

# **Alta School Student Handbook**

Alta School's purpose is to prepare our K-6 students to be able to reach their full potential while honoring the unique community of Alta, Wyoming.

**2016-2017**



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September 6, 2016

Dear Families,

This handbook is designed to communicate important information to Alta School families regarding school policies and procedures. It is our hope that this handbook will also serve as a helpful reference for parents as you support your child's learning at home.

Please take time to read the entire handbook with your child (ren), then sign and return the attached agreement by Wednesday September 9th.

This handbook provides a faculty overview to assist you in knowing and understanding the supports we have in place to help our students succeed. If you have any questions at anytime during the school year, please call. We encourage open lines of communication between home and school. We appreciate knowing about issues early on, and of course, hearing about what is working and going well is appreciated, too!

Sincerely,

The Alta School Faculty

\*\*\*\*\*

***Please sign and send this slip back to your child's teacher. Signing and sending back means that you have read through the entire handbook with your child.***

\_\_\_\_\_ Parent signature

\_\_\_\_\_ Child(ren) signature(s)

***Please return by Wed., Sept. 14th, thank you.***

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## GENERAL INFORMATION

**School Telephone:** (307) 353-2472  
**School Fax:** (307) 353-8536  
**District Web Site:** [alta.tcsd.org](http://alta.tcsd.org)  
**Mailing Address:** 15 School Road  
Alta, Wyoming 83414

### Alta School Purpose

*The purpose of Alta School is to prepare Alta, Wyoming K-6 students to be able reach their full potential while honoring the unique community of Alta, Wyoming.*

## SCHOOL IMPROVEMENT PROCESS

Alta School's improvement process includes every faculty member and focus on literacy and math. This work is shared periodically throughout the year with parents; input is always welcomed to support and encourage our efforts.

### 2015-16 ALTA SCHOOL IMPROVEMENT GOALS

**Goal: All students improve in Reading**

**Baseline: 81% of 3rd through 6th graders are proficient or advanced on PAWS 2015, 86% of K-6 graders made growth on their MAPS.**

**Measures:**

- 100% of students in grades 1<sup>st</sup> - 6<sup>th</sup> will achieve their growth goal on MAP by May, 2016.
- 90% of students will reach benchmark on DIBELSNext by May 2016.
- 90% of students in grades 3rd-6th will achieve proficient or advanced on PAWS by May 2016.

**Strategy #1:** Student growth in reading will be supported by standards based alignment in reading instruction.

**Strategy #2:** Individual reading instruction will support all students meeting their reading MAP growth goals.

**Goal: All students will improve in mathematics.**

**Baseline: 57% of 3rd through 6th graders are proficient or advanced on PAWS 2015, 97% of K-6 graders made growth on their MAPS.**

**Measures:**

- 100% of students in grades 1<sup>st</sup> - 6<sup>th</sup> will achieve their growth goal on MAP by May, 2016.
- 90% of students in grades 3rd-6th will achieve proficient or advanced on PAWS by May 2016.

**Strategy #1:** Students will improve number sense with weekly number talks.

**Strategy #2:** Student growth in math will be supported by standards based alignment in math instruction.

# Alta School Staff, 2016-2017

**Principal – Jenna Beck**

**Kindergarten & 1st - Sherin Olson**

**2nd & 3rd - Sarah Kaiser**

**4<sup>th</sup> – Anne Stitt**

**5<sup>th</sup> & 6<sup>th</sup> – Evan Christensen**

**Specials teachers** - A well-rounded education is important in Teton County School District #1. The following specialists teach Alta students every week:

- Char O'Brien - Library-Media Center
- Jay Shervin - Physical Education
- Gwen Leslie - Computer
- Deirdre Morris - Art
- Nancy Brumsted - Music
- Camille Sargent - Spanish

## **Support Teachers and Staff**

- Jenna Beck - Special Education
- Char O'Brien - Paraprofessional
- Shannon Doyle - Paraprofessional
- Brad Dickey - Psychologist
- Cheyenne Enrico - Occupational therapist
- Karen LaDuke - Speech and Language therapist
- Blake Hare - Bus Driver
- Anjie Beard - Paraprofessional
- Rose Raube - Cook & Custodian

**Main office** – The “main office” ☺ can answer just about any question you have about your student or Alta School in general. If not, we will find the answer for you.

