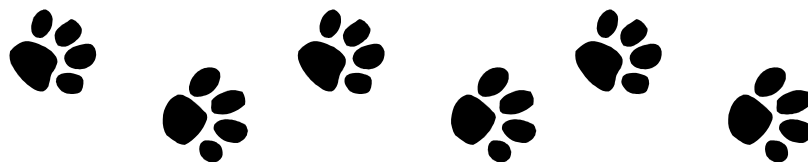


**ALBERS  
ELEMENTARY  
SCHOOL  
DISTRICT #63**



**PARENT & STUDENT  
HANDBOOK**



Dear Parents and Students,

Welcome to the 2011-2012 school year.

What a busy and productive 2010-2011 school year we had! The RtI program we implemented last year was the driving force for some of the educational changes that were implemented. Last year, teachers and paraprofessionals began working within a specific block of time to serve the students at their ability levels across the grade levels. The students who needed extra instruction and the students who welcomed the higher level of challenge were all getting their educational needs met during the same block of time. The most rewarding part about the change is that we started seeing great educational success.

Test scores are the way schools and the State of Illinois measures success. That being said, in 2011 our overall meeting and exceeding average for the Illinois State Achievement Test in grades 3-8 in reading was a 94%, and in math 98% of our students met and exceeded. We are happy to report this excellent achievement. We are extremely proud of our faculty, students, and parents for all of their hard work in achieving this success. This success confirms that early identification and intervention helps prevent failure. We appreciate everyone working together in the best interest of the children to assure a successful future for all of our children. We appreciate the students taking the ISAT test seriously and doing their best.

We hope you will continue to support the Albers Booster Club and the Friends of the Cougars this year. These two parent groups are a vital link to our overall school success. Because of the purchase of 30 computers for the computer lab last year, we anticipate another stress free year with our computers. We greatly appreciate the Friends of the Cougars meeting the Albers-Damiansville athletic needs.

This year you will hear and learn about the Common Core Standards. The Illinois Learning Standards will be phased out in 3 years. Twenty-five states have already adopted the National Common Core Standards, Illinois being one of them. This year will be the initial phase of implementation of the Common Core Standards. Testing on the Common Core Standards will begin in a couple of years.

Whether you are a returning family or a new family to the Albers community, the Board of Education, faculty and I welcome you to the 2011-2012 school year. We look forward to working with you to ensure that your family has a successful experience at Albers School. Please do not hesitate to call if you have a question. Have a wonderful year and make it your best one ever. As you can tell from the wonderful things happening at Albers School; it truly is a *great place to learn!*

I hope to see you at the Booster Club's "Summer Splash" Reading Pool Party on August 12<sup>th</sup> from 8:00pm-10:00 pm at Breese Pool. Thank you for your involvement and support.

Have a great year learning and working together to make the 2011-2012 school year a huge success.

Sincerely,

Mrs. Sharon Harms

*Please see the following headings for handbook revisions.*

*Athletic Activities - Pg. 5*

*Bus Transportation to tournaments and shoot outs –Pg. 5*

*Attendance /Pre-arranged Absence for Students-Pg. 6*

*Cell phones – Pg. 8*

*Discipline for grades 5-8 – Pg. 8*

*Electronic Reading Devices –Pg. 9*

*Health Tips – Pg. 12*

## Albers Elementary School District #63

### Superintendent/Principal

Mrs. Sharon Harms

### Faculty

Pre-Kindergarten

Mrs. Glenda Recker - Kindergarten

Mrs. Lisa Groennert - First

Mrs. Becky Yager - Second

Ms. Kristie Beach - Second

Mrs. Angie Wellen - Third

Mrs. Melissa Becker - Fourth

Mrs. Penny Angeli - Fifth

Mrs. Heather Groennert- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Science; 6<sup>th</sup> Language Arts

Mrs. Monica Jeffers- 7<sup>th</sup> and 8<sup>th</sup> Language Arts; RtI

Mrs. Kari Kinzel- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Math; Computers

Mrs. Becky Campbell - 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Social Studies; RtI

Mrs. Rachel Beckemeyer - Special Education

Mr. Joe Glynn - Physical Education K-8

Ms. Mary Schlueter - Speech

Mr. Harry Rutter - Music, Band, Chorus

Mr. Brent Schwierjohn- School Psychologist

### Bookkeeper/Secretary

Mrs. Janel Zurliene

### Secretary / Technology Coordinator

Mrs. Chris Huegen

### Aide

Mrs. Theresa Eilers

### Cooks

Mrs. Elizabeth Eversgerd - Head Cook

Mrs. Kathy Snow

### Custodial Staff

Mr. Ken Wellen -

Maintenance

Supervisor

Mrs. Kathy Snow

## **SCHOOL VISION**

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

## **MISSION**

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

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

## **DISCLAIMER**

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

## **BOARD OF DIRECTORS**

The Board of Directors is elected by the people of the district to represent them in determining policies governing overall operation of the district. The Board consists of seven members who serve four-year terms. Elections are held the first Tuesday in November of even numbered years. The regular meeting of the Board is held on the third Wednesday of each month at 7:00 p.m. in the school. The Board of Directors may make and enforce reasonable discipline rules of conduct and sportsmanship for athletic and extracurricular school activities.

## **SUPERINTENDENT/PRINCIPAL**

The Superintendent is the administrative official charged with the overall operation of the school according to the guidelines set by the Board. The Principal's duties deal more directly with the day-to-day activities of the teachers and students. The Superintendent/Principal should provide the Board with the information needed to make sound decisions concerning budget, facilities, staff, and the instructional program. The Superintendent/Principal is also charged with evaluation of all areas of the school program.

## **ABSENTEES**

Students missing 10% of the last 185 school days without a valid excuse will be considered eligible for truancy interventions made available through the Regional Office of Education. If your child is not going to be in school, please call the school office by 9:15am, 248-5146, ext. 12. *You may call in any time and leave a message on voice mail. If you do not call and report your child absent, State law mandates that we call you.* If you contact us or we reach you by phone, a written reason for the child's absence is not necessary. If we have not communicated by phone, you must send a signed, written explanation of the reason for the child's absence when the child returns to school. The above procedure also applies if your child goes home for lunch and does not return to school after lunch. Additionally, frequent tardiness upon returning from lunch may result in revocation of open campus lunch policy. Any child who is unable to attend classes because of the observance of religious reasons shall be excused with a note stating the reasons why. If you plan to pick up your child during the day for doctor or dentist appointments or some other reason, send a note with your child in the morning. You will have to sign for your child at the school office. If they return to school after the appointment, they should report to the office for a pink slip before returning to the classroom.

