



August 2017

Dear Families:

Welcome to our ninth year of the **Altoona 4K All Aboard** program! We are so excited for another successful school year and glad that you have chosen to enroll your child in one of our community site classrooms for the 2017-2018 school year!

Our vision is that all of Altoona's young children and their families deserve ongoing opportunities to reach their optimum potential. Parents are an essential part of a child's development. We encourage you to visit your child's classroom and be an active participant in their school activities. All of our 4K classrooms are enriched play-based environments that encourage individual exploration, discovery, and hands-on learning! We focus on the whole child, including their development in language, cognition, literacy, math, social-emotional skills, music, physical development, art, social studies, and science and technology.

Our mission within the Altoona 4K All Aboard program is to support and nurture the social and educational growth and development of all children and their families by providing quality learning experiences. On behalf of the Altoona School District, the Altoona 4K Directors and Teachers, and the Altoona Children's Council, I want to wish you and your child a wonderful school year!

Sincerely,

Laura Trachsel

Laura Trachsel, Altoona 4K Coordinator
Altoona School District
Email: ltrachsel@altoona.k12.wi.us
715-839-6050 ext. 209

Table of Contents

Student Placement	3
Student Enrollment and Records	3
Curricula	3
Student Assistant Teams (SAT)	3
Class Sizes	4
Health Information	4
Attendance	5
Custodial/Non-Custodial	5
Change of Information	5
Cancellations/Emergency	6
Emergency Crisis Action Plan	6
Faith Based Instruction	6
Transportation	6-7
Student Drop Off/Pick Up at the 4K Center	7
Visiting 4K Sites	7
Parent/Volunteer Opportunities	7
Parent Teacher Conferences/Student Progress	8
Transition to Kindergarten	8
Delayed Placement for Five Year Olds	8
Repeating 4K	9
Toys and Other Personal Items	9
Bullying Policy	9
Weapons Policy	9
Student Dress	9
Child Abuse and Neglect	9
Non-Discrimination Policy	10
Confidentiality	10
Contact Information	10-11
Appendix A- Bullying Policy	11-13
Signature Page/Early Dismissal Plan	14

Student Placement

While program placement is the responsibility of the school district, program officials will try to honor the first-choice location and time requested by parents/guardians.

Student Enrollment and Records

Student is considered “enrolled” only after all school district and 4K site forms are completed. When the child transitions to kindergarten, his/her enrollment information and records will be transferred to the school (public or private) that the child will attend.

Curricula

The School District of Altoona’s 4K curriculum aligns with the Wisconsin Model Early Learning Standards (WMELS) and the 5K Common Core Standards. All 4K sites and teachers use the *Creative Curriculum for Preschool* as a guide to foster growth in social-emotional development, language and communication, cognitive skills and general knowledge, health and physical development, and self-help skills.

The Creative Curriculum for Preschool is a play-based curriculum. It is designed to allow children to experience success in 4K, and to prepare them for future educational success. *The Creative Curriculum System*:

- Is linked to an assessment system that parents/guardians can access.
- Helps teachers to know what to teach, why to teach it, and how children learn best.
- Enables teachers to respond to the individual needs and learning styles of all of the children in their classrooms.
- Identifies the cognitive, social-emotional, language, literacy, physical, math, social studies, arts, and science and technology content taught by our teachers. It relates directly to the subject areas that are used in elementary schools, so children’s learning in 4K provides the foundation for the learning that will follow.

All Altoona 4K classrooms also utilize *Second Steps*, a research-based social and emotional skills curriculum. The activity-based lessons help children gain language and communication skills as they learn to identify feelings, solve problems, and get along with others.

A third curriculum that all Altoona 4K classrooms use is *Handwriting Without Tears*, which draws from research to provide developmentally appropriate, multi-sensory tools and strategies for children to actively practice forming letters.

Student Assistance Team (SAT) Process

4K teachers will participate in a collaborative problem-solving process called SAT, which is used at Altoona Elementary School. Staff will discuss, plan, and implement classroom interventions for students, and collect data about their effectiveness.