- Principal – Jenna Beck
- Secretary – Anjie Beard
- Nurse – Annette Eastman is our consulting nurse

**Instructional Support** - The following faculty work with students, teachers, or both, to improve student success in the core academic areas:

**Missy Chudzik (Instructional Coach)** – supports the faculty in literacy curriculum and instructional strategies, school improvement initiatives, and student success in literacy and math. Missy also works with the other instructional coaches in TCSD #1 to facilitate the implementation of the K-5 alignment that results in a quality and cohesive curriculum district-wide.

**Stephanie Capps (Guidance Counselor)** – works at Alta School on Thursday. Please feel free to leave a message for Stephanie if she is not at the school that day. The School Counselor offers:

- Individual short-term counseling via student self sign-up, teacher and/or parent request
- Friendship mediation
- Meetings with parents to discuss their child’s academic, social and emotional well-being
- Consultations with teachers
- Classroom student observations
- Short term counseling groups: Anger & Stress Management, Social Skills, Bully Proofing, Divorce & Separation support, etc.
- Classroom interventions and themed class meetings
- Building Intervention Team: Support and referral for at-risk students
- Referrals to community agencies and resources

*Student and parent work is confidential.*

## **SCHOOL HOURS**

The school office hours are 7:30 a.m. to 3:30 p.m. The school day begins promptly at 8:00 a.m. Students should enter school at 7:55 to allow adequate time to be ready for class. We realize that there is an occasional need to drop your child off early. If this is the case, please obtain permission from your child's teacher. We appreciate you keeping this to a minimum as the teachers use this time to prepare for the day. School is dismissed at 2:40 p.m.

## **TARDY POLICY**

All students should be in their classrooms and prepared for class when the school day officially begins at 8:00 a.m. This enables the teachers to promptly start teaching with minimal interruptions. Your help in getting your child(ren) to school on time is much appreciated. One of the best ways to ensure a child gets to school on time is to ride the school bus. Each grading period, your child(ren)'s tardies from the previous grading period are removed and they start back at zero. We are able to accommodate if your child needs extra time in the morning to get into the school. Please talk with your child's classroom teacher and the principal. Your child(ren) will receive a tardy notice in their backpack if they were tardy that morning.

Alta School's policy is as follows:

- **First Grading Period:** on a student's 6th and 7th tardy, he/she will be required to spend one lunch recess in the office each time. Beginning with the 8th tardy, and each one thereafter, the student will be required to serve afternoon detention, from 2:40 to 3:10.
- **Second Grading Period:** on a student's 10th and 11th tardy, he/she will be required to spend one lunch recess in the office each time. Beginning with the 12th tardy, and each one thereafter, the student will be required to serve afternoon detention, from 2:40 to 3:10.
- **Third Grading Period:** on a student's 9th and 10th tardy, he/she will be required to spend one lunch recess in the office each time. Beginning with the 11th tardy, and each one thereafter, the student will be required to serve afternoon detention, from 2:40 to 3:10.

If there are any circumstances that prevent your child (ren) from arriving to school on time, please contact the principal to discuss.

## **ABSENCES and ATTENDANCE**

If your child will be absent from school, please call the school office at 353-2473 between 7:30 a.m. – 8:00 a.m. (or send an e-mail to [abeard@tcsd.org](mailto:abeard@tcsd.org)). If you are going to be out of town, please notify **both** Anjie and the teacher of this absence in advance. This will give the teacher sufficient time to prepare make-up work. This policy helps ensure the safety of our children.

It is Alta School's belief that consistent attendance is an integral part of a student's learning experience and there is a direct relationship between attendance and academic achievement. If there are ever reasons why your child does not want to come to school, we encourage you to set up a meeting with the counselor, Stephanie Capps, or with the principal, Jenna Beck. The faculty wants your child to be successful at Alta Elementary School and will do our best to meet his/her needs.

Of course, if your child is ill, he/she should stay home. As much as possible, family trips should be planned during vacation time. We also encourage parents to consider the amount of after school and evening commitments their child is involved in, as they may exhaust a child and affect his/her ability to attend school. Students who miss 10 or more days from school will be withdrawn. Teachers will provide assignments for up to one week's absence.

Thank you in advance for your cooperation in promoting good attendance for your student at Alta Elementary School!

## **CHAIN OF COMMUNICATION**

If you have questions, concerns, or a suggestion, please visit with your child's teacher first. Jenna Beck is available to discuss your concerns once you have spoken with your classroom teacher.