## **ACHIEVEMENT TESTING**

The Iowa Tests of Basic Skills is administered to students in Kindergarten – Second will be tested in the spring. Second graders will be given the Cognitive Abilities Test (CogAT). The tests are returned to the publisher for scoring. A print out of the student's scores is sent home as soon as the results are received.

## **ALBERS SCHOOL BOOSTER CLUB**

Parents are encouraged to join the Albers School Booster Club. The Booster Club conducts fundraisers each year. They also sell candy and soda at home basketball and volleyball games. Profits from these fundraisers are used to help purchase various materials and equipment. In the past they have purchased such items as books, computers, software, laminating paper, air conditioners, and a VCR. The Booster Club also provides treats for the students for various holidays, organizes and finances the Field Day held at the end of the year, and organizes room

mothers/fathers to assist teachers at the Christmas Party and Field Day. Booster Club meeting dates are published in the school newsletter.

### **ALLERGIES**

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

For school staff purposes, an Individual Health Care Plan and the Emergency Action Plan together are components of a 504 Plan. An Individual Health Care Plan puts in writing what the school can do to accommodate the individual needs of a child with a life-threatening allergy. Prior to entry into school (or immediately after the diagnosis of a life-threatening allergic condition), the parent/guardian should meet with the building principal to develop an individualized health care plan. This plan details the preventative steps the school will take to help protect a student with life threatening allergies.

### **ANNUAL ASBESTOS MANAGEMENT PLAN AVAILABILITY**

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

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

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

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

### **ATHLETIC ACTIVITIES**

Albers School participates in an athletic conference with area schools that provides basketball for boys, basketball for girls, volleyball for girls, cheerleading, and track for boys and girls. Students in grades 5-8 may participate in basketball, volleyball, and track. Students in 4<sup>th</sup> grade may participate in basketball, if needed. Students in grades 6-7-8 may participate in cheerleading. Tryouts for cheerleading are held in the spring of the year, if necessary. Students participating in basketball, volleyball, track, and cheerleading must receive an athletic physical. Clean gym shoes are the only shoes that are to be worn in the gym.

To participate in these extracurricular activities, a student must maintain a C average (77%-84%) for the following 5 core subject areas: Reading, Language Arts, Math, Science, and Social Studies; and the individual core subject average may not be lower than 70%. Each student's grades will be evaluated two weeks prior to the start of the season. Thereafter, each student's grades will be re-evaluated on a weekly basis. If any such weekly evaluations show that a student's 5 core subject grade average is below a 77%, or if any individual core average is below a 70%, he/she must sit behind the team until they raise their 5 core subject grade point average to a C, and their subject average to at least a 70%. He/She can attend practices, but may not participate in any games. If the 5 core subject average has returned to an overall C (77%-84%) at the weekly evaluation with no F core subject average, the student may again participate. The student will be required to attend the after school homework room during the time period they are ineligible to play. If a student is ineligible for 3 weeks during the season, a decision will be made between the administration and the coach as to whether the student will be eligible to continue to participate on the team.

Uniforms for basketball and volleyball and skirts and sweaters for cheerleading are provided by the school. Participants must provide their own shoes and socks. Cheerleaders must purchase their own letters, tights, shoes and socks.

Bus transportation will be provided for all Clinton County Conference Tournaments and regular games. Bus transportation will not be provided for Non-Conference Tournaments or Shoot Outs. Parents of the players/cheerleaders and other parent volunteers are assigned as bus chaperones for away games and concession workers at home games. If the bus chaperone fails to show up to ride the bus to the away game, no students may ride the bus except for players, cheerleaders, and coaches. At away games, chaperones are responsible for the conduct of the students on the bus and during the game and should feel free to correct them and report names to the principal. Students below grade five must be accompanied by an adult (someone out of high school) at games and may not ride the bus to away games. Rules for behavior at home and away games are:

- \*No booing.
- \*No kicking or stomping on bleachers.
- \*Remain in your seats during the game.

- \*Visit the concession area only at halftime or between games.
- \*Only players in uniform are allowed on the gym floor at halftime and between games.
- \*No soda in the gym.

The coaches schedule practices for sports/cheerleading. On days that school is closed due to severe weather or other emergency, practices and/or scheduled games will be cancelled.

Any person or groups who desire to utilize the school buildings for any school sponsored athletic activities must present documentation to the district on approved training on CPR and AED (defibrillator) usage. Please call the office (248-5146) to reserve the building and be placed on the calendar of events.

### **ATTENDANCE/SCHOOL TERM**

Illinois State Law requires parents/legal guardians to have school age children in school in regular attendance. A school calendar is required which includes a minimum of 185 days including teachers' meetings and days allowed for severe weather or emergencies. A legal school day that may be counted toward state aid must be a minimum of five clock hours except the first and last days, which may be shorter.

The student's progress in school requires regular attendance as each day's activities are planned on the previous day's discoveries and experiences. Also, state aid is calculated on the students' average daily attendance. Therefore, the student should be in regular attendance while in good health. If his/her health or his/her classmates' health would be endangered, the student should be at home and possibly under a doctor's care. If a communicable disease has caused absences, then a doctor's written statement should accompany the student's return to school.

#### **Attendance Policy**

**Absences:** Students missing ten (10) days without a valid excuse will be considered eligible for truancy intervention made available through the Regional Office of Education.

**Prearranged Absences:** Parents are responsible for notifying the school of student absence related to family matters. Students are responsible for the completion of schoolwork missed with the approval of the teacher. **Pre-arranged absence forms** are available in the office for students who know they will not be in attendance for **3 or more days**. This form must be completed and submitted **24 hours** prior to the student's excused absence.

