

Cassia County School District #151

Belief Statements

- 1. Education is the foundation of successful and productive lives.**
- 2. Education is essential for a strong community, state, and nation.**
- 3. Students and parents share the responsibility for learning**
- 4. All students can learn given a relevant curriculum, skillful and dedicated educators, and appropriate opportunities.**
- 5. Each student is unique and has self-worth.**
- 6. Students learn best in a positive environment.**
- 7. Students and school personnel have a right to a safe and comfortable environment.**
- 8. The resources of the district should support the mission and these beliefs.**

Our Mission

The mission of Cassia School District #151 is to graduate proficient students.



Albion Elementary School Directory

Principal.....Mrs. Hunsaker
Secretary.....Mrs. Smyer
K-2.....Mrs. Turner
3-5.....Mrs. Hartwell
Counselor.....Mrs. Loveland

P.T.O. Officers and Board

President.....Abby Dayley
Treasurer.....Danielle Jones
Teacher Representative.....Mrs. Hartwell
Principal.....Rebecca Hunsaker

School Time Schedule

8:25 -----Bell rings
8:30 -----School Begins
10:00-10:15-----Recess

Noon Lunch and Recess

Lunch..... 11:45-12:15

12:15-----P.M. Kindergarten begins
2:00-2:15 -Recess
3:05 -----Dismiss
3:50-----Teacher leave

Lunchroom

Student lunch.....	\$1.35
Adult Lunch.....	\$2.90
Reduced lunch.....	\$.40
Milk only.....	\$.25

All food and drinks are to stay in the cafeteria unless students have been given specific permission to do otherwise.

A policy concerning charging for lunches has been set by the District and will be followed by our school. Elementary students will be allowed five charges. The parents will be notified of the students account deficit. After the initial five charges, five survival lunches will be served. Because these lunches will have all the components for government reimbursement, there will be a charge for these lunches. If after the five survival lunches, payment has not been received, we will no longer be able to serve meals to your student.

Remember you can apply for free and reduced school meals at any time during the school year.

Attendance

Good attendance at school is an extremely important aspect of each student's education. Faithful attendance ensures that students are receiving consistent instruction in the essential academic skills. The district's attendance policy states that students are required to be in attendance at school at least 90% of the time that school is in session during the regular school year. The school board may deny a promotion to the next grade

when a student is not in school at least 90% of the days school is in session.

We recognize the fact that absences from school may be necessary under certain conditions. However, every effort should be made by students and their parents to ensure good attendance and to limit absences or tardiness.

The District and Albion Elementary School are also part of the Status Offender Program through the Juvenile Court System. We've been instructed to notify the courts of any student with excessive absences which might interfere with his/her ability to learn. Because this involves the court system, we're going to try to keep you informed as to the number of total absences your student has accumulated. When a **student goes beyond 9 absences per semester (18 for the year) we are obligated to initiate a notice with the Status Offender Program.** If you are having a problem with your child's normal, regular attendance, please notify the school as soon as possible. We'll make every effort to work with you. **The bottom line is we need your student in class, every day.**

Illness or Injury

School personnel will administer simple first aid only. If emergency medical attention is necessary and you cannot be located, your family doctor or an emergency medical unit will be called.

Insurance

Accident insurance is available to all students at the start of the school year. The school strongly encourages all students, especially those not covered by a family policy, to review this service. The school (and the District) do not carry accident insurance on the students.

Medication at School

Medication will be dispensed at school only in those cases where failure to take the prescribed medications would jeopardize the child's health. Such administration shall be according to the following guidelines:

1. Parents must complete one copy of the form entitled, "Physician's Medication order for School Administration" for each medication that the student is to receive, prior to administration of the medication. The form must be signed by the physician and must be renewed with each change and be returned to the school and kept on file during the term of medication. Copies of these forms may be picked up at the school office.
2. The medication must be in its original container with the student's name, physician's name, drug name, schedule of administration, dosage, and date clearly marked, and brought to the school office for storage.
3. Over-the-counter medication will only be dispensed if requested by a physician through the "Physician's Medication Order for School Administration" according to the guidelines listed above.
4. The student should go to their teacher to receive his/her medication and take it in the presence of the teacher.

