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**SCHOOL DISTRICT OF ALTOONA**

**Altoona Intermediate School  
2022-2023 Parent/Student Handbook**

1903 Bartlett Avenue

Altoona, WI 54720

[www.altoona.k12.wi.us](http://www.altoona.k12.wi.us)  
715-838-7111

Board of Education

Rick Risler, President  
Jeremy Zook, Vice-President

Rich Haeger, Treasurer

Hillarie Roth , Clerk

Nicole Breed, Member

Andrew Kraft, Junior Student Representative

Isabella Bauer, Junior Student Representative

*Members of the public can attend regular and special Board meetings at 1903 Bartlett Avenue. Regular Board meetings are typically scheduled the third Monday of each month. Board meeting agendas are also posted on our* [*webpage*](https://www.altoona.k12.wi.us/district/school-board/board-meetings)*, at City Hall, the post office, and in the District office.*

*Individual Board member’s email addresses are available* [*online*](https://www.altoona.k12.wi.us/district/school-board/index)*.*

District Office Staff

1903 Bartlett Ave, Altoona WI 54720  
Tel: 715-838-7347 Fax: 715-839-6099

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Dr. Heidi Eliopoulos, Superintendent

715-838-7347 ext. 500

[heliopoulos@altoona.k12.wi.us](mailto:heliopoulos@altoona.k12.wi.us)

Ms. Lisa Boss, Executive Assistant

715-838-7347 ext. 500

[lboss@altoona.k12.wi.us](mailto:lboss@altoona.k12.wi.us)

Ms. Peggy McKillip, Human Resources, Payroll, and Benefits

715-839-6064 ext. 504

[pmckillip@altoona.k12.wi.us](mailto:schwala@altoona.k12.wi.us)

Ms. Elys Bohl, District Bookkeeper\Accounts Payable Specialist

715-839-6033 ext. 502

[ebohl@altoona.k12.wi.us](mailto:ebohl@altoona.k12.wi.us)

Melissa Lesik, Director of Special Education and Student Services

715-838-7084 ext. 311

[mlesik@altoona.k12.wi.us](mailto:mlesik@altoona.k12.wi.us)

Ms. Kim Frazier, Special Education and Student Services Assistant

715-838-7084 ext. 354  
[kfrazier@altoona.k12.wi.us](mailto:kfrazier@altoona.k12.wi.us)

Ms. Andrea Steffen, Director of Curriculum and Instruction

[asteffen@altoona.k12.wi.us](mailto:asteffen@altoona.k12.wi.us)

Ms. Sarah Radcliffe, Director of Future Ready Learning

715-838-7345 ext 512

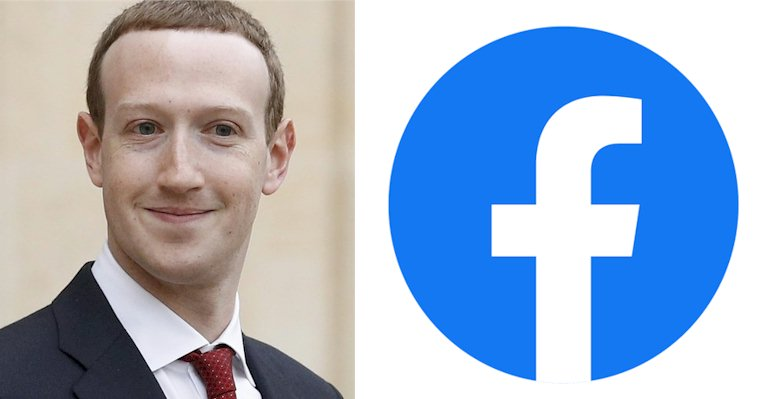
[sradcliffe@altoona.k12.wi.us](mailto:sradcliffe@altoona.k12.wi.us)

Ms. Kari Holm, Registrar

715-838-7345 ext 513

[kholm@altoona.k12.wi.us](mailto:kholm@altoona.k12.wi.us)

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District Website <https://www.altoona.k12.wi.us/>

**School Contact Information**

Altoona Intermediate School

1903 Bartlett Ave, Altoona WI 54720   
Tel: 715-838-7111 Fax: 715-839-6099

Cale Zuiker, Principal

715-838-7111, ext. 310

czuiker@altoona.k12.wi.us

Kyle Rundquist, Dean of Students

715-839-6031  
[krundquist@altoona.k12.wi.us](mailto:krundquist@altoona.k12.wi.us)

Ms. Jessica Bucki, Administrative Assistant  
715-838-71111, ext. 301 [jbucki@altoona.k12.wi.us](mailto:jbucki@altoona.k12.wi.us)