## **STUDENT DRESS AND APPEARANCE**

To create and support an appropriate learning environment, students are expected to dress in a manner fitting for school. Please discuss the following guidelines with your child to be sure they are appropriately dressed for school:

- Dress must not be immodest or distracting to the learning environment: fingertip-length for skirts and shorts, shirts must cover stomach and clothing must cover underwear, wide straps only on tank tops.
- Shoes must be worn at all times. Students must wear tennis shoes on the days they have P.E. (Thurs)
- Hats, caps, bandannas or headwear may not be worn in the building after reaching the cubbies (except with special permission).
- Attire that depicts illegal or adult only products (i.e. alcohol) is not permitted.
- Label all belongings with a permanent marker so that your child can identify his or her things.
- Must dress appropriately for the weather.

## **BUS POLICY**

It is the policy of Teton County School District #1, as established by the School Board, that only regular bus riders may ride school buses to and from school. In our case all Alta students are considered registered and may ride the bus to the after-school program, daycare or to a friend's house with a note. If your child needs to get off at a stop other than his/her regular stop, please write a note and give it to the office and bus driver to notify her of the change. Proper behavior is expected of students, and students may lose bus privileges if their behavior is not acceptable for the safety of others.

## **STUDENT ARRIVAL AND DISMISSAL**

***Please make sure your child knows where they should go each day or send a note to inform the classroom teacher.***

**Bus Ridership** - Ultimately, we encourage all families who live in the Alta School area to utilize the school bus routes for transportation to and from school. This is a safe and convenient way for children to get to and from school, and is also more environmentally friendly. Furthermore, bus students rarely get a tardy slip ☺

If you must transport your child to or from school, parents (and/or authorized guardians) are asked to abide by the following rules:

- Students will enter the school together at 7:55 am and proceed to their classrooms with their teachers.
- Students are dismissed only out the front entrance; they may not wait out back to be picked up.
- With a note for the bus driver and office from a parent or guardian, students will be allowed to get off at other bus stops.

**Walkers, Bike riders and Car riders** – After-school, if you pick up your child we have a **HAND to HAND** policy which means your child can't enter the parking lot until you have their hand. The school requires walkers and riders to wait until the bus leaves at the end of the day before they start for home. Parents determine at what age a child is ready to ride a bike to and from school. We encourage the use of helmets. Students should follow their family's guidelines for safety. Students are required to go directly home after school. They may return to the school playground with parental permission.

***However, there is no playground supervision provided by the school after 2:40 p.m.***

## **VOLUNTEERS/VISITORS**

Alta School staff appreciates our dedicated volunteers. Your classroom teacher will provide you with a schedule. We welcome you to Alta School at any time. To help keep our school secure, all outside doors are locked during the school day. Please enter the front vestibule and ring the doorbell to have a door unlocked for you.

***If you are signing your child IN or OUT, remember to sign you child out with Mrs. Beard.***

## **PARENT INVOLVEMENT**

PTO includes: President: Becky Mitchell, Vice Pres.: Adrianna Green, Treasurer: Bonnie Self, Secretary: Kim Trotter

***Please notify Becky @ (307) 576-5762 if you are interested in the PTO.***

PTO assists classroom teachers by allotting a certain dollar amount per kid to help with classroom projects, key scholarships, BIG “school-wide” project, and fall fundraiser.

PTO Meetings will be held the 2<sup>nd</sup> Tuesday of the month @ 5:30 in the AES Library

## **PBS (POSITIVE BEHAVIORAL SUPPORT) SYSTEM**

In order to promote a positive and safe learning environment, all students are expected to:

***Be Safe Be Responsible Be Respectful Be Friendly***

in all areas of the school and outside on the playground. Classroom teachers are teaching what these rules look like in all areas of the school; Peacekeepers are modeling and mentoring the 4 B’s.

***Conflict management between students on the playground is handled by a selected group of fourth, fifth, and sixth grade Alta students that have been trained as “Peace Keepers”. Alta teachers & Peace Keepers handle peer mediation by helping their fellow students learn how to solve everyday problems on their own. If your child(ren) has a situation in which a Peace Keeper helps mediate a note will go home saying so.***

## **CELL PHONE USE**

Student cellular phones are discouraged at Alta School. If a student must bring a cell phone to school, we ask that it is kept in the backpack all day and is turned off. Instead of a cell phone, you are welcome to call the school office if a message needs to be relayed to your child.