Class Sizes

The maximum number of 4K students per classroom is 20. The staff-child ratio in 4K classrooms will not exceed 1:10. Any exceptions must be reviewed by the Altoona Children's Council 4K Committee, which will make a recommendation to the School District of Altoona Administrative Council. The Administrative Council makes the final decision regarding exceptions.

Health Information

If your child has a special health concern or problem, it is important that this information be relayed to the 4K teacher and/or the school nurse at 839-6031 ext. 475. This will assist staff in helping your child in normal school activities and in meeting any health needs. School district health resources, including the Wellness Policy, can be accessed at www.altoona.k12.wi.us/District/policyjkhk.cfm

We believe every child should attend school in good health so that their experiences will be successful. Proof of a current health examination must be on file within 30 days of enrollment in the 4K program and all immunizations brought up to date. To keep your child well protected from communicable diseases and serious illnesses, routine immunizations and boosters are required.

If your child has a fever or shows signs of illness, the student should remain at home. As each 4K site has their own specific illness policy-check with your site for details.

First aid given at 4K sites is for temporary care only. No matter how minor the injury, the parent should check the injury at home and provide follow-up care or consult a healthcare practitioner as needed.

4K program staff will only dispense medication if absolutely necessary. Written authorization from a healthcare practitioner and parent/guardian will be required for prescription medications to be dispensed by trained designated staff. This authorization form is available at the 4K site. Non-prescription medications will be dispensed only upon written authorization from a parent/guardian. The authorization shall identify the medication, the dosage, and the frequency of administration. Diagnosis and treatment of illnesses are not the responsibility of 4K staff.

Medication given at the 4K site must have the following information printed on the container:

- Child's full name
- Name of the drug and dosage
- Time to be given
- Health care practitioner's name
- Name and telephone number of pharmacy

Medication must be directly handed from the parent/guardian to an adult staff member. It cannot be transported in the child's backpack. Duplicate medication bottles are available from local pharmacies upon request.

Attendance

For students to gain the most benefit from the Altoona 4K All Aboard program, it is important that they attend school on a regular basis. If you know your child will be absent due to illness or other reasons, please contact your child's teacher as specified below. If your child is not ill and there are no special circumstances, we will expect your child to return to school the next day. **If your child is absent for 2 consecutive weeks without notice or special arrangements, they will be withdrawn and their spot may be given to another child.**

If your child will be absent from school, it is important that you do the following:

- Please call Student Transit at 715-839-5116 if your child will not be riding the bus to or from 4K.
- Call your child's 4K site as early as possible to let them know that your child will not be at school, preferably prior to the start of the school day.
- If you leave a message, make sure you leave both your name and your child's name.
- Let the 4K site know about how long you expect your child to be absent from school.

Custodial/Non-Custodial

Regardless of the family situation, we encourage parents to stay positively involved with their children's educational program and school life. It is the parent/guardian's responsibility to provide the 4K site with a copy of the most current court order affecting their child. Both parents will be considered to have equal rights to the child, unless a court order specifies otherwise.

Change of Information

Please let your 4K site know as soon as possible if your family has a change of:

- Address
If the move is to an address located in another school district, you may be eligible for a tuition waiver to continue in the school district program-contact Joyce Orth at 839-6032 to find out if you qualify.
- Telephone number
- Emergency contacts - change of person or telephone numbers. (Please let the people you choose as emergency contacts know that you are listing them as emergency contacts.)
- Court order related to custody agreements

Cancellations/Emergency

School cancellations, delays and/or early dismissals will be announced via the Skyward/School Messenger notification service. School Messenger is a communications system that allows the District to quickly send mass notifications to parents, students, and employees by phone, e-mail and/or text message. Information will also be posted on the website, and on local radio/TV stations. **If there is a 2-hour delay, there will be no A.M. or P.M. 4K that day, due to busing constraints.** If school is cancelled, all Altoona 4K events scheduled that day will also be cancelled. **Please provide the 4K site with a written plan for your child indicating what to do if there is an early dismissal. (See last page).**

Emergency Crisis Action Plan

Each 4K site has an individual crisis plan. Check with the site for details.

