

WELCOME TO ALBAN ELEMENTARY!

2023-2024

Dear Parents:

It is a pleasure for us to begin a new school year with you at Alban Elementary. We are delighted to have the opportunity to work with you and your child, and hope this year will be successful in every way.

Your child is very special to our staff. We, at Alban Elementary, pledge to work with love and understanding to meet the needs of every student. Our motto is "Kindness Counts Around Here."

Our staff wishes to extend a personal invitation to you to become actively involved in your child's education. We would like to encourage each parent/guardian to join PTO, get acquainted with our staff, and visit the school. We need and welcome volunteers.

The pages of this handbook will provide important information regarding our school policies and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

Your Partners in Education,
Alban Staff

Dear Parent/Guardian:

Please review the Alban Student Handbook with your child. Sign below and return this form to school.

My child, _____ and I have reviewed and understand the Student Handbook for 2022-2023.

Student Signature

Parent/Guardian Signature

Mission

Alban Elementary.....Where learning, caring, and leading unite.

Alban Vision

Working together, preparing students for life-long success through intellectual, emotional, and social development.

Core Beliefs

1. All children can learn.
2. Strong leadership is essential to achieve success in a global society.
3. Quality instruction is key to student success.
4. School and community are responsible for each other.

Kanawha County Schools Mission Statement

Kanawha County Schools will provide a world class education that ensures all students are college and career ready for the 21st Century.

Kanawha County Schools Board Of Education

Superintendent of Schools: Dr. Tom Williams

Board Members Ryan White, Tracy White, Jim Crawford, Ric Cavender, and
Becky Jordon

Third Base After-School Child Care

Third Base is a child-care program open from 2:15-5:40 pm on days that school is in session. Prices for Third Base are the weekly rates listed: one child = \$65, two children = \$90, three children = \$115. Prices subject to change. Please call (304) 766-0378 to reserve a space for your child.

School Hours

School hours are from 7:15 am until 2:15 pm each day. The tardy bell will ring at 7:45 am. Students should NOT arrive earlier than 7:15 for regular students. Students may not remain on campus after 2:30 pm unless they are participating in a supervised school activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 7:15 am EACH SCHOOL DAY.** Supervision **WILL NOT** be provided for students who arrive before 7:15 am or remain later than 2:30 pm. These procedures are designed for the safety and well-being of your children.

Classroom Visitation

Parents are encouraged to make an appointment to visit in the classroom for observation purposes. All visitors must go to the office first to sign the visitor's log. Parents are asked to stop in the office if they need to see their child so as not to disturb a classroom. Pre-school children are not permitted to visit the classrooms during regular sessions. PUPILS ARE NOT TO BRING SCHOOL-AGE CHILDREN TO SCHOOL.

Attendance Policy

Regular school attendance is crucial to school success. Parents/guardians are responsible for keeping their children in school each day. The following procedures will be used to monitor student attendance:

Parents must call the school or send a note if a child is absent. If the school is not contacted, the absence will be counted as unexcused. The school is allowed to accept 5 "parent note days" as excused in a school year. After these 5 days, all other absences are recorded as unexcused without a doctor's excuse. After 3 consecutive days absent or 5 total absences, a doctor's excuse must be presented. After 5 unexcused absences, the attendance director will set up a meeting with the parents of this student. After 10 unexcused absences, a legal notice will be served by the assistant attendance director. Additional unexcused absences following the legal notice may result in a petition being filed in Kanawha County Magistrate Court.

All students are expected to attend school every day unless prevented by an illness or emergency. If there is any question on your part on whether your child should stay home when not feeling well, think in terms of a "rule of three". *If your child experiences vomiting, diarrhea, or fever, he or she **needs to stay home**.* Otherwise, the student needs to come to school.