**Excused Absences:** Students will be granted excused absences only if a parent/legal guardian calls the school prior to 8:30am and informs the school that his/her child will be absent. In the event it is impossible for the parent/legal guardian to call prior to 8:30am, an official note provided on the next day of attendance, signed by the parent/legal guardian is expected if the absence is to be considered excused.

**Acceptable Reasons for Excused Absences:** 1) personal illness, 2) death in the family, 3) serious family illness, 4) serious home emergencies (needed-at-home notes will **not** be honored). Excuses for any other reasons must be approved by the Superintendent or Principal. Students should be fever free for 24 hours prior to returning to school.

**Unexcused Absences:** These absences are defined as any absence not cleared in the aforementioned manner and will be counted as skipping. The school district may use the resources for the ROE for chronically unexcused absences.

**Homework:** Homework, in some cases, cannot be given ahead. Students will be given the number of days equal to absent days to make up all homework and tests given during an excused absence.

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

This form must be completed and submitted **24 hours** prior to the student's excused absence.

**Student name:** \_\_\_\_\_

**Date(s) to be absent:** \_\_\_\_\_

**Reason for absence:** \_\_\_\_\_

	<b>Class Schedule</b>	<b>This student is doing well in my class</b>	<b>This student is having difficulty in my class</b>	<b>Teacher's Signature</b>
<b>1.</b>	_____	_____	_____	_____
<b>2.</b>	_____	_____	_____	_____
<b>3.</b>	_____	_____	_____	_____

4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

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

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

**Any concerns or special situations should be directed to: Mrs. Sharon Harms, Superintendent.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Office Personnel Signature**

**BAND/VOCAL MUSIC**

Albers School employs a band/music teacher. Kindergarten through Grade 5 receives a 30-minute vocal music class weekly.

Students in grades 4-8 may participate in Band. Band classes are generally part of the regular school day. Students must purchase their own instrument and practice book.

Students in grades 6-8 may participate in Vocal music. Classes are generally part of the regular school day.

Band students and music students are required to attend any scheduled concerts or performances. Failure to attend will result in a grade of Unsatisfactory for music and/or band that quarter. In case of sickness or other family emergency, parents should contact the school to request an excused absence from the performance.

**BOOK FEE**

A book fee is set annually and should be paid by the end of the first quarter. This fee covers a small portion of the cost of textbooks, workbooks, and supplies. Information concerning payment of this fee is sent home during summer registration. If a textbook or workbook or library book is lost, the student will be issued another one and will be required to pay for it. A student currently receiving aid under Article IV of the Illinois Public Aid Code or currently eligible for Free or Reduced Price Meals is eligible for a waiver of the book fee. Free or Reduced Price Meal applications and book fee waivers may be obtained from the office.

**CAFETERIA BEHAVIOR**

1. Obey the cafeteria supervisor.
2. Talk in conversational tones.
3. Do not walk around visiting other tables or trading food.
4. Do not throw food.
5. Remain seated until the supervisor dismisses the class.
6. Walk when entering and leaving the cafeteria.
7. No food should be taken from the cafeteria.
8. Do not push or shove in line.
9. Clean your area before leaving the cafeteria.

Rules are subject to change. Any violation of these rules will be referred to the Superintendent, Dean of Students or the classroom teacher.

**CAFETERIA HELPERS**

Students in grades 6, 7, and 8 can volunteer to help serve lunch and assist in the clean up after lunch. They are expected to obey the cafeteria personnel, and be courteous and helpful. Students must have their parent's permission to help in the cafeteria. Permission forms are sent home during summer registration.

## CELL PHONES

Cell phones must be turned off and kept inside the student's book bag during school hours. The Winter Concert, Spring Concert, and 8<sup>th</sup> Grade Graduation are considered non-cell phone activities. Cell phones must be turned off, and kept inside the book bag during non-cell phone activities. If a student is seen with a cell phone, their cell phone rings during school hours or a non-cell phone activity, the student will be given a detention and the cell phone will be kept in the office until there is a meeting with the parent to pick up the cell phone. After a student is seen with their cell phone out during the school day and a detention has been given, the cell phone must be turned in at the office upon coming into school, and picked up at the end of the school day. Repeat offenders will follow the School Rules' Discipline Code.

## CLASSROOM PARTIES

Classroom parties are limited to two per year, a Christmas party and a Field Day at the end of the year. The Christmas party is held the afternoon of the last day before Christmas vacation. Room mothers/fathers assist with the games and refreshments. A gift exchange is held in Grades K-3. A limit is set as to the amount to spend on the gift exchange.

A school picnic or field day is held during the last week of school. The Albers School Booster Club organizes and finances most of the Field Day activities.

Students in Kindergarten – 3<sup>rd</sup> grade may exchange valentines on Valentine's Day.

Parents of students in grades PreK-3 may send a **store bought** treat for each child in the class when their child has a birthday. **Store bought** treats of choice may be brought in for birthdays and holidays. See School Wellness below for **store bought** snack options.

## CORPORAL PUNISHMENT

Administration of corporal punishment is forbidden by law and by Albers School District policy.

## DISCIPLINE FOR GRADES 5-8

Each student in 5<sup>th</sup>-8<sup>th</sup> grade will receive Cougar tickets at the beginning of each quarter. 5<sup>th</sup> grade receives **5** tickets; 6<sup>th</sup> grade receives **4** tickets, 7<sup>th</sup> grade receives **3** tickets, and 8<sup>th</sup> grade receives **3** tickets. Students will have to forfeit a ticket to a staff member for infractions such as:

1. Not prepared for class.
2. Improper behavior in classroom/playground.
3. Not following directions.
4. No gym shoes for P.E.
5. Leaning back on their chair.
6. Tardy to school or class.

Reasons for giving up tickets include, BUT are not limited to the 7 listed above.

Steps **and/or detentions** can also be issued to a student for severe discipline issues that include, BUT are not limited to:

1. Not respecting people or property.
2. Cheating, plagiarism or lying.
3. Inappropriate language.
4. Bullying
5. Chewing Gum

When all tickets have been forfeited, a student receives a step for any ensuing infractions.

Steps that are issued have the following consequences:

Step 1: Student meeting with Superintendent/Principal, and phone call home.

Step 2: Student meeting with Superintendent/Principal, phone call home, and after school detention on the next detention night.