Faith Based Instruction

Faith based instruction will be provided to children outside of the 4K programming hours at the discretion of the site.

Transportation

Four year olds seem very young to be on their own, and yet with parent/guardian support, excellent bus drivers, caring teachers, and school district officials all working together the bus ride can be a fun, rewarding and safe experience for your child. Four year olds will be given priority placement at the front of the bus while older children will be placed further back. At the end of the route, the driver will physically check the bus.

- **Please call Student Transit at 715-839-5116 if your child will not be riding the bus to or from 4K.**
- Bus transportation must be to a consistent location, preferably to/from the child's primary address (i.e. home).
- No bus deviations are allowed. For example, if your child wants to invite a friend home after school, transportation becomes the responsibility of the parent. Children can only ride on the bus in which they are assigned.
- A child will be transported directly to and/or from the 4K session in the morning or afternoon. For example, a child can ride the bus directly to the 8:15 am session of 4K. However, if the child attends the childcare setting at 7:30 and the 4K session starts at 8:15 am, then transportation is the responsibility of the family.
- Long term changes in bus pick-up/drop-off location to accommodate special circumstances must be requested in writing.
- School personnel will try to accommodate special needs that arise from an emergency situation. Such requests would, by nature, be singular and non-repeating. Parents/guardians should contact the 4K site if an emergency occurs.
- **When your child is dropped off at your home or childcare location, an adult must meet the bus driver. The adult who meets the child must be on the emergency release form.**

If the adult is not on the release form, the child will not be allowed to go with that person. (When your child is dropped off at home, a sibling over the age of 12 listed on the release form is permitted to receive him/her).

- If no adult or sibling over age 12 is present, your child will not be released from the bus. In that circumstance, he/she will stay on the bus until the route is completed and the Student Transit will contact you to let you know that your child was kept on the bus. After the driver completes the route, your child will be taken to Little Star Daycare located at 2245 Hayden Avenue, Altoona. At the time of pickup, you will be expected to pay all associated childcare costs at Little Star. If the problem continues, more serious consequences will occur.
- **Please know that the bus will not wait for any extended period of time for an adult to appear. In addition, the bus will not return to your stop, nor will a call be made to let you know the bus is approaching.**

Student Drop Off/Pick Up

Upon drop off or pick up, parents are required to make contact with a staff person and follow the 4K site's procedures.

Visiting 4K Sites

It is the responsibility of the staff and the administration to ensure that our 4K sites are a secure and safe place for all of our children. To do so, we need to know who is on the premises at all times. Visitors should make advance arrangements for a visit to the 4K site. Every effort will be made to accommodate a visitor's request unless it would be disruptive to the 4K program.

Parent/Volunteer Opportunities

The Altoona 4K Program recognizes that all parents/guardians are their child's first and most important teacher. Research has proven that parent/guardian involvement is essential to children's success during their years in school. When your child sees you at school you are telling your child that you feel their education is important. Volunteering at one of the 4K sites may include the following activities but is not limited to the items on the list. There may be site specific or situation specific opportunities for volunteering. Please discuss your plans or ideas with the site director.

In the classroom

- Read books in the classroom
- Sit at a snack table and talk with the children
- Have the children dictate stories
- Provide positive support for children
- Help with art activities
- Help on field trips
- Make snack

- Share your hobbies/talents/skills with the children (musical instruments, storytelling, painting, photography, cooking, baking etc.)
- Share your family traditions

Outside of the classroom

- Record stories for the children to listen to
- Repair items
- Word process newsletters/articles
- Cut out and color games
- Use your hobbies/talents/skills to enhance the classroom environment (painting, sewing, scrapbooking, organizing, and writing or any other hobby that may be helpful to the site)

Parent Teacher Conferences/Student Progress

Parents/guardians will be given the opportunity to participate in two scheduled parent-teacher conferences each year. Altoona 4K teachers look forward to this chance to meet with parents/guardians to discuss their child’s development and progress. This is also a time for parents/guardians to ask questions and share information with teachers. Please know that the teacher is available at any time during the year if you have questions or new information to share. Progress will be monitored three times per year through use of the *Creative Curriculum/Teaching Strategies GOLD* online assessment.