Breakfast/Lunch Programs

Breakfast and lunch are free for all elementary students in Kanawha County again this year. Adult lunches are \$4.35 and adult breakfast is \$3.25. Adults must pay for their meal in the office. Milk is \$0.45 each. If your child is allergic to milk, we must have a statement on file from your doctor. Sodas are prohibited in the cafeteria.. Extra milk with a hot lunch or milk with a lunch from home is paid for at school, so send \$0.45 on those days. Please accept changes in the menu from time to time due to the shortage of certain foods or changes in delivery schedules. We will do our best to serve the foods as listed on the menus. Menus will be published every month and will note dates of meetings or holidays concerning both parents and students.

Please bring ALL food allergies to the school nurse immediately. Your child's safety is important to us.

Conferences-Student Assistance Team

We believe that Parent-Teacher Conferences are most important. Prompt attention to problems is much better than prolonging an existing misunderstanding or situation that should be improved. Conferences may be arranged at the request of the teacher or parent when a need arises. A conference day will be scheduled in October. Please contact the school if your child receives a mid-term progress report which indicates poor grades or possibility of retention slip. A conference should be arranged with your child's teacher at this time. Our Student Assistance Team meets often to address academic, behavior,

attendance, or emotional concerns. After-school meetings may also be arranged. Any parent or staff member may refer a child to this committee.

Developmental Guidance

The developmental guidance program is designated to develop awareness of self-identification of feelings, and positive character. These goals will be met through group discussion, films, and role-playing situations. Each of us needs to feel good about who we are and find direction in decision-making and goal setting. Developmental guidance is not a graded subject, but rather a time of inner growth and development.

Discipline Code of Conduct

Student achievement and student safety are our two greatest concerns in a school setting. A safe learning environment promotes both. When classroom disruptions are minimal, time on task is increased and achievement also increases. When students feel safe and secure, attention is focused on academics and achievement increases. By establishing clear expectations, rules, and routines as well as consistently teaching these to students, an orderly and safe environment conducive to learning can be created.

Rights and responsibilities go hand in hand. Students have the same basic rights and responsibilities as other citizens; life, liberty, property, equal protection of laws and privileges, and immunities of U.S. citizenship. Your enjoyment of these rights is governed by due process of the law.

School officials have the responsibility for your child's welfare and safety from the time he/she boards the bus or arrives at school, until he/she leaves school property or arrives at the designated bus stop. To meet this responsibility, they have the right to adopt rules and regulations for the purpose of maintaining order and discipline and for creating a positive learning environment by following Kanawha County Behavior Policy 25.04. All students will be informed of such policies. A copy for your information is available in the principal's office.

Discrimination Policy

As required by federal law and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color, religion, handicap condition, age and national origin in employment and in the administration of any of the education programs and activities. Inquiries may be directed to:

Samantha Ferrell-Hill, Title IX Coordinator
Kanawha County Board of Education
200 Elizabeth Street
Charleston, WV 25311-2119
Phone: 304-348-7770

Jon Duffy, Section 504 Coordinator
Kanawha County Board of Education
200 Elizabeth Street
Charleston, WV 25311-2119
Phone: 304-348-7770

US Department of Education
Director of the Office of Civil Rights
Phone: (215)-596-6795

Dress Code

The following are Kanawha County Schools Code of Conduct guidelines that Alban Elementary will use to implement our dress code:

Distracting or unsafe dress or appearance – It shall be a violation of the code of conduct to appear in a manner of dress or grooming which is distracting or disruptive to the educational process or is unsafe.

Therefore, the following articles are specifically prohibited:

Hats, visors, or bandanas inside school buildings

Clothing with obscene or suggestive images and/or messages
Apparel, jewelry, or accessories that advertise or advocate drugs, alcohol, or tobacco
Halter tops, revealing tank tops, or cropped tops that reveal a bare midriff (tops must meet pants)
Short skirts and shorts (should reach fingertips)
Pajamas

For safety reasons, flip flops are not allowed at the elementary level. Shoes must have at least a strap around the back.

In addition to the statements above please keep in mind the following:

It is recommended that children wear closed-toe shoes with no heels for safety and health reasons.

Tennis shoes are required for PE class. Flip flops are not allowed.

In winter, please dress your child appropriately to go outside at recess (weather permitting). Shorts are permitted in warm weather.