Step 3: Phone call home and meeting with Superintendent/Principal, parent, and student.

Step 4: Further disciplinary action as deemed necessary.

Students must have at least one ticket remaining in order to qualify for the end of the quarter reward. Because receiving a step is a serious offense, any student who has received a step, even though they still have tickets remaining, will not be eligible for the quarterly reward. **ALL TICKETS MUST REMAIN IN THE STUDENT'S BINDER!!!**

If a student's individual tickets are misplaced, no new tickets will be reissued. Students will receive steps for any offenses due to misplaced tickets or having had to forfeit tickets for discipline infractions. Teachers will not make phone calls home for students losing their tickets. Parents and students are to communicate on a regular basis about tickets that were forfeited because of disciplinary reasons.

## **DISTRICT ADVISORY COMMITTEES**

State law mandates that schools form a parent/teacher advisory committee to assist in the development of guidelines leading to a policy on student discipline and guidelines for administering medication to students. The Board of Directors has established the following committees:

- Parent Advisory Council
- School Improvement Plan
- Crisis Response
- Building/Grounds
- Technology

The Board sets the limit on the number of members. Any parent /teacher can volunteer to participate on the committees. The committees serve as an advisory body to the Board on those specific areas of the school.

## **DRESS CODE GUIDELINES**

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

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

### ***Pants and Shorts***

- Slacks, shorts, and capris must be size appropriate.
- Shorts must be the length to the fingertips when measured.
- Capri pants must be size appropriate.

### ***Skirts and Dresses***

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

### ***Shirts and Tops***

- Shirts must have sleeves, either long or short, and must have no writing or graphics that unreasonably attract the attention of other students or cause a distraction to the learning process.
- Tee shirts, blouses and tops must be below the belt line even with arms raised above the head.
- Halter-tops, tank tops, tube tops, tops with spaghetti straps, and mesh shirts are not permitted.
- In colder weather, sweatshirts, sweaters, and vests may be worn with the same restrictions for writing and graphics that shirts have.
- No cleavage should be shown.

### ***Shoes and Coats***

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

### ***Not Approved for School Wear***

- Chains hanging from wallets or clothing, or any ornamentation that is distracting.
- Clothes that have been cut, torn, or have ragged or frayed ends.
- Any article of clothing or jewelry that the administration considers distracting to the educational environment.
- Hats, caps, hoods, and sunglasses are not to be worn in the school building unless approved for special occasions.
- Any clothes that references gang related activity or membership.

## **ELECTRONIC READING DEVICES**

Electronic Reading Devices such as: IPADS, Kindles, etc. are NOT acceptable at school.

## **EMERGENCY DRILLS**

Three fire drills are held in the fall of the year and may be held randomly the rest of the year. Two bus evacuation drills are held during the year. A statewide tornado drill is held in March. Crisis Response drills are held randomly throughout the year.

## **EMERGENCY INFORMATION**

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

## ENROLLMENT

A child may be enrolled in kindergarten for the current school term if the child is five years of age on or before September first. A child must be six years of age on or before September first to enroll in first grade. Kindergarten registration is held in the spring of the year. Notices are published in the local newspaper and the school newsletter. **State law requires that parents prove a child's age by presenting the child's birth certificate bearing the official seal of the county in which he/she was born. Copies or hospital certificates are not acceptable.** The school will make a copy of the county birth certificate and place it in the child's file.

## EQUAL EDUCATIONAL OPPORTUNITIES

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

Regarding the pre-K program, applications are accepted on a first-come first-serve basis for children who are three to five years of age on or before September 1. Enrollment and tuition are the discretion of the Board of Education.

## EVALUATION OF STUDENTS

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

Grading Scale:

### 7<sup>th</sup> & 8<sup>th</sup> Accelerated Math

A - 93-100  
B - 85- 92  
C - 77- 84  
D - 70- 76  
F - Below 70

A - 90-100  
B - 80-89  
C - 70-79  
D - 60-69  
F - Below 60

E - Excellent  
S - Satisfactory  
U - Unsatisfactory  
NI - Needs Improvement

Students in grade 2 - 8 will receive a mid-term report and a quarterly report.

Parents and students are encouraged to check the **Edline Grades On Line program for weekly grade updates**. Call Chris Huegen in the office to help with getting your password and instructions.

Kindergarten and First grade students will be evaluated quarterly with a skills' checklist based on the Illinois Learning Standards.

## EXPULSION

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

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

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

## **FIELD TRIP EXPECTATIONS FOR STUDENTS AND PARENTS**

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

**All children will be expected to ride the bus to and from the event and abide by the following:**

### **Bus rules:**

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

The following conduct will not be permitted:

- purchase any food, drink, snack, or souvenir items
- chewing gum
- talking during presentations to our group and / or while adult is speaking to you, your group, or to the group on the bus

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

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

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

## **FIELD TRIPS**

Field trips are related to the students' instructional program. All school rules apply to field trips. A permission form is sent home before the field trip, and students must have the permission form completed, signed, and returned in order to participate in a field trip. If students choose not to attend the field trip, they must still attend school. Siblings are not permitted to attend field trips with parents or chaperones.

## **GOOD CONDUCT REWARDS**

Positive behavior rewards will be given at various times throughout the school year.

## **GRIEVANCES**

Parents / guardians, students, employees and community members of the district are able to file a grievance with the school. Please contact the school administration for procedures.

## **HEALTH and DENTAL EXAMS/IMMUNIZATIONS/ ATHLETIC PHYSICALS**

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

also receive a health examination. Students planning to participate in basketball, volleyball or cheerleading must receive a physical examination. A form for the athletic physical is available in the office. Sixth graders participating in sports do not need the athletic physical in addition to the health examination they receive prior to entering Grade Six.

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

**Diphtheria, pertussis, tetanus (DPT)** - Four shots are needed for early childhood, pre—kindergarten, and kindergarten. Upon entering kindergarten, the last shot must be given on or after the 4th birthday. If child first enters or transfers into school in the first grade or higher-grade level, three shots are accepted.

**Polio** — A minimum of three doses are needed. Upon entering kindergarten, the last dose must be given on or after the 4th birthday.

