

Altoona Schoolhouse

An update of the Altoona School district

August 2011 - Back to School Issue

Volume 20, Issue 1

Superintendent's Annual Update to the Community

As we start the 2011/12 school year, I want to take this opportunity to thank all of you for supporting your community schools. Your *continued input* is vital and greatly appreciated as we address budgeting challenges that surround us.

Last February, a group of more than 50 community members and staff came together to begin work on our strategic plan. While the process is ongoing, the bulk of their work is done. Given their input, the board adopted a Vision and Mission that will strategically guide us over the next three to four years. On behalf of the board and administration, a big thank you goes out to that team for their time and effort!

The Financial Picture: The financial snapshot for the 2011/12 school year includes a \$1.7 million reduction in federal, state and local revenue for our district. This year, the loss will be covered by a combination of budget reductions (\$300,000); staff salary freezes and health insurance/retirement contributions (\$700,000); along with a one-time dip into the fund balance (\$700,000).

We know that budget reductions tend to increase class size and decrease opportunities for individuals. Even though our delivery system will look different, we will continue to maintain an exceptional school experience for all our students. Your support and involvement in our school community will go a long way in defining what opportunities will be available in the near future and beyond. *Thank you.*

Last year, we moved elementary and middle school extracurricular opportunities to the community service fund - making them available to resident home school and nonpublic students in grades 1-8. To participate, go to our website (www.altoona.k12.wi.us) and find "Opportunities for Resident Home School and Nonpublic Students" under the Parents Tab.

Please feel free to call me at school, 839-6180 or at home, 839-9251. No problem or concern is too small.
-- Greg Fahrman

Our Strategic Vision:

In partnership with our students, their families and the community, the vision of the School District of Altoona is to build a foundation for life-long learning as we offer "large school opportunities with a small school approach" on our unique single campus setting.

We strongly believe in our mission which is to:

- Enable our students to be competent in all core subject areas and in the skills of problem solving and critical thinking by attracting, and retaining a strong staff as measured by evaluation of their performance and innovation as teachers.
- Utilize technology to transform teaching and learning so students can find global opportunities for study or jobs and expand their capacity for celebrating diversity.
- Prepare our students for post-secondary education, or for the special emotional and technological needs of the contemporary job market.
- Support the learning of students with special needs and prepare them for adult life.
- Strategically monitor and spend limited funds as responsible stewards of the School District of Altoona and be an advocate for public education.
- Jointly plan and share resources with outside entities including local government, businesses, and non-profit groups.
- Engage the community by providing unique learning and recreation opportunities for adults on campus and encouraging partnerships between parents, teachers, students and community members.

Adopted: July 18, 2011





Moving? Request "Tuition Waiver Due to Move" Form

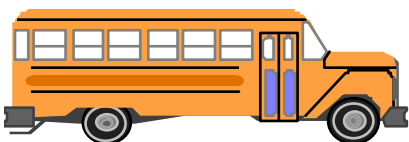
Under certain circumstances, state law permits your child to continue to attend school in a school district even after you move out of the district. The law covers three circumstances in which your child may, if the requirements are met, continue to attend school even after you are no longer a resident in that school district:

- When you move out of a school district during a school year and wish your child to finish the school year in that district (*note: you must apply in February for Open Enrollment to continue in the upcoming year*)
- When you move out of a school district after the first Monday in February and wish your child to not only finish the school year in that district, but to continue to attend that school district in the upcoming year (*note: you must apply for Open Enrollment in the next application period*)
- When your child has *attained senior status while a resident* of the district and wishes to attend the district in his or her senior year ("senior rule")

If you move out of the district and wish to apply for a tuition waiver, you must fill out a *Request for Tuition Waiver Due to Move* form and submit it to the District Office as soon as possible after your move (preferably within two weeks). Click on the Parents Tab on the website and then "Are You Moving Out of the District?" to access the form. For more information, call Joyce Orth at 839-6032.

Student Immunizations

By state law, students must provide dates of immunizations upon admission to school. Call the Health Department at 839-2876, for more information about immunizations or contact your school office when it reopens on August 18.



Bus Information

Bus information including bus number and pick up time will be mailed to families eligible for transportation. If you have a question, feel free to call Alice Mayer, Transportation Supervisor, at 839-6082.

As in the past, buses are running at full capacity; students are expected to ride the bus assigned to their area. Boarding other buses is not allowed. A note from the parent is needed to get on or off the bus at a location other than a student's usual stop. The written parental permission should be turned in to the school office in the morning before the first bell. Office staff will verify and issue a bus pass, which can be picked up before dismissal.