Mark your child's name on all clothing apparel, shoes, coats, sweaters, etc. It will enable your child to find clothes that are misplaced.

A "common sense" rule to remember: When in doubt, don't wear it to school!

Expectations

At Alban Elementary, students are expected to:

Attend school each day, on time.

Follow the rules, conduct themselves in an orderly manner on the bus, playground, in the lunchroom, and in the classroom. This includes Kanawha County Schools' Policy 2200.

Take an active, productive role in learning by completing assignments to the best of their abilities and turning those assignments in on time.

Refrain from possessing tobacco and weapons.

Use appropriate language.

Keep the building clean and materials in good condition.

To help students meet these expectations, and to develop an orderly structure for our school, specific routines and rules will be taught.

Fund Raising

Kanawha County Schools provides each school with substitute funds, instructional supply funds, textbook funds, and staff development funds. Additional funds must be raised at the local school to improve our facility and to provide our students and staff with additional instructional materials. Funds raised from Fundraisers have been used to improve our school through the purchase of items such as computers, carpets, playground equipment, enrichment programs, etc.

Alban Elementary will follow the fund-raising recommendations as outlined in Kanawha County Schools policy. All fundraisers will follow the guidelines listed below.

No student is allowed to sell products door-to-door.

Any student selling door-to-door may not participate in any prize program or any future fundraising events.

Student prizes may be offered as incentives for students to participate.

All fundraising materials will be addressed to parents and will contain school system expectations.

All fundraising catalogs will have labels placed in prominent locations to explain that door-to-door selling is prohibited.

Parents should notify the school if they do not want their child to participate in fundraisers. These students will be excused from explanation of the program and will not receive a catalog.

Grading System and Reporting

Evaluation and grading are based on individual progress in the instructional program. Midterms will be posted on Schoology. The report card is issued at the end of each 9-week grading period. Because we regard parents as partners in the education of their children, emphasis is placed on a close relationship between the home and school.

For grades K-1, progress will be communicated with the following:

S – Satisfactory

N – Needs to improve

In grades 2-5, letter grades are given.

A – Excellent

B – Above average

C – Average

D – Below Average

E – Unsatisfactory

Grading is based on the following scale:

90-100%

80-89%

70-79%

60-69%

Below 60%

Grade average percent is a guideline to determine the value of the letter grade. The letter grade will reflect the percentage of achievement of daily work as well as testing deemed necessary by the classroom teacher. Testing shall include use of multiple techniques such as informal tests, observation, and written and oral presentations. Handwriting, music, art, and physical education will be rated as S or N.

Guidance

We believe that self-discipline is developed through guidance. These rules and routines will be taught extensively at the beginning of each school year and reviewed monthly in each classroom. Our News Show will use our older students to model positive behavior. Our counselor will provide additional reinforcement during whole-group counseling lessons, as well as on an individual basis as needed. To encourage and reinforce positive behavior, positive reinforcement of acceptable behavior will be used in the classrooms and in the lunchroom. By using positive means of changing unacceptable behavior, fewer incidents of corrective measures will be necessary.

Health and Attendance

Immunizations

The immunization law enacted by the legislature requires each child entering school for the first time to be immunized against diphtheria, whooping cough, tetanus, measles, polio, and a tuberculin tine test. A child shall not be admitted or received in any public school until he/she produces a certificate showing a satisfactory immunization record. It is also essential that the school has a **certified** copy of the child's birth certificate on file. These are available from the Department of Vital Statistics in Charleston.

Health Services

A school nurse is available to students each week in the school. Our school nurse is Jody Herold. If an illness or injury is of such nature that the student should go home, the parent will be notified. If your child is ill in the morning, please check and talk with your child as to whether he or she is well enough to attend school. Students who have a fever, vomiting, or diarrhea should stay home. If your child is ill at school, we cannot permit a child to leave the school without permission from the parent and the principal. Parents will receive an emergency card to complete. Please fill it out completely so we can get in touch with you in case of emergency. If the phone numbers or addresses you list change, please call the school immediately to give us the new information. Please call the school if you need assistance from the social worker or the dental hygienist.