**SCHOOL COUNSELING**

Brooke Kaldor (ext. 303) [bkaldor@altoona.k12.wi.us](mailto:bkaldor@altoona.k12.wi.us)

Stephanie Rohe (ext. 272) [srohe@altoona.k12.wi.us](mailto:srohe@altoona.k12.wi.us)

**SCHOOL PSYCHOLOGIST**

Robin Gardner (ext. 239) [rgardner@altoona.k12.wi.us](mailto:rgardner@altoona.k12.wi.us)

**SCHOOL NURSE**

Brittany Engel, [bengel@altoona.k12.wi.us](mailto:bengel@altoona.k12.wi.us)

715-838-2202 ext. 475

### **Daily Schedule**

**Morning Arrival**8:05 am Morning Bell to enter the building  
8:20 am Students arriving after this time will be marked tardy  
  
**Lunch and Recess**4th Grade - 12:00 - 12:40  
5th Grade - 12:05 - 12:45  
  
**Dismissal** 3:35 pm 

### **Attendance**

Please keep your child home if they display any of the below symptoms:

* Vomiting
* A fever of over 100.3

If your child is ill and will be staying home from school please contact the School attendance line at **715-839-6095, enter 3 and follow prompts.**

### **Pick Up / Drop Off Information**

All students in grades 4-12 load the buses in front of the Intermediate/Middle School. We also have students who walk and many students who are picked up by parents. **If you pick your child up at the end of the day**, we ask that you park in front of the school from 5th street heading east toward the playground. There is also a lane for parents to park in the front parking lot alongside Bartlett Avenue. There are times when the line in this lane gets lengthy. If you line up in this lane, please be sure that the entrance to the parking lot is not blocked.

We contract through Student Transit for bussing. Please call the bus company at 715-839-5116 for any issues on routes or alternate pick up/drop off situations. If your child is riding another bus at the end of the day, please provide a written note to the office and we will issue a bus pass.

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### **PTO / Booster Club Information**

**Extra-Curricular Activities**

While formal sports are not offered through school in grades 4 and 5, there are many opportunities available in our community through Parks and Rec, (715)839-5188. Opportunities provided through our school include:

* *For sports opportunities, please reach out to Altoona’s Parks and Recreation Center*
* CCF Bank Student Savers
* Fuel Up To Play 60
* Girls on the Run
* Safety Patrol (5th grade)
* School Play
* Kids in the Kitchen
* Tennis Camp
* Summer RAILS Program
* Eye to Eye
* School Newsletter

**Attendance & Absences**

Parents/guardians will be notified when a student has been absent 5, 7, and 10 days. **A *parent/guardian* may notify the school of a student’s absence for up to 10 days** in a school year. Once a student exceeds 10 days, all further absences will require a medical note.

**Appointments & Procedures for Leaving School:** Students are allowed to leave school during the day only if accompanied by their parent/guardian.A student excused in writing by his/her parent or guardian is excused from school attendance.If you are picking up or dropping off your child for/from an appointment, please enter the building through the main entrance and sign your child in/out in the office.

**Truancy:** Students are considered truant, per Wisconsin State Statute 118.15, when a student is absent from school, without medical notes, for part of or all of 5 or more days during a semester or when the absences exceed 10 days in the school year.

**Custodial/Non-Custodial Parents**

Regardless of the family situation, we desire to maintain positive communication with both parents so that they can stay involved in their child’s educational program and school life. It is the parent’s/guardian’s responsibility to provide the school office with a copy of the most current court order affecting their child. Unless a court order specifies otherwise, both parents will have equal rights to the child, including, but not limited to, the student’s records, visitation and removal from school, and participation in educational decisions.

**Student Information**

**Student Records**: The school maintains academic, attendance, behavioral and health records. It is the parent’s responsibility to update or alert **the front office** of any changes in regard to phone and address, emergency contacts, contact between students and other parties, and medical needs.

**Emergency Information:** In case of emergency, each student is required to have on file their parent/guardian’s name, complete up-to-date address and phone numbers, the names and numbers of two friends or relatives who can be contacted if parents/guardians can’t be reached, and the child’s physician’s name and number.

**Health**

**Medication: All** medication(prescription and over the counter) must be brought to the office by the **parent/guardian** in the original container stating what the medication is, the dosage, and the times. **Please do not send medication with your child in his/her backpack**.A medication distribution form needs to be completed and returned to the front office when your child has a prescription, from a doctor, that needs to be taken during school hours. For prescription medications, the parent/guardian and the doctor need to sign the form. For non-prescription medication, just the parent/guardian needs to sign the form. Forms will be distributed at the beginning of the year and available in the office throughout the rest of the year. All medication will be kept in the main office and administered by our administrative assistant or school nurse.