Substance Abuse...Drugs, Alcohol and Tobacco

According to Cassia Count School District policy, any student who intentionally sells, gives, possesses, uses, or is under the influence of illegal substances in or on

school property, including buses, shall be dealt with severely and reported to the proper authorities.

Arriving At School

Doors to the school will be opened daily by 7:30 AM (earlier during periods of bad weather). We begin supervision of our grounds at 8:00 AM each morning. Unless District Transportation brings them here early, it's just not a good idea to have your students at school prior to the time we can adequately supervise them. All students are to leave the building at dismissal unless they are under the direct supervision of a teacher, or staff member. Students who walk shouldn't be at school before 8:00 AM

Bicycles

Bicycles are to be parked in the bike rack at the northeast area in the front of the school. The school cannot be responsible for bicycles brought onto school grounds which are lost, damaged, or stolen.

Students may not bring personal electronic devises (cell phone, ipod, Gameboy, etc) or trading cards (Pokemon, Yu-gi-oh) to school.

Cell phones are not appropriate at school. If for safety reasons, you send one with your child, it must be turned off during school hours. If it is heard ringing during school hours, it will be stored in the office until a parent picks it up.

Emergency School Closure

Occasionally, schools have an early closure due to unforeseen circumstances such as a sudden storm, power outage, or furnace failure. In order to ensure a child's safety, make sure your information on file with the

school is accurate and up to date. It is best to create an emergency plan with your children before such events occur. Talk to your child and establish an emergency routine the child should follow if they are dismissed early and a parent is not at home. For example, where a key is and what neighbor, relative or family friend to contact.

Counseling Services

Albion's counselor provides individual and group counseling, classroom presentations, and consultations with teacher and parents. Students may be referred for counseling by teachers or parents. Parents may contact the counselor by calling the school office. 654-2391

It is important to remember that parents will be contacted (for permission) by the counselor of any counseling activities concerning their child other than normal guidance activities or school testing programs **prior** to those services actually being provided.

Dress Code

The Cassia County School District's dress code policy states, "freedom of student expression applies to the student's dress and appearance, provided that it does not disrupt the educational process, or present health safety risks to the students or personnel." The rules of dress for Albion Elementary are based on common sense, decency, and modesty. Students will be expected, in the matters of personal attire, conduct, grooming and appearance, to create no potential health or safety hazard, or to attract undue attention resulting in the disruption of school operation, or incite classroom disorder. As a general rule for all students:

- Clothing should be clean and in good repair.
- Shoes are to be worn at all times.
- Hats are not to be worn in the building

- Extremely tight fitting clothing, bare midriffs, or butt cracks, brightly colored hair, fishnet shirts, micro mini skirts, shorts, tank tops, gang related attire, and suggestive or obscene slogans promoting anything illegal are not allowed. Parents will be notified to bring other clothing when needed.

Emergency Information

In order for the school to quickly contact parents/guardians in the event of an emergency, it is necessary for the school to have the following information on file at the school:

- Home phone number; if there is no phone at home then the phone number of a neighbor who may relay a message.
- cell phone number of parents if they have one.
- Name and phone number of parent/guardian's place of employment
- Name and phone number of a responsible person who may be contacted in case a parent cannot be located.

If during the school year a parent/guardian place of employment, phone number or address changes, please notify the school in order for us to update our file-immediately.

Textbooks and Supplies

Textbooks are provided by the school for student use during the school year. Students are responsible for care of textbooks, library books, and other school equipment and property. Students will be charged for lost and damaged books and equipment.

Students are expected to furnish pencils, and other items used on a regular basis in the classroom. Each grade provides a supply list at the start of the school year.

Conferences

Parent/Teacher conferences will be scheduled for all students at the end of the first quarter and in April. Conferences may be arranged at any other time by contacting the teacher.