Honor Roll Procedures

Students who meet high academic standards will be recognized by being named to Alban's Honor Roll, according to the criteria described below:

Principal's List	4.0 grade point average (Straight A's & S's)
"A" Honor Roll	3.5-4.0 grade point average
"B" Honor Roll	3.0 – 3.49 grade point average
Honor Citizens	Students who demonstrate good behavior

Items From Home

Students are only permitted to bring items from home that are necessary for school work. Games, Pokémon cards, balls, skateboards, scooters, dolls, stuffed animals, and handheld electronic games are **NOT** permitted. Animals are not allowed on school property; this is for the protection of all children. Cell phones must be turned off and kept in the student's locker. Cell phones will be confiscated if out at school. A parent will need to come in and pick up the phone if this occurs.

Instructional Program

WVDE 21st Century Content Standards and Objectives have been developed which outline the skills, content and technology tools that students should be taught and those in which the student must be competent at each grade level. The staff at Alban believes in a hands-on, manipulative, active learning approach. Integrated and project based lessons teach these skills and concepts while making learning enjoyable, as well as rigorous and relevant to the students.

Local School Improvement Program (LSIC)

Local school improvement councils are required by each school. The purpose of a school improvement council (LSIC) shall be to encourage the involvement of the school community in the operation of the local school to improve educational quality. Local School Improvement Councils include three teacher members, two members of the school service personnel, three parents, a business representative, and a community representative.

Make-Up Work

Students will be given an opportunity to make up assignments missed when they are absent. One day for each day missed is the maximum time required to turn in missed assignments. Teachers will give students make up work upon their return to school, but some assignments may be available at the end of the school day. Parents should notify the office ahead of time and then pick up the assignments in the office.

Medical Concerns

If your child has special medical needs that the nurse and school staff must know to keep your child safe and healthy, then please make a fifteen minute appointment with our school nurse. This meeting is to develop a plan for dispensing medication and a specialized procedure for any student with diabetes, life threatening allergies, asthma, seizure disorders, or any other medical condition that may require the school's assistance. Please call to make an appointment at 304-722-0234. Your child's health and safety are of utmost importance to us.

Medications

We are asking for your cooperation regarding giving medication at school. We ask that you comply with the following guidelines:

- A written order form for each medication must be completed by your child's physician and returned to school before that medication will be given by school personnel.

Each medication must be sent to school in a properly labeled container from the pharmacy. Medicines that will be given for short periods of time (i.e. antibiotics) can be administered, if the physician will write an order on a prescription form or other signed document. All medicines that are given for longer than three days must have a medication form signed by the physician. If at all possible, please encourage your physician to prescribe time-released medicine so medicine will not have to be administered at school.

Non-prescription medicines, such as aspirin and cough medicines, ointments, creams, or lotions **WILL NOT** be given without a note from the parent.

Parent Teacher Organization (PTO)

Alban Elementary is proud of its fine, active, and cooperative Parent Teacher Organization. The PTO is a vital organization to our operation. We hope that you will take an active part in our PTO. The programs and activities are planned to meet the needs of the children and their parents. Our goal for PTO enrollment is 100%. Come and enjoy the meetings, fellowship, and informal discussions with the staff.

Parties

The distribution of invitations to parties held at home is not permitted unless each child in the class receives an invitation. This policy is the result of the experience that many times all children in a room do not receive an invitation and are therefore disappointed. **Birthday parties for pupils or teachers are not permitted in the classroom. Sending a small store bought, individually packaged treat (no drinks) for the class to enjoy is permitted under the WVDE Standards for School Nutrition included in the handbook.** Homeroom helpers will organize two classroom parties during the school year: Halloween and Valentine's Day. **PTO will provide the snacks for these parties.** WV BOE Policy 4321.1 indicates "All foods and beverages made available on school premises during the school day must meet the requirements set for in this policy. Limit total calories to no more than 200 per product/package. Limit total fat to no more than 35% of calories per product/package excluding nuts, seeds, or cheese. Limit saturated fat to less than 10% of the total calories. Limit trans fat to less than or equal to no more than to no more 35% of calories per product excluding fruits. Limit sodium to no more than 200 milligrams per product/package. Serve only water (not portion size maximum listed). 100% fruit juice and/or vegetable juice limited to a 4 oz. container for elementary and non-fat and/or 1% low-fat milk or not more than 200 calories per product/package."

