

# HANDBOOK 2019-2020 SCHOOL YEAR



**ALTURAS**  
INTERNATIONAL ACADEMY

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## **INTRODUCTION**

Alturas International Academy is a public charter school authorized by the Idaho Charter School Commission. In accordance with our Charter, Alturas International Academy provides a high quality education, preparing students to excel in the local and international communities and meet or exceed the Idaho Core Standards.

What does Alturas mean?

The Spanish to English translation: Heights, Altitude, Loftiness, Nobleness.

Alturas International Academy believes in setting and achieving high goals and living with nobility in order to reach “Great Heights”.

Alturas International Academy does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Any variance should be brought to the attention of the Leadership Team through personal contact, letter, phone, or email.

## **POLICIES & PROCEDURES**

This handbook is meant to be used as an abbreviated quick reference guide. You can refer to all Board of Directors adopted policies and procedures in detail at <http://www.alturasacademy.org>

## **INTERNATIONAL BACCALAUREATE**

Alturas International Academy’s Primary Years Program (PYP) is an accredited International Baccalaureate (IB) World School. The Middle School has applied and is a candidate school for the Middle Years Program (MYP) and will reach accreditation in the near future. The IB is a non-profit educational foundation that develops the intellectual, personal, emotional, and social skills needed to live, learn and work in the 21st century. The IB has a reputation for high standards of teaching, leadership, and student achievement by incorporating programs of international education and rigorous assessments.

Part of becoming an IB School is the IB Learner Profile, at Alturas we will strive to adopt the Learner Profile and become:

### **Inquirers**

“We nurture our curiosity, developing skills for inquiry and research. WE know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life”

### **Knowledgeable**

“We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.”

**Thinkers**

“We use critical and creative thinking skills to analyze and take responsible action on complex problems. WE exercise initiative in making reasoned, ethical decisions.”

**Communicators**

“We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.”

**Principled**

“We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. WE take responsibility for our actions and their consequences.”

**Open-minded**

“We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.”

**Caring**

“We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.”

**Risk-Takers**

“We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.”

**Balanced**

“We understand the importance of balancing different aspects of our lives--intellectual, physical, and emotional--to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.”

**Reflective**

“We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development” (Retrieved from: <http://www.ibo.org/globalassets/digital-toolkit/brochures/what-is-an-ib-education-en.pdf>).

**EDUCATIONAL PHILOSOPHY**

Coupled with the IB framework for curriculum we will incorporate proven methodologies that will foster students who are responsible citizens, intellectually capable, and competitive in every aspect of society. This will be provided in caring, yet challenging, multi-age classrooms consistent with the IB framework.

Alturas International Academy's philosophy of education is grounded in the core belief that students must be prepared to live, work and positively contribute to a global community within the 21<sup>st</sup> Century. Students will require a vast set of skills, attributes and attitudes to be successful

Alturas International Academy will offer students the rich experience of internationalism, second language (Spanish) instruction. Visual, auditory, tactical, global, kinesthetic, and analytic strategies will be incorporated into lessons and units of instruction, giving students an increased choice of learning styles in their education. Technology, literature, art projects, music, research, nonfiction reading and a wide range of writing will be integrated into lesson plans providing students with the opportunity to interact and connect their learning to the real world.

Alturas International Academy implements a multi-grade mentoring program which gives older students a very compelling and well-researched means for tutoring younger students, from which they will learn responsibility and interpersonal skills. At the same time, mentoring students will practice their written and oral communication skills, their ability to collaborate effectively and reinforcing their own academic skills. Alturas International Academy also strives to involve students in a variety of community programs and service learning opportunities, with the intention of strengthening the students' awareness of the community to which they belong.

## **CONTACT INFORMATION**

An up to date staffing list with staff photos, and bios is located under the "Our Team" tab on the Alturas International Academy website ([www.alturasacademy.org](http://www.alturasacademy.org)).

## **LEADERSHIP TEAM**

Alturas International Academy had established a Leadership Team that works together to mentor both staff and students, making school wide decisions, assisting staff and students, enforcing school policies and working with the Board of Directors. The Leadership Team is made up of:

- 1) The Executive Director (Michelle Ball)
- 2) The Principal (Brian Bingham)
- 3) School Counselor (Joan Radford)

## **Parent Teacher Organization (PTO)**

The PTO offers an opportunity to become involved in planning and working on projects that will affect the whole school. Involved parent/guardians have a lasting influence on the value students place on their own education. It is important for our children to see us involved in their lives at home, in their outside activities, and in their schooling experience. Make a difference in your child's life--become involved.

