

**Student/Parent Handbook  
Transitional Kindergarten – Grade 4  
2024-2025**



**Alta Elementary School  
1009 Main Street  
Principal: Tim Scott  
Telephone: 712-200-1400**

**The mission of the Alta Schools is: "Together in Lifelong Learning."**

We believe that:

1. All students have the right to learn in a safe environment.
2. All students can learn.
3. Respect for all individuals is very important in our schools and society.
4. Community service is a valuable learning tool.
5. That proper balance is necessary between the academic and co-curricular programs in our schools.
6. Problem-solving, creative thinking and decision-making are all important skills for life-long learning.
7. Leadership opportunities are important experiences for our students.
8. Students need positive experiences.
9. All students should be challenged to reach their optimal abilities

Dear Parents:

Welcome to AltaElementary School.

The Alta-Aurelia Community School sees education as a family and school endeavor where parent, child and the teaching staff work together to help each student enjoy school while achieving his/her maximum potential. We believe that this team approach maximizes the resources available to the child and will help to create a lifelong interest in learning. Education is the key to a successful life and grades kindergarten through fourth are extremely important in forming the student's basic educational foundation and attitudes toward learning. We seek your support and input into our educational programs.

On the following pages you will find important information regarding school policies and procedures. We encourage you to call us when you are uncertain about a school situation, as most things can be worked out through open communication. Our staff will make every effort to provide the best education for your child. Call if you have any questions. Go Warriors!

Tim Scott  
Alta Elementary Principal  
712-200-1400

## **Table of Contents**

Staff	2
Personal Conduct	3
Statement Requesting Parent Support	3
Supplemental Instruction	3
Health Services	3
Books and Equipment	3
Telephone/E-mail	3
School Day	4
School Hours	4
Attendance Policies	4
Absences	5
Bus Transportation	5
Loading & Unloading Students	5
Inclement Weather	6
Bicycles	6
Change in End of Day Destination	6
Access Rights - Parents	6
Discipline	6
Dismissal from Class	6
Grade Reporting	7
Class work	7
Homework	7
Parent-Teacher Conferences	7
Emergency Drills	7
Security for Students	7
Requests for Teachers	7
Testing	7
Birthday Parties	8
Birthday Books	8
Classroom Observation/Visits	8
Snacks during School	9
Breakfast and Lunch	9
Lost and Found	9
Dress and Appearance	9
P.E. Dress Requirements	9
Media Center - Library	10
Confidentiality	10
Home/School Communication	10
Character Education	10
Music Classes for K-4	11
Equal Educational Opportunity	11
School Pictures	11
Online Policy	11
Recess	11
Mandatory Reporters	12
Sexual Harassment Policy	12
Harassment and Bullying	12-13
Parent Complaint Procedure	14

## Staff

Tim Scott	Principal
Cassidy Heller	Secretary
Denise Hull	Pre-school
Abbey Piercy	Pre-school
Lesa Tokheim	Transitional Kindergarten
Allison Robbins	Kindergarten
Keisha Trimble	Kindergarten
Leah Lindsey	Grade 1
Falisha Nelson	Grade 1
Cary Friedrich	Grade 2
Wendy Cavazos	Grade 2
Ashton Peterson	Grade 3
Jennifer Swanson	Grade 3
Sherry Harms	Grade 4
Sherry DeRoos	Grade 4
Ashley Lovell	Special Education
Amanda Lytle	Special Education
Heidi Kies	Title Teacher
Elizabeth Peterson	Art
Ariel Huseman	Vocal Music
Kara Nielsen	Guidance Counselor
Chris Reinert	Physical Education
Jennifer Lopez	English Language Learners
Lorie Lockwood	Media Center
Peg Hinkeldey	School Nurse
Heather Binder	Teacher Associate
Melonie Glienke	Teacher Associate
Nadine Burkhart	Teacher Associate
Ellen Bell	Teacher Associate
Nicole Horn- Jones	Teacher Associate
Sally VanHouten	Teacher Associate
Ami Glover	Food Service
Tracy Nevill	Custodian
Dani Borjas	Custodian
Morgan Van Houten	Transportation Director

### **Personal Conduct**

Your actions determine what others think of you and your school. Conduct yourself as a lady or gentleman. While your school is serving as a host to visitors, be a gracious host. Good manners are to be practiced at all times until they become a regular part of your daily lives.