Transition to Kindergarten

One of the goals of Altoona 4K is to prepare children for success in kindergarten and beyond. Your child’s 4K teacher will plan activities that will help make this a positive transition for your child. If your child will be attending kindergarten at Altoona Elementary School, enrollment information and records will be automatically transferred to the elementary school. If your child will be attending a private elementary school or attending kindergarten in another district, please ask the new school to contact Altoona Elementary School (157 Bartlett Avenue, Altoona, WI 54720) to transfer the records.

Delayed Placement for Five Year Olds

The District’s 4K program is intended for children turning four years of age from September 1 through the previous September 2. The Kindergarten program is intended for children turning five years of age from September 1 through the previous September 2. Families requesting to delay kindergarten entrance and enroll their kindergarten-eligible child in the 4K program should contact the Altoona Elementary School principal to discuss the district’s procedures for delaying placement. Requests to delay must be made during the school year prior to enrollment.

Repeating 4K

Five year olds will not be retained in 4K unless such a decision is made by a collaborative team consisting of the child's parents, the 4K teacher, at least one Altoona School District administrator, and pertinent school district personnel (i.e. the school psychologist, the special education teacher, 4K Coordinator, etc.) A parent does not have the option of automatically enrolling a child for the second year in the 4K program.

Toys and Other Personal Items

The 4K site provides children with a variety of toys and learning opportunities. Please leave all personal items and toys at home. The 4K staff is not responsible for lost or missing items.

Bullying Policy:

The School District of Altoona is committed to providing a safe, positive, and respectful learning environment for all students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The complete School District Bullying Policy may be found in Appendix A.

Weapons Policy

Educating children about the seriousness of possessing weapons or facsimiles must be a joint effort between the school and home. As per board policy, no one shall possess, use, or store a weapon or a toy/look-alike weapon in or on school property, in school vehicles, or at school-related activities.

Student Dress

Student dress is an integral part of the educational process. We expect children to be dressed appropriately for school. Student dress should not disrupt the learning process within the classroom. To that end, students will wear clothing that covers their stomachs, chests, backs, buttocks, and undergarments. For safety reasons, children will be required to wear shoes indoors. It is especially important that your child is dressed appropriately for the cold weather conditions. During the winter months, students are required to wear winter hats, mittens, jackets, snow pants, and warm winter boots while outside.

Child Abuse & Neglect

Teachers, social workers, health care practitioners, nurses and child care workers are required by law to report suspected cases of physical abuse, sexual abuse, or neglect to the Department of Human Services (DHS) or the police department. If you have any questions about the mandated reporter law or what would be considered as child abuse or neglect, call the Department of Human Services.

Non-Discrimination Policy

The School District of Altoona does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. The School District of Altoona has complaint procedures that allow aggrieved persons to file a written complaint with Karen Henry, Director of Pupil Services, (715) 839-6224. The complaint procedure requires the District to acknowledge the complaint within 45 days and to issue a determination within 90 days, unless the parties otherwise agree in writing.

Confidentiality

Staff will never discuss a child's behavior or development with other parents or volunteers. It is expected that all 4K parents will follow this example, and not discuss children (other than their own) with volunteers or other 4K parents.