**Measles, mumps, and rubella** - These may be given singly or in combination as MMR. Two doses of live measles or the combination MMR vaccine are needed for kindergarten or older. If given singly with the live measles vaccines, one dose of mumps and rubella are also needed. Measles, mumps and rubella vaccines must be given at 12 months of age or older. (For preschool, one MMR is sufficient.)

**Hepatitis B series** — Three shots are needed for preschool, 5th, 6th 7th and 8th grade or as required by your family physician.

**H. Influenza type B (Hib)** - The appropriate number as required by the Illinois State Board of Education are needed for pre—kindergarten or early childhood students less than 5 years old. This varies according to the type of vaccine used.

**Varicella (chickenpox vaccine)** -Children entering into any school-operated program for the first time at the kindergarten level and below will be required to show proof of having received one dose of chickenpox vaccine on or after their first birthday. A physician can confirm past disease history-in lieu of vaccination by having examined the infected child, documenting the parent’s description of the child’s history, or reviewing laboratory evidence.

**TB tests and dental exams** are highly recommended. Drug-resistant strains of TB are on the increase, so please insist your child receive a TB test. Lead screening is required for children through age six.

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

### **HEALTH TIPS**

A child who is hungry has difficulty concentrating on his/her work. A good breakfast is essential for a child’s health and success in school. Children need a good night’s sleep in order to be alert for effective learning in school. Children should be dressed warm enough; including coats, hats and gloves so that they can go outside for recess when weather permits. We will go outside in the winter when it is cold. If your child wakes up with a fever, DO NOT send him/her to school. Children should be fever free for 24 hours before returning to school.

### **HEALTH EDUCATION**

The Illinois School Code mandates that schools establish a comprehensive health education program. According to the Code, the program shall include, but not be limited to, the following areas: human ecology and health, human growth and development, the responsibilities of family life, prevention and control of disease, public and environmental health, consumer health, safety education and disaster survival, mental health and illness, personal health habits, alcohol, drug use and abuse, tobacco, nutrition and dental health. As the teachers cover these various areas, they may present such topics as AIDS, eating disorders, suicide, depression, child abuse and sexual abuse.

Parents who do not want their child to participate in discussions of some of these topics should submit a written statement to the principal indicating the particular topic or topics to which they object. The student will be given alternate material to study.

### **HEARING AND VISUALLY IMPAIRED**

If a student is deaf, hard of hearing, blind, or visually impaired and he or she might be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired, the school district shall notify the parents or guardian, in writing of the existence of these schools and the services they provide. This notification shall include without limitation information on school services, school admissions criteria, and school contact information.

### **HOMEWORK**

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

complete homework because of illness or some other special circumstances, parents should call school or write a note to the teacher

### **HONOR ROLL**

Students in grades 5, 6, 7 and 8 can be named to the academic honor roll at the end of each quarter. Language Arts, Reading, Math, Science and Social Studies are considered as 1 credit each for the Honor Roll. Health and PE are considered as a .5 credit each. To be eligible for High Honors, the student must have a 3.8 to 4.0 Grade Point Average on all academic work and no grade below C or a U anywhere on the report card. To be eligible for Honors, the student must have a 3.3 to 3.79 Grade Point Average with no grade below C or a U. Students achieving Honors or High Honors in all four quarters of the school year will receive the Academic Honor Roll certificate as recognition for their performance.

### **ILLINOIS STANDARDS ACHIEVEMENT TESTING**

Students in Grades 3-8 are tested in the spring of the year in Math and Reading. Students in Grades 4 and 7 are tested in Science and students in grades 3, 5, 6, and 8 are tested in writing.

### **IN-SCHOOL-SUSPENSION**

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

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

### **INTERNET & NETWORK ACCESS AND THE USE OF DISTRICT COMPUTERS**

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

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

1. Using the Network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals.
8. Using another user's account or password;
9. Posting material authorized or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

Students may not bring in files (disks) from home and download them onto District computers without administrative permission. Note: If you find access to a school file, you must report it, you are not authorized to open it. Any students who open a District owned file and attempts to manipulate it will be subject to disciplinary action including termination of technology access. In addition to loss of technology privileges, students may be subject to detention, suspension, expulsion, civil legal action, and restitution for loss.

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

## KASKASKIA SPECIAL EDUCATION DISTRICT

Albers Elementary School is a member of Kaskaskia Special Education District. A part-time Learning Disabilities teacher and a part-time Speech Therapist are part of the Albers School faculty. If a child shows evidence of having special problems he/she will be referred to KSED for testing by a school psychologist, with permission of the parents. After testing, possible courses of action are discussed at a conference among the psychologist, the parents and the teacher(s) involved. If the student's needs cannot be met by placement in our Learning Disabilities class, arrangements are made for transportation to another site.

Kaskaskia Special Education District also sponsors a screening for preschoolers to identify possible problems. Vision, hearing and developmental progress is evaluated. The screening is held once each year. Information concerning the date and time will be published in the local newspaper and the school newsletter.

### LICE

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

### LOCKERS

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

### LUNCH

#### HOT LUNCH PROGRAM:

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

#### COST OF MEALS

The current cost for lunch is: Student lunch - \$2.00; Milk - \$.30.  
The school uses the Café Terminal Program which allows each child to have an account to purchase lunch and milk.

- ◆ Lunch bills are sent home at the end of each week if your child has less than \$5.00 in their account.
- ◆ If a student's lunch account balance is not sufficient to cover the cost of lunch, the student may charge their lunch if approval is granted by the cafeteria manager or the administration. A limit of the amount that any one student may charge will be set by the administration. In these situations, the money for the hot lunch should be repaid the next day the student returns to school. **If a child exceeds the charge limit of \$10.00, the daily hot lunch option will not be available and an alternative lunch of cold cheese sandwich will be provided.**

Students may not leave the school grounds during lunch period. Parents may pick up their children and sign them out for the lunch/recess block of time on any day.

Students are expected to exhibit courteous, polite, and respectful conduct at all times while in the lunchroom. Students must follow the directives of the adult supervisors. Talking should be in a conversation tone and no screaming, yelling, or shouting is acceptable. **No food should be traded, thrown, or taken from the cafeteria.** Failure to behave in an appropriate manner may result in the suspension of lunchroom privileges.