### **Statement Requesting Parent Support**

It is the feeling of the Board of Education and Administration that the school needs the support of all parents in upholding the rules and guidelines which have been established for our school.

### **Supplemental Instruction**

The Alta Elementary School has two Title I instructors to provide students with additional reading instruction. Students who have a learning disability, emotional disability, or another handicap are scheduled into the Resource Room. Prairie Lakes Area Education Agency staff assists our students with speech and language instruction, psychological and social needs. We also provide supplemental instruction in our Media Center, Computer Room, English Language Learners, and Talented and Gifted.

### **Health Services**

At the beginning of each year, a form requesting health and emergency information is filled out for each student. All pupils are required to have their immunization cards or the appropriate waiver certificate turned in. The nurse would prefer communication with any health concerns as they arise. The Medication Policy is outlined in the district's monthly newsletter at the onset of each school year.

### **Books and Equipment**

Each student is responsible for caring for and returning all books and equipment received. Payment must be made for lost or damaged items. Students may not possess the following items on school property without the explicit permission of a teacher or administrator:

- Valuable items such as MP3, Game Boys, rollerblades, skateboards, etc..
- Weapons, look-a-like weapons, guns, knives, screwdrivers, and/or other items designed or easily used to cause physical harm.
- Animals, pets, etc.

### **Telephone/Cell phones/E-mail/Tracking Watches**

Students are not to use cell phones in the classrooms unless the teacher gives explicit permission for students to use them for an educational purpose. Cell phones are expected to remain in student backpacks during the school day.

Teachers are available to talk on the phone before or after school. **Please do not call them directly during the day as time on the phone is time away from students.** You may leave a message with the secretary at any time. Cell phones are to be used on a limited basis during the school day. If you send messages to teachers via e-mail or text, they may not respond immediately. Please do not send a message for an appointment or plans for going home the same day – it may be missed until it is too late. Please allow at least 24 hours for a response to email concerns.

### **School Day**

7:45 am	Breakfast is served
8:10 am	All students may enter rooms
8:25 am	Tardy bell rings
8:25 am	Pledge/Announcements
8:30 am	Classes begin
9:45 & 10:00 am	Recess
10:50 -11:30 am	Lunch dismissals
12:00 pm	Class resumes for Grades Jr. K-2
12:20 pm	Class resumes for Grades 3-4
3:00-3:20 pm	Recess – Grades Jr. K-3
3:25-3:30 pm	All students dismissed

If students are leaving before bus departure, or arrive at school after 8:25, a parent must come inside the building and sign them out/in. **Parents must check-in at the office. Please do not go directly to the classroom when school is in session.**

### **School Hours**

Unless your child is enrolled in the Before School Program, **they should not be dropped off prior to 7:45 a.m. before school starts each day. They are to leave by 3:40 p.m.** or they will be sent to the Warriors After School Program (AWA). This is for your child's safety, as these are the time's supervision is available. At 7:45 a.m. students should go directly to the lunchroom after stopping at their lockers.

### **Attendance**

Iowa law requires that all children between the ages of 6 and 16 be educated. It is the responsibility of parents/guardians to see that their children fulfill this legal compulsory education requirement through public, nonpublic or competent private instruction. School at Alta-Aurelia begins at 8:15 am and dismisses at 3:15 pm.

Missing a day or two of school may not seem like much, but absences add up quickly! When a student misses 2 days a month....

They will miss approximately 20 days a year (13% absenteeism).

They will miss approximately 30 hours of math over the school year.

They will miss approximately 60 hours of literacy over the school year.

They will miss over 1 year of school by graduation!

Students are either absent for a full day or a half day. Arriving at school after 9:30 AM or leaving before 2:00 PM will be considered a half day absence. The following procedures will be used to address habitual attendance concerns beginning when the number of absences meets or exceeds 10% of the total number of student days:

10% - Letter from the school notifying parents of the attendance concerns

15% - Home visit from the school and an Attendance Success Plan created with the student and parents/guardians

20% - The student's attendance records will be shared with the office of the Buena Vista County Attorney

### **Attendance Procedures:**

Unplanned Absence (illness, family emergency, etc)

- Parents are to notify the office by 9:00 A.M. on the day of an unplanned absence by calling 712-200-1400. If notification is not received by 9:00 A.M. an attempt will be made to reach parents by phone.
- Should the student develop a questionable pattern of absences, school administration may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

Planned Absence (family vacation, medical appointment, funeral, etc)

- Parents are to notify the school at least one day in advance.