Video cameras may be used on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus. This allows the driver to focus on driving the bus and provides for safer transportation for our students.

Bus students should be at their bus stop at least five minutes early and wait a safe distance from the roadway. Approach the bus only after it has fully stopped and the door is open. Bus students may need reminders about walking facing traffic or lining up at a cluster stop. If one needs to cross a street, they should wait for the driver to signal when it is safe. They must also learn and follow the bus safety rules. Our drivers are experienced and do a wonderful job, but they do need your help. Please be courteous to each other and your bus driver.

Safety Reminder

Parents please don't wait until the first day of school to teach your child the safest route to walk or bike to school. Encourage him/her to walk facing the traffic, to use crosswalks, and to accept the help of crossing guards and safety patrol. Bike riders are reminded to follow the laws of biking and to walk bikes through crossings and on the school sidewalks.

The first day of busing for high school students is
Thursday, September 1.

The first day of busing for all K-8 students is
Friday, September 2.

For more information about the schedules on
September 1 and 2, see page 3.

Registration for New Students

Students *new to the district* will register on Monday, August 22, between 9:00 a.m. and noon in the Commons Addition, 1827 Bartlett Avenue.

If you cannot attend, please contact your school office when it reopens on August 18. Phone numbers for the school offices are available on page 6.

School Calendar 2011/12

School Offices Open	Aug 18
Teachers Return	Aug 30
First Day of School, 9-12	Sept 1 ▶▶
Elementary Orientation Day	Sept 1 ▶▶
Middle School Orientation Day	Sept 1 ▶▶
First Day of School, K-8	Sept 2 ▶▶
End of Qtr 1	Nov 4
End of Sem 1	Jan 20
End of Qtr 3	Apr 3
Last Day of School	June 7
Make-up Days	June 11, 12, 13

Days When School is Not in Session:

Labor Day	Sept 5
Teacher Workday/Fall Break	Oct 27-28
Parent Teacher Conferences	Nov 11
Thanksgiving Break	Nov 23-25
Winter Break	Dec 23-Jan 2
Teacher Workday	Jan 23
Parent Teacher Conferences	Mar 2
Spring Break	Mar 19-23
Spring Break	Apr 6
Memorial Day	May 28

Early Release Days: Oct 26, Feb 22, Apr 18

Back to School 2011

Grades K-8:

Students in grades kindergarten through eight and their parents will attend "Welcome Back to School Day" on September 1.

Parents and students should plan to spend 30 to 60 minutes at school at a convenient time between 8:00 a.m. to 1:00 p.m. or 3:30 to 6:00 p.m. This is a required school day.

The regular schedule, shown below, will be followed beginning September 2. Busing for K-8 students will also begin on September 2.

Grades 9-12:

The first day of school for high school students is Tuesday September 1. Students in grades 10, 11 and 12 will be dismissed at 11:37. Freshmen will be in attendance for the full-day.

Regular Schedule:

Pedersen Elementary (K-4)

8:30 a.m. to 3:25 p.m.

Arrival time for walkers-no earlier than 8:20 a.m. (8:00 a.m. if participating in breakfast program)

Altoona Middle School (5-8)

7:51 a.m. to 2:50 p.m.

Arrival time for walkers-no earlier than 7:40 a.m.

Altoona High School (9-12)

7:50 a.m. to 2:52 p.m.



Fees & Food

An online payment option (E-Funds) is available on the Parent Tab at altoona.k12.wi.us

School Fees:

Grade:	<u>K-4</u>	<u>5-8</u>	<u>9-12</u>	
Cost:	\$5	\$12	\$20*	* includes \$5 class dues

Lunch Program:

Grade:	<u>K-4</u>	<u>5-8</u>	<u>9-12</u>	<u>Milk</u>
Cost:	\$1.90	\$2.00	\$2.00	40¢

Breakfast Program:

Grade:	<u>K-4</u>	<u>5-8</u>	<u>9-12</u>	<u>Milk</u>
Cost:	90¢	\$1.10	\$1.10	40¢

Food service account payments can be made at any school office beginning August 18 or online any time. School breakfast and lunch will be available as of the first day of school. The food service mailing containing the National School Lunch eligibility forms for free or reduced price meals should be in the mail by mid-August. Please call 839-6056 if you do not receive the mailing.