## **BULLYING POLICY**

On both a national and local level, the topic of bullying is an emotional one. At Alta School, through adequate supervision, consistent expectations, educating students, and a team approach to discipline and problem solving, we strive to eliminate bullying behaviors.

Although conflict between children has been, in the past, considered normal and "just part of growing up," educators and community members know that bullying can have long term and devastating effects on individuals and communities. Bullying and normal peer conflicts are NOT the same. Conflict is normal and resolvable. Bullying is destructive and hurtful to children.

To view Teton County School District’s bullying policy, visit [www.tcsd.org](http://www.tcsd.org) > district > board of education > TCSD #1 board policies > Section J: Students. Our bullying policy is JICFA.

### **Alta Elementary School-Wide Expectations**

Be Safe.

Be Respectful.

Be Responsible.

Be Friendly.

To view our expectations grid, visit [www.tcsd.org](http://www.tcsd.org) and choose Alta School.

**On a proactive basis, Alta School is committed to ensuring**

1. All teachers implement Proactive Classroom Management Strategies
2. All students are taught, practice, and follow classroom and school-wide expectations and procedures through our PBIS (Positive Behavior Intervention and Support) program and SEL (social-emotional learning) curriculum.
3. All teachers will acknowledge fulfillment of these expectations with Eagle Feathers.
4. Eagle Feather Celebrations will take place on a weekly basis.

**School-Wide Discipline Plan**

Our students deserve the most positive educational climate for their academic growth. This plan communicates to all stakeholders the expectations we know are important for maintaining a trusting, safe, and positive environment where all students will learn. Positive approaches will be used in the classroom and throughout the school to encourage appropriate behavior, so that the focus on learning and teaching is preserved. Each teacher’s classroom management system is developed with student input and addresses classroom expectations.

Through the implementation of a Social-Emotional Learning (SEL) curriculum (Second Step) is taught by our teachers and counselor, observed and reinforced by all teachers, students are taught self-management behaviors and strategies, and how to exhibit appropriate behavior. The curriculum also reinforces responsibility for actions, empathy, problem solving, and self-reflection; and models good choices and decision-making. This learning will take part daily in each classroom.

**Defining Discipline:**

Discipline is a *process* that uses teaching, modeling and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly and productive learning environment by changing unacceptable behavior to acceptable behavior.

When unacceptable behaviors occur, strategies and/or interventions are implemented to change the inappropriate behavior to appropriate and positive. Strategies and consequences are documented appropriately, and communication between home, school, and student is consistent. The teachers and principal are responsible for any disciplinary actions taken at Alta.

**Discipline Referral Process:**

**When an undesirable or inappropriate behavior occurs\*....**

**Step 1 (Tier 1 – support for all students)**

- If the undesirable behavior happens when a Peacekeepers is on “duty,” he/she is available to help students problem solve. Record logs are kept, and if a behavior is repetitive or severe, a Peacekeeper seeks out an adult to help.
- Any teacher or support staff (supervising staff member) who observes the behavior reteaches the expected behavior. This reteach may occur more than once. At this level, the reteach must happen at least 3 times (i.e separate *incidents*). A behavior modification technique or consequence may be enforced.
- If an undesirable or inappropriate behavior and reteach occurs with someone other than the classroom teacher, report what happened via email to the classroom teacher.
- **If the behavior does not improve....**

**Step 2**

- Supervising staff member must provide a behavior modification technique/consequence for behavior (examples: time out, missed recess, walk with teacher, etc.).
- Supervising staff member makes parent contact, and informs classroom teacher of the consequence/parent contact. If applicable, email all staff members.
- Classroom teacher begins documentation in a “student log” (document behavior(s)/incidences, calls to parent, etc.).
- **If the behavior still does not improve.....**

**Step 3 (Tier 2 – some students need an increased level of support, small group/individual strategies)**

- Supervising OR classroom teacher (depending on when/where the inappropriate behaviors are happenings) completes an office-level Behavior Improvement Plan.
  - Form (with exception of the 4-step PDSA plan and admin notes) is completed by the referring teacher. Student will bring the plan with him/her to the office.
  - Lead Teacher, Principal, or designee meets with the student as soon as possible to develop a plan. Additional input from the supervising staff member, teacher, or counselor may be helpful. A copy of the plan is given to the teacher, and the office retains a copy. Referral is entered into SWIS.
    - Possible interventions to include on the plan are: Behavior contract, self-monitoring, school-home notes, check-in/check-out, class pass, positive peer reporting, small group social skills or SEL training, group contingencies.