Tardies:

- **Five** tardies to class will equal one absence.
- Tardiness extends up to 8:45 AM. Beyond that it will be considered an absence.

### **Bus Transportation**

Transportation to school is provided for many of our students. It takes the cooperation of all bus riders to make it as safe and pleasant as possible. The bus driver has complete charge of a student's conduct while riding the bus. Please notify the school or the bus driver by phone or note of any changes in your child's plans to ride the bus. A copy of the bus rules will be sent home.

### **Loading and Unloading Students**

Walkers and children being picked up will dismiss out of the East doors of the Elementary at 3:25. Please use the swimming pool parking lot when picking up your child. Bus students dismiss out the Westside (front entrance) at 3:30.

The City of Alta has posted NO U-TURN signs on Main Street in front of the Elementary School. The safety of your children is our primary concern. Parents are asked to observe the yellow NO PARKING ZONE to allow space for loading and unloading buses.

### **Inclement Weather**

Please listen to KAYL & KICD radio, or KCAU and KTIV television for a late start and early dismissal announcements. Also, please check the monthly calendar sent home in the newsletter for early dismissals for staff development and make arrangements in advance so your child knows where to go in case of early dismissal due to weather.

School Alerts - If weather is inclement, students will stay at school with staff until conditions improve. Parents are encouraged to sign up for weather alerts at [www.ktiv.com](http://www.ktiv.com) or snowcap at <http://www.snowcaponline.net/siouxland.php> for weather-related announcements.

### **Bicycles**

If parents approve, students may ride their bicycles to school. The school cannot provide supervision of the bicycles and will not assume responsibility for them. Please remind your child to follow good safety practices when riding to and from school. Skateboards are not allowed on school grounds for safety reasons. Please park bikes in the bike rack.

### **Change in End of Day Destination**

If a change needs to be made in a student's usual destination at the end of the school day, written permission is required from the parent. Please send this note to school with the student or call the school. **Because teachers may not be able to check phone messages or e-mails on a regular basis during instructional time, phone calls or e-mails to classroom teachers to change a student's destination may not be received before the end of the day. Phone calls or e-mails to the Office to change a student's destination should be made before the last forty-five minutes of the school day.**

### **Access Rights – Custodial/Non-custodial Parent Policies**

Unless we have a copy of a court order that specifies restraints against the parental rights of the non-custodial parent, the school will assume that both parents may continue to exercise parental rights.

### **Discipline**

#### **DISCIPLINE OF STUDENTS WHO MAKE THREATS OF VIOLENCE OR CAUSE INCIDENTS OF VIOLENCE**

### **Introduction**

The 2023 Iowa Acts, chapter 96 (House File 604), signed by Governor Reynolds on May 26, 2023, requires the Iowa Department of Education to develop and distribute a model policy for school districts and charter schools that, if adopted, satisfies a school district's or charter school's responsibilities under Iowa Code 279.79 established by the Act. These model policies are intended to support a school district and charter school in meeting the requirements of new Iowa Code section 279.79 and in developing policies for different grade levels that describe how a school district or charter school may discipline a student for making a threat of violence or causing an incident of violence that results in injury or property damage or assault.



Districts are required to:

- Publish the district policy on the district website (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).
- Provide each parent or guardian with a copy of the policy and require the parent or guardian acknowledge receipt of the policy in writing or electronically (2023 Iowa Acts, chapter 96 (House File 604), sec. 8).

## **Discipline Policy**

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).

Students will conduct themselves in a manner fitting their age, grade level, and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and tailored to the age, grade level and maturity of the student.

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 3).