Morning Milk Program: \$34.40 per child per semester (Grades K-4, participation is optional)

More information will be coming from the Food & Nutrition department.

Annual Notice Concerning Pupil Records

As per Wisconsin Statute 118.125, the School District of Altoona maintains pupil records for all students enrolled in the district's schools. State and federal laws require that the maintenance of such records assure their confidentiality. Accordingly, only school personnel, parents or guardians, or adult pupils, and courts are granted access to records unless parents or adult pupils grant permission. Adult students, or the parent or guardian of a minor pupil, may inspect records kept by the school. Additionally, they may challenge the content if they believe it to be inaccurate or misleading.

The school may disclose personally identifiable information (grade reports, test scores, etc.) from the pupil records of an adult student to parents/guardians without the written consent of the adult student, if the adult student is a dependent of his/her parent or guardian unless the adult student has informed the school, in writing, that the information may not be disclosed.

Directory Data: State law allows for the release of "directory data" to parties outside the school unless parents or an adult student request exception to its release. **Unless so notified in writing to the building principal by September 30, 2011, the following directory data will be released upon request to authorized parties:**

Elementary students (PK-6): pupil's name, date and place of birth, address, telephone number, student's photograph, participation in officially recognized activities and sports, dates of attendance, awards received, and the name of the school most recently attended.

Secondary students (7-12): pupil's name, date and place of birth, address, telephone number, student's photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently attended.

Unless a written exception is received, student directories, including the student's name and telephone number will be available.

Parents and adult students have the following rights concerning student records in accordance with Altoona school district policies:

1. The right to inspect, review and obtain copies of student records upon request to the building principal. This request must be made in writing to the appropriate building principal. All information must be provided within two weeks of the request.
2. The right to request the amendment of the student's school records if they believe the records are inaccurate or misleading. This request must be made in writing directly to the appropriate building principal.
3. The right to consent to the disclosure of the student's school records except to the extent state and federal law authorizes disclosure without consent, which includes the transfer of student school records to another school district.
4. The right to deny the release of student directory data (as noted under Pupil Records, on the left).
5. The right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Records Maintenance & Destruction

While students are attending school, their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the district, the records shall be transferred to that school. When a student ceases to be enrolled, records shall be maintained as follows:

- All behavioral records will be destroyed one year after the date the student graduated from or last attended the school unless the adult student (or parent if the student is a minor) gives permission for the records to be maintained for a longer period. Where such written permission is received, behavioral records will be destroyed ten years after the date the student graduated from or last attended the school or as per the Wisconsin Records Retention Schedule. Permission forms for the retention of behavioral records are available in the school guidance office. "Behavioral Records" include, but are not necessarily limited to: standardized

achievement tests, personality evaluations, evaluations of educational needs, health care records other than a student's immunization records, teacher evaluations other than grades (e.g. progress reports), and statements related to the student's behavior.

- Progress records will be maintained in the school office 50 years after the date the student graduated or last attended the school or as per the Wisconsin Records Retention Schedule. "Progress Records" include, but are not limited to: a statement of courses taken by the student, grades received in these courses, attendance records, immunization records and records of the student's extracurricular activities.

Call Joyce Orth at 839-6032 to request a copy of policies pertaining to pupil records.

Nondiscrimination Policy

The School District of Altoona is committed to equal educational opportunity for all students in the district. Pursuant to 118.13, Wisc. Statutes, and PI 9, no person may be denied participation in, be denied benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity, 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. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Educational Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap). The school district will identify, evaluate, and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973.

Complaint procedures allow the aggrieved to file a written complaint with Karen Henry, 839-6224. Unless the parties otherwise agree in writing the procedure requires that we acknowledge the complaint within 45 days and issue a determination within 90 days.

Asbestos

In accordance with the requirements of the Asbestos Hazard Emergency Response Act of 1986, enacted by congress, the School District of Altoona maintains an asbestos management plan for our facilities. A copy of the asbestos management plan is available for your inspection in the district office during regular office hours.

Any questions should be directed to Greg Johnson, Maintenance Team Supervisor, 1903 Bartlett Avenue, Altoona, WI 54720.