Permission to Leave School

If your child is to go to a different location after school, or will be picked up by someone other than the parents, it is necessary to send a note signed by the parent(s). This note must be signed and approved by the principal before permission is granted. Arrangements for students to go anyplace other than home must be arranged by the parent prior to students coming to school.

If your child will be leaving early to go to the dentist or doctor, you are asked to send a note to the teacher that morning and the note should also be brought to the office. We will appreciate your efforts in making appointments which will not interfere with school hours. A child, however, may be excused to go to a medical appointment

Physical Education

All students are required by State Law to have physical education. If your child cannot participate for any reason (long or short term), a note of explanation should be sent on the day that the child will not be participating. Anything more than two days requires a note from your doctor. **Tennis shoes are required for safety reasons.**

Playground

Our playground, walking track, and shelter are all available for community use when school is not in

session. For children's safety, please do not use these areas between 7:00 and 5:40.

PROCEDURES

Cafeteria Procedure

1. Enter quietly and respectfully.
2. Wait quietly in line.
3. Do not change places or skip others in line.
4. Pick up a tray just before going to the lunch counter.
5. Say "thank you" to the cooks.
6. Do not take more than you will eat at the salad bar.
7. Pick up your milk, fork, napkin, and other items before going to your seat.
8. Go immediately to your assigned table.
9. Use a "restaurant voice" when talking to your friends.
10. If you need something, raise your hand and wait for an adult to come to you.
11. Be responsible for cleaning up your area.
12. Walk quietly to empty your tray.
13. Line up in the hall.
14. Wait quietly for your teacher.

Clinic Procedures

1. Enter quietly and respectfully.
2. Bring your clinic form with you to the office.
3. If you are waiting in the clinic, please be quiet and respectful.
4. When leaving, return to your classroom immediately.

Discovery Room Procedures

1. Enter quietly
2. Go to your assigned seat
3. Be ready for instruction.

Hallway Procedures

1. Walk quietly in the halls to show respect to other classes.
2. Walk on the right side of the hallway.
3. Do not change places in line.
4. The line leader will stop and wait at all stop signs.
5. Wait for your teacher's quiet signal before moving to the next stopping point.

Office Procedures

1. Enter quietly and respectfully.
2. If bringing the attendance, place the envelope on the secretary's desk.
3. Wait quietly if the secretary is on the phone.
4. When leaving, return to your classroom immediately.
5. Walk quietly and respectfully through the halls.

Portable Procedures

1. Walk quietly and carefully on the ramp.

2. Stay on the right side of the ramp.
3. Enter quietly.
4. Be ready for instruction.

Reporting Home After School

Please remind your child to go directly home after school. This will prevent anxious moments by parents and school personnel in locating a missing child.

Routines

Upon arrival (7:15), students will enter the building quietly and walk to their assigned areas.

When students are eating breakfast and lunch, they are to remain seated until dismissed.

Students will walk on the right side of the hallway.

Upon dismissal, students will exit the building quietly and walk directly to their cars, homes, or to the appropriate hall to wait for the bus.

Students who arrive late or who must leave early will check in with the office. A parent must come to the office and sign the student in or out.

Athletic materials used during recess are provided by the school; therefore, students should not bring balls, skateboards, etc. from home.

Students will follow routines developed for each specific classroom.

Rules

Keep hands and feet and other objects to yourself. (Respect)

Follow all directions and classroom procedures. Stay on Task. (Fairness)

Look and listen when the teacher or speaker is talking. (Respect)

Walk quietly on the right side of the hall. (Citizenship)

Treat others with respect. (Respect)

Respect school property and property of others. (Citizenship)

Only bring to school items that are necessary for school work. (Responsibility)

Rules For the Playground

Walk quietly and respectfully past all classroom windows and doors on the way to recess.