## **District Response to a Threat or Incident of Violence by a Student Reporting a Threat of Violence or Incidence of Violence**

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the Iowa Department of Education 2 incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the

administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

### **Threat of Violence**

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

### **Incident of Violence**

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

### **Injury**

Injury means "physical pain, illness or any impairment of physical condition." State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

### **Property Damage**

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

### **Assault**

Assault means when, without justification, a student does any of the following:  
an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1)

## ESCALATING RESPONSES BY GRADE LEVEL:

### PK-4

Level 1	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses may include any of the following: <ul style="list-style-type: none"> <li>o Parent or guardian conference that includes the student, when appropriate;</li> <li>o When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>o Behavior intervention student agreement coupled with another response(s);</li> <li>o Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>o Detention; and/or</li> <li>o Temporary removal from class. • Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.</li> </ul> </li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses to the incident may include the following: <ul style="list-style-type: none"> <li>o Parent or guardian conference that includes the student, when appropriate;</li> <li>o When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>o Behavior intervention student agreement coupled with another response(s);</li> <li>o Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>o Detention; o Temporary or permanent removal from extracurricular activities;</li> <li>o Temporary or permanent removal from class; o In-school suspension;</li> <li>o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.</li> </ul> </li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses to an incident may include the following: <ul style="list-style-type: none"> <li>o Parent or guardian conference that includes the student, when appropriate;</li> <li>o When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>o Behavior intervention student agreement coupled with another response(s);</li> <li>o Restitution or opportunities to repair relationships coupled with another response(s).</li> <li>o Detention; o Temporary or permanent removal from extracurricular activities;</li> <li>o Temporary or permanent removal from class; o In-school suspension;</li> <li>o Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle;</li> <li>o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or</li> <li>o Recommendation for expulsion.</li> </ul> </li> </ul>

The PBIS (Positive Behavioral Intervention and Supports) framework will be used at the Alta Elementary School to support appropriate student behaviors. PBIS is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. This provides a positive behavior support for all students within the school and is implemented in areas including the classroom and non-classroom settings (such as hallways, lunchrooms, and restrooms). More information is available upon request.

### **Dismissal From Class**

When a student is dismissed from class for disciplinary reasons, a report will be made of the incident and parents notified. After a second time, a student will not be allowed to return to class until a conference has been held with the parents and teacher.

### **Grade Reporting**

A combination of letter grades and non-letter grades are used on our report cards. The cards go home once each quarter with evaluations, attendance, and teacher comments. Please sign and return the report card envelope for the first three quarters.

### **Class Work**

The grades earned in school become a part of a permanent record that follows students the rest of their lives. Their primary purpose in school is to learn the skills needed later in life. It is the student's responsibility to complete all classwork on time. Otherwise, credits are lost. Students must do satisfactory work to be allowed to move on to the next grade level.

### **Homework**

Homework may be assigned to students. Good homework is one part of improved learning and allows parents to become involved in their child's education. Most of a pupil's work can be completed at school if time is used wisely.

### **Parent-Teacher Conferences**

Conferences are held after the first and third quarters each year. The times are designed to meet the needs of working parents. A parent may also request a conference at any other time by calling the school or the teacher to arrange a convenient time.

### **Emergency Drills – Fire, Lockdown and Tornado**

Fire, lockdown, and tornado drills will be held at intervals throughout the school year. These drills are important to each student's welfare and should be taken seriously by the student. Safety procedures for all drills will be explained to students.

### **Security for students – Locked Doors**

All entrances will remain locked during the school day. Some doors will be open periodically during the day for morning arrival and recess.

### **Requests for Teachers**

Parent requests will be considered, but not guaranteed. Much thought and consideration are put into developing balanced classrooms that are best for ALL students.

### **Testing**

The FastBridge state reading and math tests will occur three times a year. September, January, and May. The Iowa Assessments will be given to 3rd and 4th-grade students during the school year. The date these are given will vary.

### **Birthday Parties**

**Students may hand out invitations for parties at school IF everyone in the class is included.** Boys may invite just boys or girls just girls. No addresses or telephone numbers will be given out from the office pertaining to this or any other request.

### **Birthday Books**

If you would like to honor your child on his/her birthday, you may place a book in our library in his/her honor. Our librarian will suggest an appropriate book to buy. We will place a bookplate in the book indicating that it was presented to the Alta School Library in honor of your child's birthday and invite your child to a Book Birthday party in the library at the end of the year. This is a great way to do something special for your child and our school library at the same time.