**Water bottles and Snacks**

Students are encouraged to bring in water bottles with water. Soda, coffee, kool-aid and juice are discouraged to maintain a healthy and clean environment. During snack time in the classroom healthy snacks are encouraged to fuel the mind and body.

**Toys and Fidgets**

Students are discouraged from bringing personal toys and fidgets to school. Due to the limited recess time during the day, students are encouraged to use this time to play, exercise, and interact with other children. Recess toys will be provided by the school. Unless a parent/guardian gets permission from his/her child’s classroom teacher, students should not bring fidgets to school. The school has fidgets that can be provided for those students who need them.

**Animals**

We do have some students who are scared of animals. Animals are not allowed in school unless permission is given by the classroom teacher and principal.

**Field Trips**

Occasionally a field trip or outing is offered. In order to participate in such an activity, a permission needs to be signed by a parent/guardian. Students who have demonstrated that they have had difficulty following school rules may not be allowed on a field trip. This will be considered on an individual basis by the administration, and parents/guardians will be informed in advance regarding this possibility.

-----------------------------------------Please detach and return to school---------------------------------------------------

I have read the information in this handbook and agree to follow all guidelines within.

Parent Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REDEFINING READY**

Will my child be “ready” for life after high school? Will he/she be successful in their career? These are just some of the questions parents/guardians ponder. Even though college and a career seem far off, we know what levels of achievement and what experiences are relevant to success at this age level. Research has shown that the below indicators are a great predictor of future success. Knowing this, we can help set our children up for success to ensure they are college and/or career ready. The indicators that predict success fall into three categories, Academics, Interest, and Activities.

**Academics:**

What does this mean for students in 4th and 5th grades? We want our students to earn a “3” or “4” on their school assessments and on their report card. We also want our students to fall into the categories of “Proficient” and “Advanced” on the WI Forward Exam, which is the state assessment administered to all students in these grade levels.

**Interest AND Activities:**

Another predictor of future success falls into these two categories, interest and activities. **Interest** means that students have identified career interests. This along with 2 or more of the below “Activities” are great predictors of future success.

**Activities:**

* Attendance
* Community service
* Co-Curricular Participation of two or more activities in each academic year

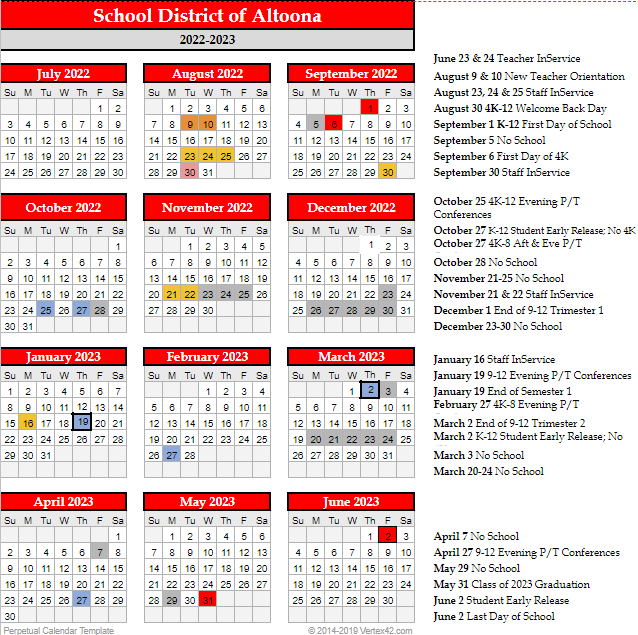
What does this mean for students in 4th and 5th grades? Attendance is important. Encourage your child to participate in co-curriculars or to engage in community events. Below is a list of co-curricular activities available:

* *For sports opportunities, please reach out to Altoona’s Parks and Recreation Center*
* CCF Bank Student Savers
* Fuel Up To Play 60
* Girls on the Run
* Safety Patrol (5th grade)
* School Play
* Kids in the Kitchen
* Tennis Camp
* Summer RAILS Program
* Eye to Eye
* School Newsletter

For more information, here are additional resources:

