



# **2023-2024 Elementary Guide**



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

**WELCOME**

We hope that your elementary school years are a productive and enjoyable learning experience. The program we offer will provide a bridge to our secondary schools.

An important component of the elementary school program is to provide a safe, caring nurturing environment for our students. This can be accomplished through a spirit of cooperation and respect for each other. Schools face the same concerns that we see throughout our community. Students bring to schools the values they experience in the family and community. We are not immune from society's problems of society and must deal with these concerns daily.

In all areas of society, we have laws and expectations to follow. Schools are no different if we expect order and a safe environment.

This handbook explains to parents and students our expectations. We recognize that expectations do not always meet the needs of each individual. The expectations establish standards for all students to follow. Students know what the expectations are for them and all students are treated with fairness.

We can only offer quality education when we have the discipline, which allows learning to take place. We encourage parents and students to read the handbook and become familiar with the contents. We appreciate your support and cooperation in making this a safe learning environment for all students.

Thank you for your cooperation and we hope you and your family have a great year.

Kim Larson  
Halverson

Marie Adams  
Hawthorne

Zack Kruger  
Lakeview

Nicky Severtson  
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.

နမ့်တန့်ပာ်တက်ကစီပ်လၢပဒးသ့ၣ်ညါန့ၣ်တခါအံၤဝံသးစူၤဆဲးကျိးဘၣ် Success Coach လၢန့ၣ်အကိၣ်ဝဲၤဒါး(Main Office)န့ၣ်တက့ၢ်. ပုၤကတိၢ်ကျိးထံတိၢ်ဖိကအိၣ်ကတိၢ်ကတိၢ်ဟံၣ်စၢၤလၢသုဂီၢ်န့ၣ်လီၤ.

Revised 7.19.2023

# ALBERT LEA AREA SCHOOLS SCHOOL YEAR CALENDAR 2023-2024

|                         |       |                                    |
|-------------------------|-------|------------------------------------|
| August 17 & 18          | PK-5  | Family Interviews                  |
| August 17 & 18          |       | School Pictures                    |
| August 22               | PK-12 | First Day of School                |
| September 1             | PK-12 | No School                          |
| September 4             | PK-12 | No School                          |
| October 19 & 20         | PK-12 | No School - Fall Break             |
| October 23              | PK-12 | No School - Staff Only             |
| November 2              | PK-5  | Elementary Conferences             |
| November 6              | PK-5  | No School - Elementary Conferences |
| November 22-24          | PK-12 | No School - Thanksgiving Break     |
| December 22             | PK-12 | End of Semester 1                  |
| December 25 - January 2 | PK-12 | No School - Winter Break           |
| January 2               | PK-12 | No School - Staff Only             |
| January 3               | PK-12 | School Resumes                     |
| January 15              | PK-12 | No School - Staff Only             |
| February 19             | PK-12 | No School - Holiday Break          |
| February 22             | PK-5  | Elementary Conferences             |
| February 26             | PK-5  | No School Elementary Conferences   |
| March 11-15             | PK-12 | No School - Spring Break           |
| May 22                  | PK-12 | Last Day of School                 |
| May 22                  | PK-12 | End of Semester 2                  |

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## **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 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.

### **Excused absences include:**

- Illness
- Medical
  - The school district reserves the right to require medical documentation in order to excuse an absence. Extended illnesses require a doctor's note.
- Family emergency
- Death, illness, funeral family
- Ongoing treatment of illness
- Religious
- Other exceptions included in district guidelines or pre-approved by administrator
  - Pre-approval forms must be completed and returned to the main office in order for the absence to be counted as excused

### **Unexcused absences include:**

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

### **Tardies**

- Letter will be sent home informing parents of accumulated tardies after 5 tardies and the importance of consistent attendance.
- Parents may be contacted by a member of the attendance team to develop an attendance contract

### **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.

#### **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.
- Students will follow the school dress code at all times.

### **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. We encourage you to donate an age-appropriate book to supplement your child's classroom or to our media center instead of an edible treat.