**Step 4**

- Teacher(s) will begin implementing behavior management changes on plan (2-6 weeks).
- Classroom teacher will contact parent regarding created plan for student.
- Principal/Lead Teacher/Counselor/Psychologist will work with the teacher to support plan.
- **If behavior continues...**

**Step 5**

- Teacher will communicate lack of success of plan with the principal/lead teacher and document in student log.
- A team (including at least classroom teacher, supervising teacher, principal/lead teacher, counselor, parent) meets to determine what adjustment needs to be made to the original plan. Repeat Step 4 for adjusted plan.
- If behavior continues, team should consider Tier 3, individual supports such as FBA (functional behavior assessment)-based behavior plan, replacement behavior training, and/or home/community supports.

*\*This excludes “major” behaviors – see Behavior and Consequences chart for clarification.*

**Alta Elementary School**

Relationship Between Unacceptable Behavior and Corrective Disciplinary Consequences

*Fairness is not all students getting the same thing;*

*fairness is each student getting what he/she needs to grow and improve.*

<b>Behavior</b>	<b>Consequences</b>	
	May include but not be limited to:	Maximum:
<p><b><u>Repeated Minor Behaviors</u></b> Disruptive behaviors, name calling, excluding others, non-compliance, inappropriate physical contact, property misuse, inappropriate language</p>	Teacher intervention/reteaching Apology – verbal or written Teacher phone call home/documentation Parent/teacher conference	Repeated minor behaviors (3 or more) will result in an office referral and Behavior Improvement Plan.
<p><b><u>Defiance/Disrespect</u></b> Includes horseplay that may be dangerous to student safety, talking back, extreme rudeness</p>	Reteaching lesson Apology – verbal or written Parent Phone Call/Conference Service project/restitution Removal from activity for a set period of time (recess, etc.) Counseling	Behavior Plan Suspension
<p><b><u>Fighting/Hitting</u></b> With Intent to harm</p>	Behavior Plan Conference with all students involved Apology – verbal or written Counseling Referral to BIT team Removal from activity for a period of time	In-school or out-of-school suspension
<p><b><u>Bullying/Harassment</u></b> Repeated with intent to harm emotionally, racially, physically, sexually, verbally</p>	Counseling/bullying classes Apology – verbal or written Removal from activity for a period of time Behavior Improvement Plan Parent Conference	Suspension
<p><b><u>Profanity Directed at Teacher</u></b></p>	Admin/student conference Apology – verbal or written Parent Notification Removal from activity for a period of time Behavior Improvement Plan Counseling	Suspension
<p><b><u>Theft</u></b></p>	Admin/student conference Parent notification Return item or reimbursement Behavior Improvement Plan Counseling	School Resource officer contacted
<p><b><u>Vandalism</u></b> Deliberately defacing school property or property of staff/students</p>	Parent notification/conference Reimbursement for damage Removal from area where vandalism occurred Behavior Improvement Plan Service project/restitution	Referral to school resource officer Suspension
<p><b><u>Weapons</u></b></p>	Admin/student conference Parent notification Behavior Improvement Plan Counseling School Resource officer contacted	Suspension Expulsion

## CURRICULUM

Alta teachers teach the district's grade level curriculum, which has been aligned to Wyoming academic standards and ([www.corestandards.org](http://www.corestandards.org)). Our reading (K-2 Lucy Caulkins, 3-5 Expeditionary Learning) and mathematics (Engage NY) curricula are developed with their own scope and sequence to ensure that skills and concepts taught at each grade level are vertically aligned and appropriate to our multi-grade classrooms. The teachers at Alta School follow the scope and sequence, but differentiate it in the classroom to meet the needs of the individual learners. K-5 writing maps are used to articulate the writing curriculum. At the Alta School, teachers follow the TCSD #1 scope and sequence for science and social studies.

## REPORT CARDS

Report cards are prepared each grading period (November, March, and June). At the end of the first and second grading periods, parents will receive the report card at or before their scheduled parent/teacher conference time. The June report card is sent home with students on the last day of school.