**Tobacco
Free
Schools**

The Wisconsin Legislature enacted Senate Bill 142 requiring local school boards to prohibit the use of all tobacco products on premises owned or rented by, or under the control of, a school board. In response to the legislative mandate the Altoona Board of Education maintains the following policy: *The use of tobacco shall be prohibited at all times on school premises. "School premises" include all property owned by, rented by or under the control of the School District of Altoona. The administrative staff shall inform students, staff, and the general public about this policy and shall establish enforcement.*

This policy prohibits the use of tobacco products on school premises by all persons. For example, citizens attending athletic events are requested to refrain from using tobacco products while on school property. The superintendent and principals are charged with the responsibility to encourage/ ensure compliance with school board policies. Thank you for your cooperation

Animals on School Property

No live animals may be brought into school district buildings, transported on school buses, or permitted on school grounds except as outlined below:

Animals may be brought into the classroom for educational purposes. However, they must be appropriately housed, humanely cared for, and properly handled. Persons bringing animals into the school should receive prior permission from the supervising teacher.

1. Teachers are to check with the school principal regarding any known allergies existing among students in the classroom prior to granting permission. If allergies exist, parents must be contacted for further direction.
2. Teachers must assume primary responsibility for the humane and proper treatment of any animal in the classroom.
3. Teachers must be aware of state laws regulating sale, distribution, and handling of animals.
4. Only the teacher, or students designated by the teacher, are to handle the animals.
5. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.
6. Teachers with questions regarding proper care, feeding and handling of animals should contact the science resource teacher or science department head.
7. Animals are not to be transported on school buses.
8. All experiments using live animals must have prior approval of the building administrator.
9. If a staff member or student has been bitten by an animal where skin has been pierced, the incident must be reported immediately to the school office by the supervising adult. Principals are to assume responsibility to notify public health authorities and to impound for observation.

Public health authorities will determine the appropriate term of confinement of the animal and method of observation.

Other exemptions include:

1. Animals trained to assist persons who are physically impaired shall have unlimited access to district property when being used for that purpose.
2. Animals under the control of public safety officials shall have unlimited access to district property for exercise, educational, and public relations purposes. Proper notification of such visits shall be left to the discretion of the controller of such animals. Use of these animals by law enforcement officials is under the jurisdiction of state and federal law and is not covered by this policy.

The presence of animals in school buildings or on school property shall also be subject to local laws and ordinances pertaining to animal control. Such laws and ordinances may vary depending on the location of the building/property.

Violation of this policy will result in parent contact and removal of the animal from school property. Refusal to cooperate will lead to disciplinary action. If an adult violates the policy as set forth above, the appropriate law enforcement agency will be contacted and action taken.

Free Admissions

Altoona school district residents 60 years of age or older may be given a guest pass, which shall permit them to attend all activities of the schools, including athletic events, free of charge. Passes can be obtained from the high school office during the school year.

These passes represent a small token of appreciation from the Board for all that the school district's citizens have done for the schools.

Child Development Day Annual Early Childhood Screening

The school district will sponsor "Child Development Day" on September 15, 2011 from 8:00 a.m. to 5:30 p.m. in the middle school upper gym. This cooperative screening model is designed to meet three goals: (1) to educate families concerning normal child growth and development; (2) to develop community awareness of resources available in the areas of education, child care, medical/health and family support services; (3) to identify young children who are in need of further assessment in the areas of physical, sensory, or developmental (personal/social, adaptive, gross and fine motor, communication, cognition).

This screening and information day is designed for children who will be 2 1/2 to 3 1/2 years old by September 1, 2011 and live in the Altoona school district.

If you did not have a school-age child enrolled in the Altoona school district during the past school year, or if you have recently moved into the district, please call 839-6032 to verify that your child (ren) is/are listed on our school census.

Call 832-5543 to schedule your appointment.

School Supplies

Supply Lists are available on our website www.altoona.k12.wi.us or call your school office when it reopens on August 18:

- Elementary School Office, 839-6050
- Middle School Office, 839-6030
- High School Office, 839-6031



Prior to August 18, call the district office - 839-6033 or 839-6032.

Absentee/Activity Hotline 839-6095

For Altoona High School
Enter a 1 to report an absence
enter a 1, for an activity
listing enter a 2

For Altoona Middle School
Enter a 2 to report an absence
enter a 1, for an activity
listing enter a 2

For Pedersen Elementary
Enter a 3 to report an absence
enter a 1, for an activity
listing enter a 2

Student Absence Procedures

As per Wisc. Statutes 118.15(3)(b), parents or guardians are required to provide a written explanation of absences at the time the student returns to school, or in the case of anticipated absences, prior to the absence.

This is in addition to reporting the absence on the Absentee Hotline, 839-6095. Thanks for your cooperation.