Parent/guardians are encouraged to become part of the PTO and to volunteer for school projects, programs, committees, and to work with students. Please contact the school if you are interested in working with the PTO.

## **ADMISSIONS PROCEDURES**

Alturas International Academy is open to all in-state students on a space-available basis. No in-state student will be denied admission based on ethnicity, creed, gender, disability, or place of residence. No out-of-state students will be enrolled. Alturas International Academy's boundary encompasses the following school districts: Idaho Falls School District #91, Bonneville Joint School District #93, and Shelley School District #60. Students who live within the boundary will be given precedence over those who reside outside of the school's boundaries.

## **ENROLLMENT**

Enrollment applications will be accepted anytime, however the LOTTERY ENROLLMENT WINDOW will be January-March for the following school year (specific dates will be posted in December). Any applications received after the Lottery Deadline will be placed on the bottom of a wait list for the grade in which they will be entering. The wait list DOES NOT carry over to the next year.

## **EQUITABLE SELECTION**

Alturas International Academy complies with Idaho State of Education Rules Governing Public Charter Schools IDAPA 08.02.04 for the Equitable Selection Process.

Returning students and children of founder/full time employees (to no more than 10% of school capacity) will be in the highest tiers of the lottery.

## **LOTTERY PROCESS**

Each prospective student will be assigned a lottery number. Once enrollment for each grade reaches capacity, the lottery process will continue with lottery numbers being added to a wait list. Each stage of the lottery is complete once all numbers have been drawn, placed on the enrollment chart or a wait list.

Alturas International Academy complies with Idaho State Board of Education Rules Governing Public Charter Schools IDAPA 08.02.04 for the Proposed Attendance List for Lottery.

## **WAIT LIST**

Wait lists will be used to fill available student spots until the next equitable selection process is conducted. If a student does not accept an offer for enrollment or the parent/guardian does not respond to the offer by the date designated in the offer, the student's name will be removed from the waitlist and the next eligible student will be offered the seat.

Wait lists will not carry over from one year to the next.

## **ENROLLMENT AND REGISTRATION REQUIREMENTS**

Kindergarten: Student must be five years of age on or before September 1 of the current year. (See Idaho Code 33-201)

First Grade: Student must be six years of age on or before September 1 of the current year.

*If a child has attended kindergarten in another state for a full 450 hours of instruction they may enroll in first grade without meeting the age requirement.*

## **IMMUNIZATIONS**

A student must be fully immunized against certain diseases or must present a certificate/statement that for medical, personal, or religious reasons, the student will not be immunized.

If a student's religious or personal beliefs conflict with the requirement that the student be immunized, the parent/guardian must complete and sign the Immunization Exemption Form.

If a student should not be immunized for medical reasons, the parent/guardian must present a certificate signed by an Idaho licensed physician stating that the required immunization would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

Per Idaho Code 39-4801 - Students who are not immunized will not be allowed to attend class until their immunizations are up to date, OR they have completed the appropriate form(s).

## **ASSESSMENT AND MEASURES OF GROWTH**

Alturas International Academy will utilize information from both standardized evaluations and alternative assessment measurements and will emphasize assessments that enhance learning. Teachers will use assessments as an evaluation of student learning and a reflection of their teaching to help drive instructional decisions. Students will view assessments as learning experiences and challenges. Students' growth and development will reflect understanding, application, and synthesis of the Idaho Core Standards and the IB Program.

## **ATTENDANCE**

Alturas International Academy is committed to providing a rich and valuable learning experience each day. More importantly, regular school attendance is the single strongest contributing factor to academic growth and is essential for the student to make the most of his/her education by benefiting through teacher-led activities, building each day's learning on that of the previous day, and growing as an individual. Attending school regularly helps children feel better about school—and themselves. It is essential students are on time and have good attendance habits. Good attendance will help students be more prepared to learn each day and will help them acquire the work habits required for success in high school, college, and the workplace.

Alturas International Academy is a public school. A public school is funded by the state as well as federal government. Part of that funding is dependent upon student attendance, if our attendance decreases, so does our funding. In order to provide the best opportunity for your student to be successful, please ensure they are attending school regularly.