Follow the procedures for using playground equipment.

Stay safe and keep others safe.

Throw away your trash if eating a snack.

Line up right away when your teacher gives the signal.

Walk quietly and respectfully as you reenter the building.

Slide: Go up the ladder and down the slide, feet first, sitting. Be sure others are out of the way.

Horizontal bars: Go hand-over-hand on the horizontal bars. If you can't reach them, you aren't big enough to use them.

Swings: Sit only in the swings, moving forward and back- not twirling. Stop the swing before getting off.

Form waiting lines at one end of the equipment.

Do not play tag on the equipment.

Stay out of the trees.

The picnic shelter is reserved for teacher-assigned students.

Safe Schools

Kanawha County Schools has installed a security building access system in all schools for the safety of our students. Our doors will be locked and secured from 7:45am – 2:15pm (our instructional day times). Any visitor to our building will have a push button to notify the office for the need to enter. Please be reminded that students who are tardy will need to have an adult enter the building with them as the doors

will be locked. Students must report to the office and obtain a tardy slip before going to their classrooms.

Snacks

Students may bring a small nutritious snack each day. Sweet drinks and candy are not permitted. However, students may bring water for hydration. Water bottles with the pop-up sports lid are preferred to prevent spills. Fruit, cheese, and crackers are excellent choices for snack time. Popcorn is sold on Fridays for \$.50.

Standardized Testing

Kanawha County schools will participate in Assessments for grades 3-11. All students in grades K-3 will be assessed 3 times per year using the DIBELS (Dynamic Indicators of Basic Early Literacy Skills) assessment tool. This assessment measures various skills that are scientifically research-based as crucial to early reading development.

Textbooks/Instructional Materials

Every elementary child in Kanawha County Schools is eligible for free textbooks. In helping to develop responsibility in children, we need to strongly encourage them to take good care of books and other materials. If a book is lost or damaged, a child is required to pay for the book.

Transfers

Please notify the school in advance when you plan to move. We can then make the transfer to the new school more efficient.

Transportation Regulations

Only registered transported pupils may ride the school bus. These pupils may not ride buses other than the ones to which they are regularly assigned. We require that on any occasion when the child is permitted by you to go anyplace except directly home, **we must have written notification by the parent/guardian**, and it must be approved by the principal. Good conduct on the bus is necessary and essential for the safety of all riders. Drivers have the authority to exclude children from the bus for violation of rules governing bus transportation. These policies have been established for the safety of your child and your cooperation is needed. Specific bus rules were distributed on the first day of school in the transportation brochure.

All kindergarten, first, and second grade students are asked to participate in the Student Tag Program. This program improves the safety and security of all kindergarten, first, and second grade students whose parents choose to participate. According to KCS Transportation policy – when a child must have safety tags remade, be brought back to school, or taken to the bus terminal in order to wait for parental pick up, the following actions will be taken:

1st Violation: WARNING and lunch detention. 2ND Violation: The student loses bus privileges for one week. 3rd Violation: Parent will be notified by the school that their child is no longer eligible to participate in the identification safety tag program and will be denied transportation privileges for the remainder of the year. In order for a child to be allowed transportation privileges, the parent must sign another bus tag form opting out of the “Bus Identification Safety Tag Program”. Each participating student must wear an identification card while in transit. An authorized person must be present at the established bus stop, show the bus operator the appropriate matching identification card and receive the child at the door of the bus. All kindergarten students must be met at the bus stop. They will not be dropped off alone.

Use Of School Telephone

Students are not permitted to use the school telephone except in emergencies. Messages will be relayed from the office to pupils only if they are of an emergency nature.

Before any child leaves the building during school hours, it must be cleared in the office and you will need to sign your child out. The secretary will be glad to help you.

No student will be permitted to leave the building during or after school hours with anyone other than those people whose names are listed on the student's emergency card.