## ASSESSMENT

Throughout the year, students participate in a variety of assessments to not only monitor progress and adjust instruction, but to comply with the federal No Child Left Behind Act. Assessments allow us to assist student learning based on identified strengths/weaknesses, assess the effectiveness of a particular instructional strategy/curriculum program, provide data to assist in decision making, and to communicate with and involve parents. Alta School utilizes data from multiple sources including classroom assessments, DIBELS, PAWS, and MAP to monitor trends and student growth.

## SPECIALS

Every student attends specials classes each week: library, art, computer, music, Spanish and physical education. Your child's teacher will inform you of the specific dates and times of the specials classes. Communication for specials content and activities will be shared within the principal newsletter and through classroom collaborations.

## SPECIAL PROGRAMS

The Alta School **Swimming** program begins September 14<sup>th</sup>. Students are bussed each afternoon for 5 days to Targhee where they practice swimming skills and participate in activities with the Targhee Naturalist. Certified instructors and volunteers are used during the lessons.

The Alta School participates in the Grand Targhee Ski Program, which begins in January. Students are bussed to Grand Targhee where they receive instruction on **downhill skiing (K-6) or snowboarding (1<sup>st</sup>-6<sup>th</sup>)**. Parents must provide or rent ski equipment, including helmets. Ski equipment is not allowed on the bus; parents must drop off and pickup their child's equipment at the school each ski day. Grand Targhee determines the cost of the program.

The **Spirit Committee** is an open lunch forum for parents, students, teachers, PTO and the principal to celebrate successes and student accomplishments, promote communication among all stakeholders and solicit information and ideas. This committee will meet on the third week of each month on Tuesdays, our first meeting will be September 22 due to our swimming program.

Our **Peace Keepers** program is an opportunity for our , 4th, 5th & 6th graders to model appropriate behavior, mentor, provide mediation with students and serve in a leadership role for the Alta School. The Peace Keepers help facilitate student-to-student relationships, and serve as lunch & recess buddies. Peace Keepers will aide in problem solving amongst peers, with adult support.

Alta 5th and 6th grade students have participated in **Knowledge Enrichment for Youth (KEY)** camp through Casper College. Casper College determines acceptance by an application

process that begins with a nomination based on a student's performance over the course of the school year in 5th or 6th grade. Criteria for nomination include exemplary behavior, excellent schoolwork habits, excellent academic achievement. Nominations are usually made in February.

### **PETS**

Teton County School district has a policy prohibiting non-working dogs on school property. For the safety of the school grounds, you are asked to not bring dogs to school. Permission must be obtained from your child's teacher and the principal to bring pets of any kind to the school.

### **INCLEMENT WEATHER PROCEDURE**

Our students are outside for recess every day, unless it is below zero (ambient temperature) or pouring rain. If there is inside recess, a blue flag will be hung by the front doors. The weather here changes very quickly, so please make sure that the children are prepared for a change of weather during the day. In the winter, please make sure they have the proper clothing. We require students to have the "big five" – coat, snow pants, snow boots, hat and gloves.

### **SCHOOL CLOSURES**

Wyoming law requires all school closure days to be made up in the spring. Consequently, the decision to close school is carefully considered. The principal or her designee will make the final decision concerning school closures. The decision to close school will normally be made by 7:00 a.m. You will receive a call from a member of the Alta School staff. Please do not call the teachers or other families to inquire about school closures. The system works only when the phone lines are free. If you do not receive a phone call from a staff member, school is in session.

In the event of an emergency closure, students will be moved to a safe location and the parents will be notified where and when to pick them up.

### **HEALTH SERVICES**

Nurse Annette Eastman is here at Alta School about once a grading period. She can be reached at 307-732-3200; feel free to contact Nurse Eastman if you have medical or health concerns about your child. Please also inform the principal of any immediate concerns.

**Immunizations** - All students, K-12, are required by Wyoming State Law to have a completed immunization record on file. This record must be presented at the time of enrollment. If there are deficiencies you will have thirty days in which to comply.

**Medications** – Though we recommend that all medication required by your student be given at home, we recognize that there are times when this is impossible. If your child must receive medication (either prescription or over the counter) at school, please stop by and complete the required form. The school doesn't provide medications. Please note that for prescription medication to be administered at school the form requires a signature from the prescribing physician and the medication must be in a current pharmacy container labeled with the student's name. A parent and/or legal guardian may bring an over-the-counter medication to be stored in the medical cabinet that can be used on an as-needed basis, provided a completed form is on file.