Alturas International Academy classifies absences into two categories: Excused and Unexcused.

An excused absence includes ONLY: school sponsored activity; a death in the family or close friend, or absence due to illness, medical/dental treatment verified by a licensed healthcare practitioner. A



note IS REQUIRED by the healthcare provider for the absence to count as an excused absence. Notes must be turned into the School Office.

An unexcused absence is any other absence not expressly included in the excused absence. This includes family vacations.

### **Attendance Requirements**

When a student reaches six (6) unexcused absences in a semester, whether full-day or in any given class period, parents/guardians will be contacted to discuss the student's attendance habits.

When a student reaches eight (8) unexcused absences, whether full-day or in any given class period, in a given semester, the teacher will notify the administration and together (the administration and teacher) will conference with the student and parent/guardian to establish an attendance plan.

Unexcused absences beyond twelve (12), whether full-day or in any given class period, in a semester may result in a referral, in the sole discretion of the school leadership team, to the Board of Directors for potential expulsion from the school for habitual truancy pursuant to the requirements of Idaho Code 33-205.

### **NOTIFICATION OF ABSENCE:**

Please notify Alturas International Academy by 8:30 am if your student will be absent from school. You may also email a notification at [office@alturasacademy.org](mailto:office@alturasacademy.org)

Please include:

- 1) Student's name
- 2) Student's home room teacher
- 3) Name of parent/guardian reporting the absence
- 4) Reason for absence
- 5) Estimated date of return

### **PLANNED ABSENCES:**

For planned professional appointments (dentist, doctor, etc.), to the extent possible, schedule these appointments for Fridays when students are not in class or during holiday or breaks. If your student is going to be absent, please let the office know.

### **TARDIES**

If students arrive in the classroom after 8:05 a.m., they will be considered tardy. If arriving late, parents who have children in the PYP need to enter the building and check their child in at the front office. For parents/guardians who have children in the MYP students will either need to bring a note from their parent, or be checked in by their parent/guardian. For safety reasons, parents/guardians who have Kindergarten children will need to escort their child to their classroom AFTER having checked in at the front office and receiving a visitor badge.

When a student's late arrival becomes frequent (six (6) or more late arrivals in a semester), the parents/guardians will be notified via phone call and/or letter. Once a student has eight (8) tardies the student will be referred to the Leadership Team for corrective action which may include, but is not limited to, meeting with parents/guardians to develop an Attendance Plan. If the initial corrective action proves ineffective in changing the student's attendance behavior, further corrective action will be required.

### CHECKING STUDENTS OUT OF CLASS

For safety purposes, students will not be released to any person other than parent/guardian, or someone on their personal authorized list. If you need to have your student picked up during the school day, please follow the procedures below.

- 1) Go to the front office. Do not pick your student up directly from the classroom.
- 2) Show your photo ID to the office staff.
- 3) Sign your student out on the provided form.
- 4) Wait in the office until your student comes to the office.
- 5) Leave the school through the front doors.

### DAILY SCHOOL SCHEDULE

1<sup>ST</sup> – 8<sup>TH</sup> GRADE: Monday through Thursday, 8:00 am – 3:15 pm – Friday: Students do not attend  
 AM Kindergarten: Monday through Thursday, 8:00 am – 11:25 am – Friday: Students do not attend  
 PM Kindergarten: Monday through Thursday 11:50 am – 3:15 pm – Friday: Students do not attend

Drop off Begins	Bell Rings to head to class	Tardy Bell Rings	AM Kindergarten Released	PM Kindergarten Lines up Inside the School Lobby.	PM Kindergarten Begins	School Released
7:45am	7:55am	8:00am	11:25am	11:45am	11:50pm	3:15pm

### WHY NO FRIDAY ATTENDANCE?

Alturas International Academy has established a 4-day school week for several reasons:

- 1) Longer days, Monday – Thursday allow for a more in-depth approach to learning and teaching.
- 2) Several times throughout the year students will be offered additional learning opportunities outside the regular school-hours which would include Fridays. Such activities could include field trips that extend the learning from within the classroom, service learning opportunities within the community, and exposure to a wide variety of lifetime sports, outdoor activities, and clubs. All learning opportunities and clubs offered outside of regular school-hours are optional and ran by staff and/or parent/guardian volunteers. If any parent/guardians are interested in starting a learning opportunity or club program, please contact the school.

