would like to be notified prior to pesticide applications, please contact Paul Durbahn, Assistant Director of Finance and Operations at 507-379-4800.

**RECESS**

Students receive scheduled recess daily to promote physical activity and social learning. In the event of inclement weather, inside recess kits are available for all classrooms.

- Please prepare your child for cold temperatures by dressing them properly with a heavy coat, hat, gloves/mittens, snow pants, and boots.
- Students will be outdoors for recess before school and during the day if the temperature and windchill are 0 degrees or above.

**SCHOOL SOCIAL WORKER**

School social work services are available in each of the elementary buildings. School Social Workers serve both children and their parents with a wide range of needs. They are educated and experienced in child development and family systems. School Social Workers also provide information regarding community resources (i.e. clothing, employment, housing, health and human services and parenting).

Direct services available include, but are not limited to, the following:

- One-to-one student contact regarding various issues
- Support services regarding grief/loss

- Small groups for children dealing with various topics, such as:
  - divorce support groups
  - social skills groups
  - increasing positive self-esteem
  - organization skills and self-control
  - conflict solving skills
  - consultations with parents regarding:
    - discipline strategies
    - increasing desirable behaviors
    - decreasing undesirable behaviors
    - child socialization issues
    - child development issues
    - increasing responsibility
    - recreation/leisure opportunities for youth

If you wish to contact your child's School Social Worker, please call them at:

Lakeview School	379-5065
Halverson School	379-4909
Sibley School	379-5125
Hawthorne School	379-4993

### **STUDENT TESTING**

District assessments will be given throughout the year to help measure your student's achievement, but even more importantly, how effective your student is progressing in his/her classroom. Testing is mandated by the State Legislature and will be administered at the appropriate grades. If you would like to have your student not participate in statewide testing, you can click on one of the following links to print off a copy to return to the office. If you would like a printed copy of the [Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing](#), please contact the school office.

### **Suicide Prevention Information**

If you're thinking about suicide, are worried about a friend or loved one, or would like emotional support, the Lifeline network is available 24/7 across the United States. If you're in crisis, there are options available to help you cope. You can also call the Lifeline at any time to speak to someone and get support. For confidential support available 24/7 for everyone in the United States, call 988. If someone you know is struggling emotionally or having a hard time, you can be the difference in getting them the help they need. It's important to take care of yourself when you are supporting someone through a difficult time, as this may stir up difficult emotions. If it does, please reach out to support yourself.

National Suicide Prevention Hotline 1-800-273-TALK (8255) -or- 988

Crisis Text Line Text HOPELINE to 741741

Freeborn County Crisis Services 1-877-399-3040

### **VISITORS & GUESTS**

Please remember to bring your ID and check in at the main office to receive your visitor badge. This quick process helps us ensure the safety and security of all our students and staff. Thank you for your cooperation!

Parents are welcome to have lunch with their child. We encourage you to eat lunch through our food service program otherwise you may bring in lunch for your child(ren) only.

Visitors or guests making a delivery will drop it off at the main office. Office staff will ensure the delivery is distributed to the appropriate individuals or locations as needed.

### **Wellness - Healthy Eating**

Parents should refrain from packing caffeinated and sugary beverages and unhealthy foods in their children's lunches and snacks. Please refer to the Smart Snacks guidelines when choosing nutritious alternatives supporting students' health and academic performance. (Wellness Policy [533](#))





# School District Policies

Student behavior policies are directed by School Board adopted policies. This document can be found at: [www.alschools.org](http://www.alschools.org) Go to tab School Board / School District Policies.

**Parents are asked to sign acknowledgement of the handbook and school district policies during Parent Teacher Interviews or upon enrollment.**

## **Employee/Personnel**

### Policy 413 - Policy Against Religious, Racial, and Sexual Harassment and Violence\*

This policy is to maintain a learning & working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, family status, status with regard to public assistance, sexual orientation, or disability.

### Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse

The purpose of this policy is to make clear the statutory requirements of school personnel to report child neglect or physical or sexual abuse. All licensed school personnel are mandatory reporters. The Department of Human Services/Freeborn County is responsible for all investigations. Minn STAT. § 626.556

## **Students**

### Policy 501 - School Weapons Policy

This policy is to assure a safe school environment for students, staff, and the public. It defines a weapon, exceptions, and consequences for students and non-students.

### Policy 502 - Lockers

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

### Policy 503 - Attendance

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

### Policy 504 - Student Dress & Appearance

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

### Policy 506 - Student Discipline

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

### Policy 514 - Bullying Prohibition Policy\*

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

### Policy 515 - Protection & Privacy of Pupil Records

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

### Policy 522 - Student Non-Discrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

### Policy 524 - Technology Acceptable Use Policy

This policy sets forth guidelines for access to the school district computer system and acceptable and safe use of the internet, including electronic communications. This policy applies to any personal computing devices (iPads, iPods, cell phones or other personal devices) that access the internet at school.

#### [Policy 526 - Hazing Prohibition\\*](#)

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

#### [Policy 529 - Staff Notification of Violent Behavior by Students](#)

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior in an effort to provide a safe school environment.

#### [Policy 532 - The Pledge of Allegiance\\*](#)

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

#### [Policy 533 - Wellness Policy](#)

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

#### [Policy 516- School Medication](#)

This policy includes BOTH prescription AND over-the-counter medications. Students requiring medicine at school shall be identified by parents to the school nurse, health coordinator, secretary, principal or teacher.



# Elementary Guide



**Halverson Elementary  
Hawthorne Elementary  
Lakeview Elementary  
Sibley Elementary**

**English**

**Español**