4K Sites/Directors

Altoona Early Education Center/ Head Start

Debbie Davis, Center Manager
701 7th St. W.
Altoona, WI 54720
715/832-5543
ddavis@altoona.k12.wi.us

Little Star Daycare

Krystina Schumacher, Director
2245 Hayden Ave.
Altoona, WI 54720
715/832-1513
krystina.littlestar@gmail.com

St. Mary's Elementary School

Carisa Smiskey, Principal
1828 Lynn Ave.
Altoona, WI 54720
715/830-2278
csmiskey@regiscatholicschools.com

Little School House of Altoona

Christine Redetzke, Director
2328 North Hillcrest Parkway
Altoona, WI 54720
715-214-6609
littleschoolhousealtoona@gmail.com

School District of Altoona Contacts

Laura Trachsel, 4K Coordinator	715/839-6050
Altoona Elementary Office	715/839-6050
Connie Biedron, Superintendent	715/839-6032
Joyce Orth, Open Enrollment Coordinator	715/839-6032
Student Transit, Transportation Provider	715/839-5116
Anita Schubring, School Nurse	715/839-6050

School District of Altoona Board of Education

Robin Elvig
Helen Drawbert
David Rowe
Mike Hilger
Brad Poquette

Appendix A

JBB

SCHOOL DISTRICT OF ALTOONA BULLYING, CYBER-BULLYING AND HAZING

- I. The School District of Altoona is committed to providing a safe, positive and respectful learning environment for all students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Therefore, all types of bullying, cyber-bullying, and hazing are prohibited and will not be tolerated. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.
- II. **Definitions & Conditions**
 - A. "Bullying" is defined as systematically or persistently inflicting physical hurt or psychological distress on one or more students. "Bullying" can include, but is not limited to:
 - Intimidation and/or harassment such as teasing, put-downs, cruel rumors, false accusations, name-calling or making threats;
 - Social alienation, exclusion and isolation such as shunning or spreading rumors;
 - Extortion;
 - Written notes, phone calls or electronic messages that are offensive, hurtful, slanderous, threatening, embarrassing intimidating, insulting, degrading, stereotyping;
 - Verbal aggression or verbal assaults which are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping;
 - Nonverbal or emotional threats or intimidation;
 - Any act, attempted act or threat of physical aggression such as assault on a student or attacks on a student's property.
 - Any act which threatens or intimidates any person or group because of sex, race, religion, national origin, color, disability, sexual orientation, age or other protected status.

"Bullying" includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and bullied. The behavior is typically repeated over time.

- B. "Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms and social websites (e.g. My Space or Facebook). Cyber-bullying is prohibited and treated the same as all other types of bullying.
- C. "Hazing" is defined as any intentional or reckless act which endangers the physical health or safety of a student, or is meant to induce pain or humiliation, or that results in property damage or theft and is directed against another student or students, for the purpose of being initiated into , affiliating with, holding office in, or maintaining membership in any organization, class, club or team sponsored or supported by a school or the school district regardless of students' willingness to participate.

- D. “Discriminatory Harassment” occurs when acts of bullying or hazing are related to , or motivated by a student’s sex , color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation or physical, mental, emotional or learning disability or any other basis protected by state or federal law. Such incidents shall be handled in accordance with Policy JB, *Student Discrimination and Harassment*.

III. **Prohibition**

Bullying is prohibited at school, on school premises, during school-sponsored activities, on school buses and at bus stops, or through the use of electronic, computer, and telecommunications messaging devices (cyber-bullying). Bullying, cyber-bullying, hazing, and/or harassment of any student are expressly prohibited in the following settings and/or circumstances:

- A. During any educational program or activity conducted by or sponsored in whole or in part by the school or school district.
- B. While being transported on a district provided bus or any other district vehicle.
- C. Accessed, created, expressed, or communicated using any districted-owned computer, digital technology, or system network.
- D. Sent or passed on through any type of non-district owned technology or personal electronic device while on school grounds, at any school related or sponsored activity, or on district provided transportation.
- E. Any type of threat indicated to be carried out in a school setting. This includes threats made outside of school hours that communicate intent to be carried out during any school-related or school-sponsored program or activity, or on district provided transportation.
- F. While the District cannot assume liability for incidents that occur at times or locations not defined above, a student or witness may file a complaint against a student and the school will provide assistance and intervention as deemed appropriate, which may include parent contact and/or referral to law enforcement.