* <https://ies.ed.gov/ncee/edlabs/regions/northwest/pdf/REL_2017250.pdf>
* <https://www.brookings.edu/wp-content/uploads/2016/06/0920-pathways-middle-class-sawhill-winship.pdf>
* <https://www.naceweb.org/career-readiness/competencies/connecting-bridges-introducing-the-cocurricular-career-connections-leadership-model/>
* <https://files.eric.ed.gov/fulltext/ED497603.pdf>

**School Year Calendar: 2022-2023**



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### **2022-2023**

### **Dates to Remember**

Aug. 30…..…………………………....…………………..…….…Welcome Back Day Orientation

Sept. 1………...…………………………………….………………………First Day of School(5K - 12th)

Sept. 5………………………………………………………………………………… Labor Day - No School

Sept. 6…………………………………………………………………………….…..First day of School (4K)

Sept. 30……………………………………………………….Inservice – No School for Students

Oct. 25………………………………..….Family-Teacher Conferences (Grades 4K-12th)

Oct. 27.…….Early Release - Family-Teacher Conferences (Grades 4K-8th)

Oct. 28 ………………………………………………………………………………………………………….No School

Nov. 21-22....………………………………..……….…..….Inservice – No School for Students

Nov. 23-25……………………………………………….…………..……………………Thanksgiving Break

Dec. 23-30……………………………………….……………………….…………………………...Winter Break

Jan. 16……………………..……………………………………Inservice – No School for Students

Jan. 19 ………………………………….Family-Teacher Conferences (Grades 9th-12th)

Feb. 27………………………………..….Family-Teacher Conferences (Grades 4K-8th)

Mar. 2.…..…..Early Release - Family-Teacher Conferences(Grades 4K-8th)

Mar. 3..…………………………………………………………………………..……………………………….No School

Mar. 20-24.………………………………………………….………………………………………….Spring Break

April 7 ……………………………………………………………………………………………………………No School

Apr. 27………….……………….………Family-Teacher Conferences (Grades 9th-12th)

May 29……………………………………………………………………………………………………Memorial Day

May 31…………………………………………………………………………….……………………………Graduation

June 2……………………....……………………...………Early Release - Last Day for Students

**TERM DATES**

**High School:**

Fall: September 1st to December 1st (55 days, Midterm Oct. 14th)

Winter: December 2nd to March 2nd (57.5 days, Midterm Jan 20th)

Spring: March 6th to June 2nd (56.5 days, Midterm April 19th)

**AES/AIS/AMS**

Semester 1: September 1st to January 19th (85.5 days)

Semester 2: January 20th to June 2nd (86 days)

**WHO TO CONTACT?**

Parents and guardians often have questions or concerns and are unsure whom they should contact in the school district. While everyone in the School District of Altoona is willing to be of service to you, the following chart may be of help.

| **QUESTION/CONCERN** | **FIRST CONTACT** | **SECOND CONTACT** | **THIRD CONTACT** |
| --- | --- | --- | --- |
| Academic progress in a particular class | Teacher of class | School Counselor | Principal |
| Student’s class schedule | School Counselor | Principal |  |
| Best course of study during high school | School Counselor | Principal |  |
| Grade received in a course | Teacher of class | Guidance Counselor | Principal |
| Standardized test results | School Counselor | Principal |  |
| Selection of colleges, scholarships, or post-secondary plans | School Counselor | Principal |  |
| Health condition | School Nurse | School Counselor | Principal |
| Concern about classroom material, instructional material | Teacher of class | Principal |  |
| Concern over personality changes, perceived problems | School Counselor | Principal |  |
| Alcohol/drug use or abuse | School Counselor | Principal | School Resource Officer |
| Concern over possible bullying | Teacher of the Class | School Counselor | Assistant Principal |
| Student’s extra-curricular activities/sports | Coach/Advisor of the activity | Athletic Director | Principal |
| Consequence given to a student because of behavior in a particular class | Teacher of class | Assistant Principal | Principal |
| Discipline situation not related to a particular class | Assistant Principal | Principal | School Resource Officer |
| Bus issues | Student Transit 715-839-5116 | Assistant Principal | Principal |
| Driver’s Education question | Safety and Respect (715-834-8625) | Guidance Counselor | Principal |
| Fees or Fines | School Office Administrative Asst. | Principal | Director of Finance & Operations |
| School Lunch | Food Service Administrative Asst. | Food Service Director | Director of Finance & Operations |
| Attendance | School Office Administrative Asst. | Assistant Principal | Principal |
| Chromebook/Technology | LMC Para | LMC Director | Technology Coordinator |
| Work Permit | District Registrar |  |  |
| *Not sure who to call? Call your child’s school and explain your question/concern to the building administrative assistant and s(he) will identify the best place to start.* | | | |