### **HOT LUNCH**

Hot lunch menus are sent home monthly and any changes will be noted on the menus posted in the classrooms and on the front door window. Special dietary needs should be individually discussed with

Rose and the teachers. Forms for “Free and Reduced Lunches” are sent home at the beginning of the year. The information goes to the Alta Hot Lunch program and is confidential.

***Guests are welcome to stay for lunch as long as they make arrangements with the classroom teacher and notify Rose before 9:00am that day.*** We all eat lunch together in our multi-purpose room (GYM) at 11:20 a.m.

### **TELEPHONE USE**

Our telephone is for school business. We encourage parent communication with teachers, but please call between 7:30 and 8:00 or after 2:40 p.m., unless it is an emergency. Students may use the phone with teacher permission for school related problems.

### **WEAPONS**

The TCSD#1 policy states that carrying, bringing, using, or possessing a dangerous weapon is a serious offense for which expulsion may be mandatory. “Dangerous weapons” may include guns, knives, or any other weapon, device, instrument, or substance, used or intended to be used to inflict death or serious bodily injury.

### **AFTER GRADUATION FROM ALTA SCHOOL**

Alta Elementary is a K-6 facility. Upon graduation from the 6<sup>th</sup> grade, parents have two public school options for their child’s 7-12<sup>th</sup> grade education.

1. Teton County Idaho School District #401 accepts enrollment of all Alta students in grades 7-12. Out-of-state tuition is paid by the state of Wyoming for those who enroll in the Teton County Idaho School. Transportation to the Teton Middle School and Teton High School in Driggs, Idaho is provided by Teton County Wyoming School District #1.
2. Parents also have the option of enrolling their child in Jackson Middle School and Jackson High School. Parents choosing this option assume responsibility for their child’s transportation.
3. If the parents and Alta School staff have evidence that the transition to Teton Middle School in Driggs, Idaho, at the beginning of 6<sup>th</sup> grade is beneficial to a child's social development, a written request must be submitted by Jan. 15 of the 5th grade year to the Teton County Wyoming School District #1 Board of Education. This request is subject to Board of Education approval.

### **USE OF SCHOOL FACILITY**

The public may use the baseball diamond, soccer field, and ice rink after school hours. Scheduling is done through Teton County Wyoming Parks and Recreation Department. Use of the building may be scheduled through the Anjie Beard @ 307-353-2473.

### **COMMUNICATION**

A newsletter from your child’s teacher will be sent home regularly, and once a month a principal’s newsletter will be sent via email. These communications include important information about curriculum and learning, classroom and school happenings, reminders, and requests for support at home.

There are 2 great resources to utilize for Alta School and TCSD #1 information, such as upcoming events, activities, and calendars. The first is our website, [www.tcsd.org](http://www.tcsd.org) (choose Alta under “schools” tab). The other is a one-page ad in the News and Guide each Wednesday, in the Valley section.

## **EMERGENCY DRILLS**

Fire drills, earthquake drills, intruder drills and bomb threat drills are scheduled monthly throughout the school year to ensure that our students know the proper procedures to be followed in any of these circumstances. Our crisis management team monitors the drills and has training in emergency procedures.

## **EMERGENCY PLANNING**

Local emergency services in Teton County have access to an email/text message alert system called **NIXLE** through Teton County Emergency Management. This system sends emails and/or text messages, based on user preferences, to subscribers to the system. You **will not** receive messages if you do not subscribe. There are 2 ways to subscribe:

1. Visit [www.nixle.com](http://www.nixle.com) and click “**Sign In Here**” in the upper right corner of the screen, then click on “**Register Now for Free**” (tip: if your actual address won’t register with the system, simply use the intersection of N Cache Dr and W Broadway as your address)
2. **Text your zip code to 888777 from your cell phone** (tip: if you do this, you will only receive text message alerts. Follow the web link in a text message alert to receive more detailed information that is included in the email message alerts)

Nixle is a completely free service that costs nothing for subscribers or for taxpayers.



Teton

County  
School  
District #1

Elementary School Student  
Network/Internet User Guidelines



## Introduction

Computer network resources provided for all students by Teton County School District #1 enable communication with electronic communities and access to information resources from around the world on a daily basis. The purpose of providing these services is to facilitate access to information resources, promote educational excellence, and enhance communication between schools and community.