### **Snacks During School**

Students are asked not to bring gum, candy, pop, or other snacks to school. The snacks provided for a birthday party or holiday parties are an exception to this rule. Please be aware we are a Peanut Aware school, and you should check with your student's teacher to see if any classmates have peanut allergies. Snacks are to be eaten only during the party. Preschool, TK, and Kindergarten have their own snack program.

### **Breakfast and Lunch**

The cafeteria is maintained for those who purchase school lunches or bring their lunch from home. Parents and special guests who eat lunch are required to pay for lunch at the time of purchase. Breakfast is served at 7:45 a.m.

The Alta Elementary School requests that students limit bringing food and beverages into the school building and that it is not stored in lockers. With the exception of a sack lunch, food should not be brought into the building. Food from outside vendors, such as Casey's, Subway, or Pizza Hut, cannot be brought into the lunchroom for lunch unless it is packaged in containers from home.

### **Lost and Found**

Lost and Found items are located outside the Office. Feel free to check periodically. Unclaimed items will be sent to charity. Labeling all items reduces the chance of loss.

### **Dress and Appearance**

The A-A CSD reserves the right to insist that the dress and grooming of students are within the limits of generally accepted community standards and that students shall be required to show proper attention to personal cleanliness.

The A-A CSD guidelines have been established as:

1. No clothing advertising alcohol, drugs, tobacco products, offensive designs, gang symbols, or obscene language.
2. Shoes or sandals appropriate for safety and comfort must be worn at all times.
3. Children should be dressed appropriately for recess periods outside, i.e. boots, coat, hat, gloves for Iowa weather. **Please make sure all items are marked.**
4. Unnecessarily tattered or frayed clothing is not acceptable. The Principal shall retain the authority to grant exceptions for special occasions and/or special conditions.

Failure to comply will result in the following action:

1. Parent(s) notified
2. Clothing changed

### **P.E. Dress Requirements**

All students, K-8, will be required to have tennis shoes for Physical Education class. These shoes must be kept at school. Students will change into these shoes specifically for Physical Education classes. Shoes must be non-marking. Physical Education shoes will NOT be worn outside. Shoes must have a back on them and should not have a platform bottom. Tie shoes are preferred, as slip-ons tend to stretch out and children cannot keep them on.

### **Media Center – Library**

Alta Elementary School has an excellent collection of books and audio-visual materials for students to use. We have a librarian and associate who provide pupils with instruction in library skills and assist them in viewing the materials. All students can check out books and they will be returned weekly for more books. Videos will not be checked out during school hours.

### **Confidentiality**

All Alta School District employees are required to comply with the Family Education Right to Privacy Act. This ensures all students and families confidentiality of information regarding the student and his or her educational records. Information will only be shared on a “need to know” basis to employees and other school officials as well as authorized federal and state agencies and authorities as defined by the law. The law prohibits disclosure of specific information to non-employees or employees without a “need to know” unless appropriate consent is acquired from the parent or legal guardian.

### **Home/School Communication and Involvement**

At Alta, we are committed to open and honest communication. If there is information regarding school activities or changes in schedules, etc., every effort is made to keep the parents informed by sending letters home with students. All parents are given the opportunity to participate in their child's education in the following ways:

- Meet and Greet Conferences
- Parent-Teacher Conferences
- Warrior News Letter sent out on Fridays
- Teacher/Office e-mail
- Monthly School newsletter
- Parent visits and conferences (upon request)

We pride ourselves on a warm and inviting campus where everyone feels at home. Stop by and visit sometime. Just give us a call so we can be ready for you!

### **Character Education**

Our character education program provides students the opportunity to gain experiences through classroom activities, lessons, and literature relating to trustworthiness, respect, responsibility, caring, fairness, and citizenship.

### **Music Classes for Elementary Students:**

Music education is part of your child's learning experience here at Alta Elementary School. Periodically throughout the school year, the students are involved in music concerts. As this is the equivalent to semester tests for the class, your child is expected to participate in the concerts. Concert dates can be found on the master calendar. Blue notes will be sent home prior to each concert with information regarding dress code and arrival times. There will also be a notice in the newsletter prior to each concert.

### **Equal Educational Opportunity**

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity, or marital status.

The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

### **School Pictures**

Individual school pictures are taken each year. You will be informed of the exact date so that your child will be ready for the picture. There is no obligation to buy these pictures. Pictures taken in the fall are used for the class composite. Therefore all students have a photo taken even if they are not purchasing the pictures.