IV. **Reporting Procedure**

All staff members are required to watch for bullying behavior and take appropriate corrective measures when they witness bullying or have reason to suspect that bullying has taken place.

Students are encouraged and expected to report incidents of bullying to any staff member at his or her school, preferably within 24 hours, for proper investigation.

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or school district human resource or human rights officer.
- B. Any employee that receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal’s designee in a timely manner.
- C. Bullying incidents will be reported using the same referral process as any disciplinary infraction. However, oral reports shall be considered complaints as well and will be documented. Anonymous reports will be investigated but the school district’s ability to take action on such reports may be limited.
- D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- E. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- F. Submission of good faith complaint or report of bullying will not affect the complainant’s or reporter’s future employment, grades, or work assignments or educational or work environment.

V. **Retaliation for Reporting Bullying**

Any student who engages in retaliatory behavior against another individuals because that individual made a report of bullying or participated in an investigation of a claim of bullying or similar unacceptable behavior, is subject to immediate discipline, up to, and including, expulsion. Any employee who is associated with a

bullying claim and engages in retaliatory behavior against another individual because that individual made a report of bullying or participated in an investigation of a claim of bullying or similar unacceptable behavior, is subject to immediate discipline, up to, and including discharge.

VI. **School District Action/Investigation**

An investigation shall start as soon as possible after an administrator receives a report of bullying.

Goals of the investigation are:

- To establish, if possible, whether the allegations are true. (It may not be possible to establish absolutely the truth or falsity of each allegation.)
- To determine whether the alleged conduct constitutes bullying.
- To determine if remedial action and consequences are needed, and if so, to act promptly.
- To maintain confidentiality to the greatest extent possible but give no guarantee of strict confidentiality. Only those who need to know must be informed throughout the investigation process.

VII. **Consequences**

Consequences for students who commit acts of bullying, and where it has been determined that students participated in bullying behavior in violation of the policy, the school may take disciplinary actions that may range from positive behavioral interventions up to and including suspension and/or expulsion and referral to law enforcement for legal action when deemed appropriate.

Consequences for employees who permit, condone, tolerate or engage in bullying which includes having become aware that bullying was taking place and failed to take action or to report the behavior, are considered in violation of the prohibition expressed by the policy and, therefore, subject to disciplinary action that may result in disciplinary action up to and including termination and discharge.

Consequences for other individuals engaging in acts of bullying may include, but not limited to, exclusion from school district property and events.

Wisconsin Statutes give the Board authority to establish rules that pertain to the conduct of students to maintain a safe, caring and academic environment. Therefore, any form of bullying will be taken seriously and appropriate remedial actions will be enforced. Examples of remedial measures include:

- Restitution and restoration
- Meetings involving school staff and/or School Police Liaison Officer
- Peer Support Groups
- Corrective instruction or other relevant learning or service experience, as appropriate
- Behavioral assessment or evaluation, including, but not limited to, a referral to site based assistance/intervention teams, as appropriate
- Behavioral management plan
- Involvement of School Administration
- Student counseling with guidance or other pupil services staff
- Parent conferences

VIII. **Disclosure and Public Reporting**

This policy will be distributed annually to all students, their parents and/or guardians, and employees. It will also be distributed to organizations in the community that have cooperative agreements with the schools.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board. The report shall include trends in bullying behavior and recommendations on how to further reduce bullying behavior.

Signature Page

I have participated in the Parent Orientation, and understand the expectations outlined in the Altoona 4K All Aboard Parent Handbook.

4K Student's Name: _____

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Family Email Address: _____

Emergency Early Release Plan:

_____ I would like my child to follow the normal route home.

_____ I would like my child to follow the described alternate plan:

Emergency Pick up Person: _____

Phone Number: _____