In accordance with Federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. This institution is an equal opportunity provider.

## **MEDICATIONS**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures for dispensing medication and complete and sign the "School Medication Authorization Form."

For safety reasons, students shall not possess prescribed or over-the-counter medications of any kind (including but not limited to: aspirin or aspirin substitutes such as Tylenol, cough medicine, cough drops, etc.) in any school building during the school day. All medications need to be delivered to the school office by an adult along with a note outlining times and dosages of the medication. All medication must be in the original prescription container. Parents can sign a permission slip for their child to receive Tylenol on an as needed basis. The parent will receive a phone call before dispensing Tylenol or cough drops, etc. Schedules and accommodations are made for students who require medication over an extended period of time. Contact the school office to obtain the Medication Policy for medications that must be taken on a regular schedule.

## **NO CHILD LEFT BEHIND (PARENT/INFORMATION REQUIREMENTS)**

Notices and information must be provided to parents in an "understandable and uniform format, and to the extent practicable, provided in a language that parents can understand". Below is a list of rights of parents set out in the Elementary and Secondary Education Act, No Child Left Behind.

### ALL PARENTS:

- Must be informed of their right to request information regarding their child's teacher. Once requested, this must be provided in a timely manner.
- Must receive notification if a teacher who is not highly qualified is teaching their child.
- Must receive annual academic assessment results.
- Must be informed of each student enrolled in a school identified for improvement, corrective action, or restructuring, including information on option to transfer student, with transportation provided, to another school within the district.
- Must be provided at least annual notice regarding the availability of supplemental services if a school fails to meet adequate yearly progress.
- Must be provided access to the parental involvement policy of their school.
- Must be invited to an annual meeting that will inform them of their child's participation in programs funded under the No Child Left Behind Act.
- Must be provided with a description of curriculum, assessment, and proficiency levels students are expected to meet.
- Must be provided district and school information and reports.
- Must be notified annually of board policies relating to student privacy and parental access to information.

### All Parents of Limited English Proficient Students:

- Must be provided notice of failure of program to meet annual measurable achievement objectives.
- Must be provided notice of opportunities for attending annual meetings.
- Must be provided information on how they can be involved in the education of their child.
- Must be notified of their student's continuing placement in a language development program.
- Must be notified of initial placement of a student in a language instruction program.
- Must be informed of their right to remove their child from a language instruction program and their options for choosing another program.

## **NOTICE OF NONDISCRIMINATION**

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

Any person having inquiries concerning the Albers Elementary School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is

directed to the applicable Compliance Coordinator below who has been designated by the Albers School District to coordinate School District efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504, and the ADA. The Albers School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

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

Albers School District's Compliance Coordinator is: Sharon Harms; Superintendent; (618) 248-5146.

### **OUT OF-SCHOOL-SUSPENSION**

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

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences are usually scheduled early in November. The exact dates are listed on the school calendar sent home during summer registration. Conferences may be scheduled on a school evening, day, or any time throughout the week. Conference arrangements should be made with the teacher. Students will have a half day of attendance on the first day of conferences and will not have an attendance day on the second day. Teachers are encouraged to schedule individual conferences with parents or communicate by letter or telephone other times during the year when a student is having problems. Parents are encouraged to arrange a conference any time they wish to discuss their child's progress. Parent-teacher conferences should be arranged by appointments with a 24-hour notice.

Accommodations will be made through the school office for parents / guardians with a disability and who are unable to attend school for a parent / teacher conference.

**Classroom visitation:** Parents or patrons wishing to visit a classroom must contact the principal to arrange for the visit. All visitations to classrooms are subject to the approval of the principal. All visitors must secure a pass prior to visiting the classroom or being present in the school building or on school property. Unauthorized entrance to classrooms or school premises is prohibited and violators will be subject to arrest and prosecution. Classroom visitation by students who are not enrolled in Albers School District #63 is prohibited.

### **PESTICIDE APPLICATIONS**

State Law requires that the school district notify everyone when any pesticides are being applied at the school. The weekly newsletter will have notices regarding the dates of pesticide applications.

### **PUBLIC NOTICE REGARDING THE AVAILABILITY OF SPECIAL EDUCATION SERVICES**

A Free Appropriate Public Education (FAPE) is required for all children with disabilities who are between the ages of 3 and 21 and have not yet graduated from high school. The Kaskaskia Special Education District and its member districts are responsible for actively locating, identifying, and evaluating all children with disabilities who live within the member districts' boundaries and are between the ages of 3 and 21. If a student is found eligible for special education services, it is the responsibility of the member district to develop and implement an Individualized Education Program to designate the services that are required and to assure that the placement of the student eligible for services takes place in the least restrictive environment. The district complies with providing necessary services required to provide an opportunity for students to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination.

Referral for an evaluation may be made by contacting the building principal, superintendent, or the Kaskaskia Special Education District either verbally or in writing. The rights of parents and children are protected through due process procedures. Additional information concerning special education services and a copy of the Rules and Regulations to Govern the Administration and Operations of Special Education (IL. 23.226) can be obtained by contacting The Kaskaskia Special Education District at (618) 532-4721.

### **PUPIL INSURANCE**

Insurance covering pupil accidents or injuries is available. Information is sent home during summer registration. The school's insurance does not cover pupil accidents or injuries.

## **READING IMPROVEMENT**

Albers School employs staff for a Reading Improvement Program that is funded by State and Federal grants. Teachers in Grades K-5 will recommend students who are having learning problems in Reading. The Reading Improvement teacher works with students one-to-one or in small groups to develop language skills.

## **RESPONSE-TO-INTERVENTION**

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

The RTI process is an entirely regular education process, conducted by regular education teachers in regular education settings. The purpose of RTI is to provide struggling students with a chance to succeed without identifying them as eligible for special education. Those students who fail to respond to the interventions attempted as part of the RTI process may then be referred for a special education evaluation.

Some interventions may be implemented for an entire classroom, for a group of students, or on an individual basis. When a student requires certain interventions, teachers may utilize other instructional time to provide those interventions, including replacing certain classroom activities with additional time spent on reading, mathematics, or other areas in which the student requires more intensive academic interventions. If you have questions about the RTI process, please contact Superintendent Sharon Harms.