School Pictures

School pictures are taken by a professional photographer in the fall in order to be available by Christmas. Retakes are scheduled after the original orders have been returned. Pictures may be purchased at a nominal cost. We also have class pictures taken in the spring.

Items best left at home

Heelies, Wheelies, Skateboards, roller blades, water guns, toys and novelty items such as **rubber knives and toy guns, any item that could be a weapon! (These are prohibited by law.)**

Telephone

The telephones in the hall and classrooms at school are for school business. Students will not be allowed to use phones unless they have permission from school personnel or in the case of an emergency.

Discipline

Discipline is an integral and important part of the educational process. Students should display good manners, honesty and integrity. They should show **Respect** in all situations, and accept **Responsibility** for their actions.

The objective of any corrective action should be to have the student accept the consequence as a just and inevitable result of his/her behavior. It also helps to ensure that students make responsible decisions about their behavior that protects the right of students, teachers, and school officials, and maintains the continuity of the educational process. Students are also expected to abide by all federal, state, and local laws.

Corrective actions could include, Parental/guardian notification, Teacher/administrative detention, Restitution, In-school suspension, Out-of-school suspension, police notification (if the breaking of a civil law is involved) Expulsion from school (requires School Board action).

Fighting

Students involved in physical fighting will receive at least a one-day suspension. Second and subsequent offenses may result in suspension(s) of increased length subject to the limitations of District Policy.

Buses

- All students must ride their designated bus unless a written note from the parents is brought to school.
- Without parental and school permission, no student will be allowed on an alternate bus or other form of transportation.
- If your student receives three misconduct slips on the bus, they will be unable to ride the district transportation.

Rules

Our Mission is to provide a quality education necessary for students to be successful in life. All of our school

rules can be related to real life. Therefore, it is important that our students learn the rules and are able to abide by them if they are successful in this, they will be successful in life.

Expectations For Students To Be Successful in life.

- 1.** Show respect to others and their belongings.
- 2.** If someone drops something and you are close to it, pick it up.
- 3.** If someone bumps into you. Say excuse me, even if it was not your fault.
- 4.** No matter what the circumstances, always be honest. Even if you have done something wrong, it is best to admit it.
- 5.** When walking in line, keep your arms at your sides and move quietly.
- 6.** Hold the door for people rather than letting it close on them.
- 7.** You don't have to like everyone, but you do have to treat everyone with respect and kindness. Talk kindly to even those you don't like.
- 8.** Keep your hands to yourself.
- 9.** If an adult asks you to do something, do it without moaning or complaining.
- 10.** When talking to someone, speak kindly and make eye contact.
- 11.** When someone does something well, congratulate them.
- 12.** When listening to people, never interrupt and listen respectfully. You don't have to agree with them, but you do need to hear them out.
- 13.** If you win or do something well, don't brag about it.
- 14.** When someone does something nice for you or gives you something, tell them thank you even if you don't like whatever it was.

- 15.** Surprise others by performing random acts of kindness. Always be thinking of others and what you could do to help them or make them happy.
- 16.** Don't purposefully leave other people out of things. Try to include everyone even if there is someone you don't like.
- 17.** Always clean up any messes you make. Don't expect others to clean up after you.
- 18.** Treat others kindly at all times.
- 19.** Be positive and enjoy life. Some things just aren't worth getting upset over. Keep everything in perspective and focus on the good in your life.
- 20.** Be the Best person you can be.

Rules For Showing Respect and Kindness to Others

1. No disruptive behavior (running, loud talking, etc.) in the halls.
2. No swearing or talking rudely to others.
3. No fighting or pretend fighting.
4. No throwing of inappropriate object such as pencils, erasers, snowballs, pebbles, or rock.
5. No bullying, calling names, or teasing.
6. Any behavior that stops the teaching process within the classrooms is not allowed. (Talking, passing notes, refusal to work, not paying attention, not being prepared, etc.)
7. No lying or being dishonest in anyway.
8. In appropriate body language is not accepted. Do not smack your lips, tsk, o roll your eyes.
9. No riding bikes, scooters, or skateboards on the playground.
10. No talking back to anyone, including adults or fellow students.
11. No illegal substances or weapons are allowed on the school ground or in the buses.
12. Respect each classroom teachers' rules.