- 3) Alturas International Academy teachers and instructional staff use the time on Friday to collaborate, take continuing education classes, professional development, and prepare for the following school week.

## **BACKPACKS**

Students are allowed to carry backpacks, but **no backpacks with wheels are allowed**. Students must place their backpacks in a designated area before the start of the school day. Personal hygiene items may be retrieved as needed.

## **BICYCLES AND SCOOTERS**

Students are allowed to ride bicycles and scooters to school but must wear a helmet and must store them outside the school. When students arrive on school grounds, for safety reasons, students must dismount and walk them to the designated location and secure it. Students who choose to bring such items to school, do so at their own risk – Alturas International Academy School assumes no liability for damage, theft, etc.

Skateboards, Longboards, Roller-blades, Heelys and any type of “roller-shoes” or boards are not permitted on school property. If a student brings any of the aforementioned recreational objects the Leadership Team will confiscate it and the child’s parent/guardian will need to come collect it. Hover-Boards and all motorized or battery operated equipment are not permitted on school property.

## **COMMUNICATION**

Alturas International Academy makes every effort to keep parents/guardians well-informed regarding school events, classroom activities, and other school-related information. For a calendar of the school year and the related activities, please visit [alturasacademy.org](http://alturasacademy.org)

## **CHANGE OF PERSONAL AND CONTACT INFORMATION**

Please keep the school informed of your correct home address, phone numbers (home, cells, business), your emergency contact(s), adults authorized to check student out of class, and e-mail address. Updating this information will ensure that we will be able to contact you in case of an emergency. If parents/guardians are out of town please inform the office and provide contact information of whomever is caring for your students.

## **CLOSED CAMPUS**

Alturas International Academy is a closed campus. Once students are on campus, they are required to have parents/guardians check them out to leave campus. Leaving campus without permission constitutes truancy.

## **Counseling Program**

A licensed mental health professional is available for all students, parents, faculty and staff. The counselor has an open door conference/meeting/visit policy. You are always welcome to call or stop by the school. However, to ensure availability you are also welcome to schedule an appointment via phone call or email.

## **BULLYING, WEAPONS, DISCIPLINE AND BEHAVIOR EXPECTATIONS**

The primary focus at Alturas International Academy is on the academic success of every student. We seek to build within each student a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. For a copy of the full Bullying Policy, click [here](#).

### **Essential Agreements**

Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment. The following are the two essential agreements that all students will be expected to keep.

- 1. Live the IB Learner Profiles**
- 2. Be IB Learners**

This means students will be expected to know and follow the 10 different IB Learner Profiles and strive to make a positive difference in the lives of those around them.

Alturas International Academy defines bullying as a pattern of aggressive, intentional, or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into four categories, physical, emotional, verbal, and cyber. Alturas International Academy enforces the policy for bullying on and off campus. If/when bullying does occur the Leadership Team will have a conference with the student and parent/guardian.

Weapons are defined as but not limited to pocket knives, knives, and firearms and are not allowed on school campus.

### **Behavior Plan**

It is the philosophy of Alturas International Academy to do all that can be done to help students meet the expectations for behavior and learning in the classroom. However, when a student consistently takes away from others' learning and cannot be redirected in class, more drastic measures will be taken in order to maintain a positive, learning environment. This plan is in place for students who constantly disrupt the learning environment, negatively impacting their peers' learning, and do not take redirection from the teacher or administrator. There is no catch-all for classroom management and/or student behavior, the following outline is a basic guide to help you understand the progression of the behavior plan.

1. The teacher will redirect student to change behavior
  - a. If student does not redirect, the teacher will proceed to step 2
2. The teacher will pull the disruptive student out and conference them in the hallway about their behavior.
  - a. If a student has to be pulled out multiple times to address their behavior, the teacher will then proceed to step 3
  - b. The teacher will let student know what will happen next if behavior does not change
3. The teacher will pull the disruptive student out and have student call parent/guardian to explain what has been occurring in the class.
  - a. The teacher will make the phone call and give the parent some background information, then the student will explain what has happened and then hand the phone back with the