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

Parents have the:

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

## **SAFE AND ORDERLY ENVIRONMENT**

In order to carry out the instructional program, a school needs to provide a safe and orderly environment. Albers School has a responsibility to provide rules for acceptable student behavior. The staff needs the cooperation of parents in enforcing these rules. These rules apply at school, on field trips, at extra-curricular activities, and on busses.

## **SAFETY PATROL**

The school patrol consists of eighth grade students under the direction of the eighth grade teacher. They monitor bus students as they board the bus at dismissal, assist remaining students as they exit the building, and assist children who need to cross the street. The patrol persons must be respected and obeyed by the students. Parental permission is required for participation in the school patrol. Permission forms will be sent home during summer registration.

## **SCHOOL CLOSINGS**

Information regarding closing of school due to severe weather or emergencies is given on KMOX 1120 AM, St. Louis; WILY 1210 AM, Centralia; WCXO 96.7, Carlyle and St. Louis news stations KSDK 5, KMOV 4, KTVI 2. The announcement to listen for is: "All schools in Clinton County closed." The Alert Now telephone and e-mail system will be used to send emergency messages. If you would like your name added to our Alert Now system, please call the office at 248-5146.

## **SCHOOL DAY**

8:25am: First Bell rings

8:30am: Tardy Bell rings; teachers begin taking lunch count, attendance, etc. (Town students should not arrive before 8:15am.)

Lunch K - 11:25 - 12:05

1<sup>st</sup> Grade - 11:30 – 12:05  
2<sup>nd</sup> Grade - 11:35 -12:10  
3<sup>rd</sup> Grade - 11:40 – 12:15  
4<sup>th</sup> Grade - 11:45 – 12:20  
5<sup>th</sup> Grade - 11:50 – 12:25  
6<sup>th</sup> -7<sup>th</sup> -8<sup>th</sup> Grade 12:00 – 12:35  
3:05pm: Preparation for dismissal  
3:10pm: Dismissal

### **SCHOOL NEWSLETTER/CALENDAR**

A newsletter, via electronic mail, will be sent home every week. The newsletter will announce activities going on at school, upcoming events, student achievements, and other information that requires distribution to the parents and school staff. Parents may request a paper copy of the newsletter by contacting the office. A school calendar is sent home during summer registration. It indicates days when school is not in session, early dismissal days and report card days.

### **SCHOOL RULES**

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

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

#### **GENERAL:**

- 1) Students must respect the authority of school personnel at all times. School patrol members, volunteer supervisors, and chaperones must be obeyed. School personnel should be addressed as Mr. or Ms.
- 2) Students must not run or yell in the building or loiter in the hallways and restrooms.
- 3) Students must not talk in the hall during class changes or during fire and tornado drills.
- 4) There must be no pushing, moving out of turn, shouting, or boisterous conduct in lines (cafeteria, bus loading and unloading, class changes, dismissal, etc.)
- 5) Students must not hit, tag, punch or kick others in anger or to tease. Fighting is not allowed.
- 6) Students must not use profane language.
- 7) Students must not sit or stand on desks, bookshelves, tables, or radiators. Students must not mark or damage school property or the property of others. Students must not tamper with teachers' desks or other students' desks. Students must not tamper with others' bicycles or cars.
- 8) Possession of drugs (not prescribed by a physician), alcohol, tobacco, firearms, ammunition, knives or matches on school premises is not allowed.
- 9) Students must not chew gum on school premises. Students must not eat candy or any other food outside the cafeteria without permission by school personnel.
- 10) Spitting is not allowed.
- 11) Students must not disrupt class time with constant talking, laughing, or bothering other students.
- 12) Students must complete homework assignments.
- 13) Students must not leave the school premises during the school day without permission from the principal.
- 14) Students may not bring radios, cameras, CD players, I-Pods, MP3's, cassette players or any other electronic devices to school that may detract from the learning environment.
- 15) Cell phones must be turned off and kept in the locker. If a student is seen with a cell phone, or their cell phone rings during school hours, the student will be given a detention and the cell phone will be kept in the office until the parent comes to school to pick up the cell phone.**
- 16) Bullying or harassment of any kind will not be tolerated.
- 17) Students are prohibited from engaging in gang activity.

#### **PLAYGROUND:**

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

**BUS:**

- 1) Be on time at the designated bus stop - help keep the bus on schedule.
- 2) Stay off the road while waiting for the bus.
- 3) Board the bus in an orderly fashion. Do not push and shove. Do not move toward the bus until it has come to a complete stop
- 4) The driver is in complete charge and authority on the bus. He/She has the same supervisory authority as the superintendent/principal or any teacher in the classroom. The driver may assign seats at any time. The bus driver will notify the principal of any misbehavior that occurs on the bus.
- 5) Be seated as soon as you board the bus. Remain in your seat until it is your turn to get off the bus. Do not change seats. When leaving the bus, remain in your seats until the bus comes to a complete stop. Leave the bus in an orderly fashion.
- 6) Keep arms and head inside the bus. Do not throw anything inside or outside the bus. Loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident. Do not carry on a conversation with the bus driver. Be absolutely quiet when approaching a railroad crossing.
- 7) No eating or drinking is allowed on the bus. Do not mark or damage any part of the bus. Never tamper with the bus or any of its equipment.
- 8) Keep books, packages, coats and all other objects out of the aisles.
- 9) Be courteous to fellow students and the bus driver. Older students should look after the safety and comfort of smaller children.
- 10) In the event of a road emergency, remain on the bus until instructions are given.
- 11) Only regularly assigned students may ride the bus. Do not ask the driver to stop at places other than the regular bus stops. He is not permitted to do this unless he has proper authorization from the school district.
- 12) Observe safety precautions when boarding and leaving the bus. If you must cross the road before you board the bus, wait until the bus stops, watch for a signal from the bus driver, and then proceed. If you must cross the road when leaving the bus, walk ten feet in front of the bus, look to the driver for a signal, then cross.
- 13) Observe these bus rules on all trips sponsored by the school such as field trips and sports activities.

**MISBEHAVIOR ON THE BUS:**

Consequences will be assigned at the discretion of the Principal based on the circumstances. These may include removal from the bus for one to ten days or permanent removal from bus by a formal hearing.