Playground Rules

- Students must slide in a forward position only

- Wait until the person on the slide is out of the way before sliding
- No running or walking up or down the slide
- No walking across or sitting on the overhead bars
- No standing across from children swinging
- No pushing or shoving
- No hanging upside down on swings, tires or the firemen pole
- Jumping off of the swings or upper levels of playground equipment is not allowed
- Gravel is to stay on the ground, not thrown
- Please use the playground equipment for the purpose it was designed for
- Please share the equipment with other students-offer a chance for everyone to play
- Put trash in the appropriate containers.

During good weather, students will go outside for recess. During cold weather months, students should come to school with hats, mittens, boots, etc., in order to go outside for recess. During inclement weather, when children's health is at risk, students will have recess inside.

Rules of Showing Respect for Property

1. No littering. Help keep our school clean. Pick up trash.
2. No stealing.
3. Do not break or damage other people's belongings.
4. No writing on any walls, playground equipment, or the stalls in the bathrooms.
5. No climbing on the fences, bathroom stalls

Cafeteria Rules

1. Use indoor voices
2. Keep hands and feet to yourself at all times.
3. No throwing food or any other object at any time.
4. Put try, utensils, and trash in appropriate containers.
5. Be respectful to all Cafeteria workers.
6. No food is to be taken out of the lunchroom.

Expectations for Parents

Our students show **Respect and Responsibility**, to build the foundation of Albion Elementary. We strive to recognize these students throughout the year.

1. Read through the student Handbook with your students and make sure they understand what is there.
2. If your child is not going to be in school, you must call the office or send a note upon their return stating why they were absent. Be specific as to the cause of the absence.
3. Make sure your child is to school on time each day.
4. Make sure that your child is dressed appropriately.
5. Make sure your child is dressed appropriately for the weather. Make sure he/she has a coat, hat, gloves, and warm shoes/boots for the winter.
6. Encourage your child to go outside for all recesses. Everyone needs a break from school work, and a little fresh air and exercise.
7. Notify teacher in advance of needed school work. Teacher must be notified in the morning in order for the work to be picked up after school.
8. You must come into your child's classroom to check them out if they are going to be leaving the school grounds for any reason.
9. Do not let your child arrive at school before 8:00 a.m.
10. Have your child come directly home after school, rather than staying to play on the school grounds..
11. Respond to all requests by the school for communication, such as, behavior logs, truancy letters, agenda books, counseling forms, etc.



**NOTICE
OF
COMPLIANCE**

**FAMILY
EDUCATIONAL
RIGHTS AND PRIVACY ACT
OF
1974**

In accordance with the Family Education Rights and Privacy Act of 1974, the Cassia County School District, Number 151, of Cassia hereby gives notice to all parents, legal guardians, and students eighteen years of age attending the Cassia County School District schools, that the following information is being categorized as directory information: the student's name and photograph; address; telephone listing; date and place of birth; photographic images of the student participating in regular classroom or school authorized activities; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

Directory information will be published and released by the District without prior consent of the parents, legal guardians, or students 18 years of age or older, unless the parent, legal guardian, or student 18 years of age or older notifies the District by September 27th, that the above mentioned directory information should not be released without prior written consent of the parent, legal guardian, or student 18 years of age or older. Such notification should be in writing and addressed to the Special Service Office; Michele Knopp; 237 East 19th Street; Burley, Idaho 83318.

PUBLISH: SEPTEMBER

**Please take this page out of the
Student Handbook and Return it to
school with your child.**

I have gone over the Student Handbook with my student. We agree to abide by the Policies and Procedures outlined in the handbook for the 2007-2008 school year at Albion Elementary

Date _____

Student's Name _____

Student's
signature _____

Parent's
signature _____