### **Online Policy**

The use of electronic resources is supported provided that abuses do not occur. Access is a privilege that will be denied if used inappropriately. In addition, disciplinary and/or legal action may be taken. The Alta-Aurelia CSD website can be accessed at [www.alta-aurelia.org](http://www.alta-aurelia.org)

### **Recess**

A note is needed to stay in for recess. If the child needs to stay in longer than 2 days the nurse will be contacted unless there is a physician's excuse to stay indoors. Being outside in cold weather will not cause a cold or flu. Fresh air and exercise help the student perform better in the classroom. We live in Northwest Iowa where we can expect a normal amount of very cold weather. Parents should always make sure that children are properly dressed for this type of climate.

The following procedures will be used in determining if children should go outside for recesses:

Regular temperatures below zero degrees – Stay Indoors

Wind chill below zero degrees – Stay Indoors

### **Mandatory Reporting Policy**

As school personnel, we are all mandatory reporters. If there is any concern expressed by students we are required to call the Iowa Department of Human Services who then determine whether or not a case is founded.

### **Sexual Harassment Policy**

Sexual harassment is defined as verbal and/or physical behavior that is sexual in nature and perceived as unwelcome by someone. The K-12 school staff members have received training to make them aware of sexual harassment.

Sexual harassment in any form will not be tolerated. If violations occur, disciplinary action will be taken. Any discrimination on the basis of race, creed, national origin, sex, age, or handicap will not be tolerated.

If sexual harassment is reported by a student to a staff member, the following procedure will be followed:

1. A written report of the incident will be filed with the school principal.
2. The principal and school nurse will investigate the incident.
3. Parents of both parties will be informed.
4. A decision on the action to be taken will be made by the principal.



### **Harassment and Bullying**

Harassment and bullying of students are against federal, state and local policy, and will not be tolerated – this includes harassment, bullying, hazing or any other victimization of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual preference, political belief, socioeconomic status, or familial status. This is in effect while students are on property within the jurisdiction of the Alta Community School District; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student will be disciplined by appropriate measures up to, and including suspension and expulsion.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Also if harassment and bullying

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

An incident of bullying or harassment must be reported to a school official.

Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including suspension and expulsion.

The complete policy and procedure for reporting can be obtained from the Principal's or Superintendent's office.

## PARENT COMPLAINT LANGUAGE FOR HANDBOOKS

Parent/ Guardian concerns and complaints should be addressed at the level closest to where the issue occurred. For example, a classroom issue should be addressed with the teacher involved. If not resolved there, the building principal should be contacted next. Next in line is the superintendent, then members of the school board. Finally, a formal request of or complaint may be made to the school board through the superintendent's office.

In the event that the issue is not resolved at the District level, parents or guardians may elect to call the Iowa Department of Education. Parents or guardians who call the Department are generally provided with the contact information for the [school improvement consultant](#) who serves their area of the state. Consultants ask the same questions of all parents to determine how to handle their concerns, many of which help inform parents of potential next steps. In general, before the Department can or should take action that interferes with the local process for dispute resolution, parents should exhaust all opportunities available to them to settle disagreements by engaging with the district.

If the Department is contacted about any of the following, intervention may be required:

- Potential violation of the rights of a student with a disability, including bullying
- Potential bullying or harassment of a student on the part of a staff member
- Potential harm to a child or student
- Any other act in disregard of legal requirements that places students or staff at risk

# 2024-2025 Master Calendar – Aug. 23 Start

Summary of Calendar:  
 Days/HRS in classroom:  
 First Semester.....87/566  
 Second Semester.....89/582.5  
 Total Days/HRS.....176/1148.5

## CALENDAR LEGEND

New Teachers Begin	
Begin of Quarter	
End of Quarter/Semester	
Holidays	
Vacation Days	
PD/Inservice	
Pre-worked contract day	
P/T Conf	
Last Days	

## HOLIDAYS:

Labor Day	09/02
Thanksgiving Day	11/28
Christmas Day	12/25
New Year's Day	1/1
Easter	4/20

## Professional Dev. Days

August 20-22  
 October 9  
 January 20  
 February 17  
 May 27

\*Note: In-service days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed.