TCSD #1's Acceptable Use Policy and Network/Internet User Guidelines are provided so staff, students, and members of the community using the District's computer network resources are aware of their responsibilities. The use of these electronic communication tools and information resources shall be consistent with the purpose, mission, and goals of the Teton County School District #1 and will be used for professional or educational purposes. Access to these network resources is a privilege, not a right.

***TCSD #1's Acceptable Use Policy be viewed through a "hot link" on the TCSD #1 Web site homepage <http://www.tcsd.org>.***

## General Network Use

The TCSD #1 Network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is provided for free to all students who act in a considerate and responsible manner and abide by the Network/Internet User Policy. Students are responsible for good behavior on school computer networks just as they are in a classroom or the hallway.

Parents and students need to be aware that files stored on district servers are not private. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information this is retrieved via the Internet.

User accounts are part of the network's system security. Students should only access their own accounts and passwords should be kept confidential.

## **Guidelines for Network/Internet Use**

All Internet activity is supervised by TCSD #1 staff and access is limited to District web pages or to sites as directed by TCSD #1 staff.

- Students will use appropriate language
- Students will use computer equipment appropriately
- Students will report problems with computer or other equipment
- Students will keep personal information private
- Students will use websites only as directed by the teacher
- Students will cite resources according to copyright law
- Students will not access home email accounts at school

***If students do not follow the guidelines they may lose the privilege of accessing computers, and disciplinary action will be taken. If a student commits a violation that is a criminal offense, the school may take legal action.***

## **Internet / World Wide Web / E-mail Access**

Access to the Internet and e-mail will enable students to use thousands of libraries, databases and other types of Web information resources. Freedom of speech and access to information will be honored within the guidelines of the TCSD #1 Acceptable Use Policy. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Student e-mail may be accessed only with faculty permission for use in educational projects.

Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

**If you choose for your child to not have access to educational resources available through the Internet, please notify your child's teacher in writing by September 20<sup>th</sup> or within two weeks after registering your child.**

# Alta Elementary School 2015-2016 Calendar of Events

<b>September</b>	2	<b>First Day of School</b>
	14-18	Swimming
	16	Map testing begins
	22	Spirit Committee meeting 11:30 in the library
	21	School Pictures
	23	Back to School Night 5:30: 3-4, 6:00 whole school
	29- Oct 1	Science Camp (5th Grade only)
<b>October</b>	9	<b>No School</b> (Teacher In-Service)
	20	Spirit Committee meeting 11:30 in the library
	23	Ends of 1st Tri
	29	Halloween parties and spook alley
	30	<b>No School</b> (Teacher in-Service)
<b>November</b>	10	P/T Conference 3:00pm-7:00pm
	11	P/T Conference 3:00pm-7:00pm
	13	No School
	17	Spirit Committee meeting 11:30 in the library
	25-27	Thanksgiving Holiday <b>No School</b>
<b>December</b>	15	Spirit Committee meeting 11:30 in the library
	18	Early Release @ 12:30
	22	Christmas Program 6:00pm
	23	Christmas Parties
	24-31	Winter Break <b>No School</b>
<b>January</b>	1	Winter Break <b>No School</b>
	4	Back to School
		Skiing program begins
	15	Early Release @ 12:30
	19	Spirit Committee meeting 11:30 in the library
<b>February</b>	5	<b>No School</b> Teacher In-service
	15	<b>No School</b> (President's Day)
	16	Spirit Committee meeting 11:30 in the library
	19	End of 2 <sup>nd</sup> Trimester
	23	Parent Teacher Conference 3:00pm-7:00pm
	24	Parent Teacher Conference 3:00pm-7:00pm
	26	No School
<b>March</b>	7-25	State Assessments (PAWS)
	15	Spirit Committee meeting 11:30 in the library
	28-31	Spring Break <b>No School</b>
<b>April</b>	1-8	Spring Break <b>No School</b>
	TBA	Young Authors Night
	26	Spirit Committee meeting 11:30 in the library
<b>May</b>	4-6	<b>Teacher Appreciation Week</b>
	*	MAP Testing begins
	17	Spirit Committee meeting 11:30 in the library
	30	<b>No School</b> (Memorial Day)
	TBA	Class Field Trips (May or June)
<b>June</b>	9	All School Field Trip
	10	Last Day of School, Field Day, Graduation & award ceremony

\* The dates for these activities have not been confirmed.