**GANG ACTIVITY:**

Students are prohibited from engaging in gang activity.

State law requires a school district to notify the parent or guardian of a child who uses aggressive behavior, including bullying, at school. 105 ILCS 5/10-20.14. School Board policy prohibits students using aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bully, or other comparable conduct. This early intervention notification is intended to help all of us work together to avoid repetition of the behavior and provide suggestions for early intervention, if appropriate.

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

**SCHOOL WELLNESS**

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

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedge-cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits-raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice

- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Low-fat muffins (small or mini), granola bars, graham crackers, fig bars
- Mini bagels with whipped light or fat-free cream cheese
- Fat-free or low-fat flavored yogurt and fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk or milk products (string cheese, cheese cubes)
- 100 calorie pack
- Pure ice cold water

### **SEX EQUITY AND SEXUAL HARASSMENT**

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

### **SMOKING / TOBACCO POLICY**

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

### **STUDENT RECORDS**

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

A. **Permanent** - all information kept permanently concerning students. The Permanent Record Card indicates the student's name, gender, address, birth date, social security number, attendance, grades, academic record, parents' names, address, and telephone number. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, transferred or permanently withdrawn from District 63. B. **Temporary** - all information not required to be in the permanent record such as test scores, special education records, teacher evaluation of student, disciplinary information, and health cards. The temporary record shall be maintained during the period of usefulness to the school and the student, but not longer than five years after the student has graduated, transferred or permanently withdrawn from District 63.

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

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

### **SUBSTANCE USE/ABUSE**

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

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

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

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

as in-service training for faculty, presentations to groups or classes, and information on instructional materials.

### **TELEPHONE**

The school telephone is for school business and should not be used by the students. School personnel will take messages and relate them to a student. The student will not be called to the phone. Students will be discouraged from calling home for any reason. If you need to speak with a teacher contact the school and use the option to leave a voice mail message for the teachers. Please do not dial classroom extensions during school hours.

#### **Parents/guardians of students receiving Title I services will:**

1. Be given an opportunity to provide input to the program, and
2. Be provided notification regarding their child's placement in, and information about, the program.

### **TRANSPORTATION**

The busses begin their runs at approximately 7:10 a.m. The kindergarten bus begins its run at approximately 8:05 a.m. All students riding the bus must ride to and from school; no getting on or off except at the student designated pickup/drop off point. Parents may request an alternate pickup or drop off by sending a parent signed, dated note to the office. Any student who wishes to ride the bus and does not receive bus transportation, must send a parent signed, and dated note to the office. The principal must approve all requests before changes are implemented. If transportation is not provided, you are subject to transportation reimbursement. Please contact the office for more information.

No school employee may transport students in school or private vehicles unless authorized by the administration.

### **VISITORS TO SCHOOL**

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

### **ACCEPTABLE USE OF DISTRICT TECHNOLOGY SYSTEM BY STUDENTS**

#### **A. Acceptable Use.**

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

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

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

#### **B. Privileges.**

Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including loss of System use privileges. The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

#### **C. Prohibited Use.**

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

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane or indecent materials. "Indecent materials" are those

materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.

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

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

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

#### **E. Web sites.**

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

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

#### **F. Disclaimer.**

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

### **G. Security and User Reporting Duties.**

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

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

### **H. Vandalism.**

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

### **I. Consequences for Violations.**

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

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

Policy Adopted: Policy Adopted: December 20, 2006

**VERIFICATION OF IN-DISTRICT RESIDENCY**

*I/we, the undersigned parent/guardian of the student provide the following information to Albers Elementary School District #63 (hereinafter the District) to support our representation that the student is a legal resident of the District, and is entitled to attend the school as a resident without charge for tuition, but with a charge for certain fees.*

Student's Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone(s): \_\_\_\_\_

Names of Adult(s) with whom student resides in District: \_\_\_\_\_

Relationship of adult(s) named above to the student (mark one & explain if necessary)

- \_\_\_\_\_ Parent (include natural and adoptive)
- \_\_\_\_\_ Legal Guardian with Court Order (attach Court Order)
- \_\_\_\_\_ Other (explain in detail why student is living with adult, and attach all relevant documentation)

**Please submit the following required documentation from Categories I and II**

**Category I (one document establishing property within the District)**

- A.** Most recent property tax bill (homeowners) **B.** Mortgage papers (homeowners)
- C.** Deed **D.** Signed and dated lease and proof of last two months' payments if lease is not at inception (canceled check or receipts required) (renter) **E.** Housing letter (military personnel) **F.** Letter from manager and proof of last two month payments (canceled checks or receipts required) (renters or trailer park residents) **G.** An agreement of sale for a residential property located within the District, signed by the seller and parent / custodian as buyer, which recited a closing date prior to the first day of attendance (new residents) **H.** Notarized affidavit of residency from the resident owner of property within the District where the parent/custodian of the child is living with the owner at no cost (those living with relatives or others)

**Category II (one document establishing an address within the District)**

- A.** Driver's license **B.** Vehicle registration **C.** Current public aid card **D.** Current library card **E.** Voter registration **F.** Most recent gas, electric, water, cable and or credit card bill **G.** current homeowners/renters insurance policy and premium payment receipt

If the student does not live with the parent/guardian, please list the parents'/guardian's residence \_\_\_\_\_

If the student's parents/guardians are not residing together, where does the other parent/ guardian reside? \_\_\_\_\_

Attach any court order, decree, or other document establishing the custody and/or residency of the student.

If this is the student's parents/guardians have students enrolled in other districts, please list those districts: \_\_\_\_\_

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

This form must be completed and submitted **24 hours** prior to the student's excused absence.

**Student name:** \_\_\_\_\_

**Date(s) to be absent:** \_\_\_\_\_

**Reason for absence:** \_\_\_\_\_

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

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

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

**Any concerns or special situations should be directed to: Mrs. Sharon Harms, Superintendent.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Office Personnel Signature**

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

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

**I have received a copy of the 2011-2012 Albers Elementary School, District 63, Parent/Student Handbook and have read it, discussed it with my child(ren).**

**Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

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

\_\_\_\_\_  
\_\_\_\_\_