## Weather Makeup Days in order:

April 17  
 May 27  
 May 28  
 May 29  
 May 30  
 June 2  
 June 3  
 June 4  
 June 5  
 June 6

\*All dates are subject to change with School Board approval.

August 2024						Student Days/Hrs
M	T	W	TH	F		
11	12	13	14	15		
19	20	21	22	23		116.5
26	27	28	29	30		67.9
September 2024						9 tch day
2	3	4	5	6		10.95
9	10	11	12	13		15.97.5
16	17	18	19	20		20.127.5
23	24	25	26	27		25.169
30						26.194.5
October 2024						29 tch day
1	2	3	4			30.192.5
7	8	9	10	11		34.218.5
14	15	16	17	18		39.251
21	22	23	24	25		44.283.5
28	29	30	31			49.307
November 2024						52 tch day
				1		49.313.5
4	5	6	7	8		53.347.5
11	12	13	14	15		58.380
18	19	20	21	22		63.412.5
25	26	27	28	29		68.425.5
December 2024						71 tch day
2	3	4	5	6		70.458
9	10	11	12	13		75.491
16	17	18	19	20		80.523.5
23	24	25	26	27		
30	31					86 tch day
January 2025						
	1	2	3			91.533.5
6	7	8	9	10		96.566
13	14	15	16	17		101.598.5
20	21	22	23	24		106.631
27	28	29	30	31		111.663.5
February 2025						117 tch day
3	4	5	6	7		117.689.5
10	11	12	13	14		122.722
17	18	19	20	21		127.754
24	25	26	27	28		132.786.5
						137 tch day
March 2025						
3	4	5	6	7		137.813
10	11	12	13	14		142.846
17	18	19	20	21		147.878.5
24	25	26	27	28		152.911
31						157.943.5
April 2025						163 tch day
	1	2	3	4		163.975.5
7	8	9	10	11		168.100.5
14	15	16	17	18		173.133
21	22	23	24	25		178.165.5
28	29	30				183.198
May 2025						189 tch day
			1	2		183.230.5
5	6	7	8	9		188.263
12	13	14	15	16		193.295.5
19	20	21	22	23		198.328
26	27	28	29	30		203.360.5

Aug 19 – New Staff Orientation  
 Aug 20, 21, 22 – Teacher In-Service/PD  
 Aug 23 – First Day of School for 6-12  
 Aug 23, 26 – Meet & Greet PS-5  
 Aug 27 – TK-5 Start

Sept 2 – Labor Day (No School)  
 Sept 16 – Prof. Dev. (12:50 Dismissal)

Oct 9 – Prof. Dev. (No School)  
 Oct 25 – End 1<sup>st</sup> Quarter  
 Oct 30 – Prof. Dev. (12:50 Dismissal)

Nov 4, Nov 7 – PT Conferences (4-8 pm)  
 Nov 8 – No School (Comp Day)  
 Nov 27 – Vacation Day (No School)  
 Nov 28 – Thanksgiving (No School)  
 Nov 29 – Vacation Day (No School)

Dec 11 – Prof. Dev. (12:50 Dismissal)  
 Dec 23 – Jan 1 Christmas Vacation (No School)  
 Dec 25 – Christmas Day (No School)

Jan 1 – New Year's Day (No School)  
 Jan 2 – School Resumes  
 Jan 10 – End 2<sup>nd</sup> Qtr/End 1<sup>st</sup> Semester  
 Jan 13 – Begin 3<sup>rd</sup> Qtr/2<sup>nd</sup> Semester  
 Jan 20 – Prof. Dev (No School)

Feb 17 – Prof. Dev. (No School)

Mar 5 – End of 3<sup>rd</sup> Quarter  
 Mar 11, Mar 13 – P/T Conferences (4-8 pm)  
 Mar 14 – No School (Comp Day)

Apr 9 – Prof. Dev. (12:50 Dismissal)  
 Apr 17 – Spring Break (1<sup>st</sup> snow makeup)  
 Apr 18 – Spring Break (No School)  
 Apr 21 – Spring Break (No School)

May 7 – Prof. Dev (12:50 Dismissal)  
 May 16 – Last Day for Seniors  
 May 18 – Commencement  
 May 23 – Last Day of School  
 May 26 – Memorial Day  
 May 27 – Prof. Dev Day