Do you facebook? If so, we'd love have you to *connect with us!* Last May, the school district joined the social media network as a way to connect with the community, provide an avenue for two-way dialogue, increase awareness about events, and share photos and good news stories. We hope to meet you there.

Did you know?

Parental Rights Regarding Pupil Records School districts must give full rights with regard to pupil records to either parent, unless there is a court order or other legally binding document relating to divorce, separation or custody that specifically revokes these rights. A parent may release records to a stepparent, but the stepparent has no independent right to the record *unless the stepparent is a legal guardian.*

Special Education Records When a special education student turns 18, all special education invitations and results are sent to the student unless the student gives written permission for release of information to the parents.

Consolidated Elementary and Secondary Education Act

The public is invited to review the Consolidated Elementary and Secondary Education Act application and provide input. Call Karen Henry, 839-6224.

Annual Notice of Special Education Referral and Evaluation Procedures Notice to Parents and Individuals Required to Make Referrals – Policy ILBA

Upon request, the School District of Altoona is required to evaluate a child or student (hereafter called child) for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and they need special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting the Director of Special Education, School District of Altoona at 715-839-6224 or by writing him/her at 1903 Bartlett Avenue, Altoona WI 54720.

Delayed Placement for Five-Year Olds – Policy JEA and Procedure JEA-R

The district's 4 year-old kindergarten (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 building principal to discuss the district's procedures for delaying placement. Requests to delay must be made by January 30 of the school year prior to enrollment.

Procedure: It is believed that parents are children's primary and most important caregivers and educators. Therefore, the decision to delay the entry of a kindergarten-eligible child and enroll that child in the district's 4K program will be derived by a team composed of the child's parents and appropriate school personnel (typically the 4K coordinator, building principal, early childhood certified teacher, and school psychologist). There are a variety of reasons for requesting a delayed placement and many factors to consider in making this decision. To ensure fairness and consistency in making these decisions, the following procedures will be followed.

- A. A meeting shall be held between school personnel and the parents to discuss the reasons for requesting a delayed placement and to gather information about the child. School personnel will share information on current practices and curriculum in the district's 4K and kindergarten programs. School personnel will also share and discuss possible positive and negative effects of delayed placements found in research.
- B. A screening and/or and evaluation will be conducted by the school psychologist or certified early childhood professional to determine the child's potential to benefit from a delayed placement in the 4K program or the child's potential to be successful in the kindergarten program. The evaluation shall be at no cost to the parents. If the child has an Individualized Education Plan and a delayed placement is being considered, the parents and appropriate school personnel will make the decision following the established special education procedures and regulations.
- C. Factors to be considered for delayed placement requests include the child's:
Health and physical development; Social and emotional development; Language development and communication; Approached to learning; Cognition and general knowledge; Age and date of birth; Previous educational experience; Options for alternate activities during the school year being considered; Possible long-term effects (both positive and negative) of the decision

After the previous steps have been completed, the parents and school personnel will meet again to go over the results of the evaluation and decide the appropriateness of the child's delayed placement. The decision for the placement of the child will be made by the end of February and finalized following a six-week trial period in the fall. After the trial period, the principal in consultation with the teacher and school psychologist will determine if the child is to continue in the program.

Teacher Qualification Information Required by No Child Left Behind

The No Child Left Behind Act (NCLB) requires school districts that receive Title I funds to notify parents about their legal right to request specific information about their child(ren)'s classroom teachers. There are four categories of information that parents can request: **Whether** the teacher has met your state's qualification and licensing criteria for the grade levels and subject matter he or she teaches; **Whether** your state has waived its qualification and licensing criteria to permit the teacher to teach on an emergency or other provisional basis; **The teacher's** college major, any graduate certification or degrees the teacher has, and the field of discipline of those certificates or degrees; **Whether** teachers' aides or similar paraprofessionals provide services to their children and, if they do, their qualifications.

75% of the teachers in the Altoona school district have Master's Degrees and 25% have Bachelor's Degrees, some with graduate coursework. For information on the state qualifications for your child's teacher(s) you may contact the building principal, or find it on the DPI website at: <http://dpi.wi.gov/home.html>



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School District of Altoona
1903 Bartlett Ave
Altoona WI 54720

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*** ECR WSS ***

POSTAL CUSTOMER

17th ANNUAL BACK TO SCHOOL ICE CREAM SOCIAL



Wednesday, August 31

5:30-7:00 p.m.

10th Street Park

Rain Site: Hobbs Arena

*This Community Event is Sponsored by
the Altoona Children's Council*