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 make sure they do not arrive at school before 7:45 a.m. when supervision is available.

|               | <b>Monday</b>                     | <b>Tuesday</b>                    | <b>Wednesday</b>                   | <b>Thursday</b>                   | <b>Friday</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     | 2:45 p.m.                         | 2:45 p.m.                         | 2:45 p.m.                          | 2:45 p.m.                         | 2:45 p.m.                         |

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

## **BUS**

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.

- **Referral #1** - The bus driver will make a written report to the principal. The student will be informed of the policy and written notice will be sent to the family.
- **Referral #2** - The bus driver will make a written report to the principal. The student will be suspended from riding the bus for a period of one (1) to five (5) days. The family will be contacted informing them of the duration of the suspension.
- **Referral #3** - The bus driver will make a written report to the principal. The student will be suspended from further bus service for a period of more than five days or until the end of the school year. Furthermore, the School District also reserves the right to suspend students from bus service for the entire period of the student's enrollment. The family may request a conference with the principal, Director of Transportation, and/or a representative of the bus company to review the reasons for the suspension or propose alternatives to suspension.

However, Referrals #1 and #2 may be waived by the District if the severity of the first violation is such that common sense dictates immediate suspension of any amount of time up to the balance of the school year for the safety of other students and/or a bus driver.

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.

Albert Lea Bus Company  
507-373-1467

### **COMMUNICATION**

Staff encourages you to visit the school during the school year. Remember, you are required to stop by the office to sign our Visitor's Log and receive your Visitor's pass. This process is for the safety and security of our students and staff.

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**

Parents may choose to allow students to bring cell phones and smart watches to school. The phones and other electronic devices are to be OFF and placed in the students' locker, bookbag, or given to the classroom teacher throughout the entire school day. Smartwatches may be worn unless they become a distraction to learning. If a smartwatch is a distraction to learning during the school day, it will need to be placed in the students' locker, bookbag, or given to the classroom teacher. Other electronic devices should be left at home.

#### **Offense 1**

Student will pick up device in the office at the end of the school day and parents will be contacted.

#### **Offense 2 or 3**

Parent will need to meet with administration to pick up the device after school hours.

#### **Offense 4**

Student will not be allowed to have device at school.

**\* Electronic devices may be asked to be kept at home based on severity of offense and upon administrator discretion. Neither the school nor the school's representatives are liable for electronic devices that are lost, stolen or confiscated.**

### **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.

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**

Each elementary school has an attendance area which includes the neighborhood around the school in town and an area in the county. Each school **tries** to maintain the neighborhood school concept., but there are several factors that can impact where a child will attend school. **The factors considered include:**

- 1. Where the child actually lives on a daily basis**
- 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.
  - Arrival procedures will resume to pre-covid routines. 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 A1, the main entrance
- 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/black top area. 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:**

- Kindergarten and 1st Grade will enter the building through the main entrance.
- 2nd and 4th Grade will enter the building through the North Door.
- 3rd and 5th Grade will enter the building through the East Door.

**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. For the safety of our students we do not want students crossing Front Street. Please be cognizant of where the bus zone is and 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.

- **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. 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 has three 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 vomiting or has a fever, we advise that he/she stay home. 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 and body temperature has been less than 100 degrees for 24 hours. For vomiting or diarrhea, the child should stay home 24 hours after the last episode.
- Any child having a communicable disease such as strep throat, impetigo, conjunctivitis (pink eye) or ringworm will be excluded from school. The child should report to the school office upon return. If there is a question regarding the child returning, the licensed school nurse should be contacted. Decisions regarding this will be made on an individual basis dependent on the risk of transmission of illness to others.

### **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.

### **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 Tuesday of each month  
Time: 5:30 pm  
Where: Halverson Media Center

**Hawthorne:** PTO

When: Second Wednesday of each month  
Time: 6:30 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 Media Center

### **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 is 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.

### **VISITORS & GUESTS**

Visitors are always welcome. Visitors **MUST** report to the office to sign in and get a visitor badge.

Parents are welcome to have lunch with their child.

# 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 533F - 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**