- parent still on, and the teacher (if he/she feel is necessary) will set up a meeting with the parents or will let them know that the teacher will be in contact with them again if there are any issues.
- b. If the phone call has done little to deter the student's misbehavior, the teacher will proceed to step 4.
4. The TEACHER will arrange a meeting with the parents and will invite the administration to the meeting.
    - a. During the meeting the teacher will explain what has been happening in the class and how the student has responded to the directives of the teacher
    - b. A plan will be established with the parents/guardians on what each person will do moving forward. This plan can include:
      - i. Parents/guardians attending class with their student
      - ii. Parents/guardians creating a contract at home on how the student's behavior will improve
      - iii. The student visiting with the teacher after each class to evaluate the student's behavior
      - iv. The administration supporting the student in class
      - v. In-school suspension
      - vi. Out-of-school suspension
    - c. Once the plan has been established, if there is no improvement from the student, or support from the parent, the administration will proceed to step 5.
  5. Parents/Guardians will receive a formal letter detailing the reason(s) their student is being suspended, in the letter it will explain what will happen if the student's behavior continues to disrupt the learning environment and/or take away from their peers' learning.
    - a. If behavior does not improve, a student can be suspended up to 3 times, and then the administration will proceed to step 6.
  6. Parents/Guardians will receive a formal letter stating that their student can either withdraw from Alturas, or they will be presented before the board for an expulsion hearing.

## **DENIAL OF ENROLLMENT**

Per Idaho Code 33-205 the school's Board of Directors may deny enrollment to Alturas International Academy to any student who is habitually truant, or who is incorrigible, or whose conduct, in the judgment of the administration is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in the school is detrimental to the health and safety of other students or who has been expelled from another school district in this state or any other state. Any student having been denied enrollment or expelled may be enrolled or readmitted to the school by the Board of Directors upon such reasonable conditions as may be prescribed by the Board of Directors of Directors: but such enrollment or readmission shall not prevent the Board of Directors from again expelling such student for cause.

For the full student discipline policy, please click [here](#).

## **DRESS CODE**

### **Board Policy 3255 states:**

The purpose of a student dress code is to create a safe and clean environment and to remove distractions from the school that can negatively impact the educational climate and learning processes of the school.

Students shall adhere to the following guidelines when attending school or school-affiliated activities:

1. All clothing must be clean and well-maintained.
2. Clothing must be suitable for current weather conditions and activities in which students will be engaged. Teachers may establish dress and grooming regulations when necessary for specific class activities (such as field trips, PE, science, or art).
3. Clothing that exposes excessive bare skin, including but not limited to swimwear, short skirts, short shorts, low-cut tops, half-shirts, or sheer clothing, WILL NOT be permitted at school.
4. Clothing must be sufficient to conceal undergarments at all times.
5. Clothing that explicitly references, depicts, or alludes to, alcohol, drugs, gangs, violence, profanity, sexual material, or illegal activities WILL NOT be allowed at school.
6. Head coverings, including but not limited to scarves, hats, caps, hoods, bandanas, and sweatbands, MUST NOT be worn at school without the approval of school administration.
7. Footwear must be worn at all times. For safety reasons, it is preferred no backless shoes are to be worn.
8. No facial piercings of any kind will be allowed.
9. Fashion accessories, including but not limited to eye wear, jewelry, cosmetics, and clothing pins, CANNOT detract from the educational climate in any way.
10. Hair must be clean and well groomed.

While these guidelines cover most common situations, they cannot anticipate everything that a student might wear. Consequently, administration reserves the right to identify students as out of dress code when the basic goal of a dress code, namely, to create a safe, clean, disruption-free environment, is compromised. Students appearing on school grounds or at school activities who are in violation of the dress code shall be counseled and sent home, as appropriate, in order to change clothes and dress properly. Any student who willfully and continuously violates the dress code may be subject to disciplinary action.

### **DROP-OFF/PICK-UP INSTRUCTIONS**

Staff members will supervise the drop-off and pick-up zone to help ensure the safety of the students. For your student's safety, students shall not arrive on school grounds prior to 7:45am and must exit school grounds no later than 3:30 pm. School personnel are not available for supervision outside of these times.

## **ESCORTING STUDENTS TO CLASSROOMS**

Parents who wish to walk their child to his/her classroom must first check in with the front office and receive a visitor badge.

## **BUSSESS & WALKERS**

Busses will operate prior to 8:00 am and again when picking students up at 3:15pm. Bussing is not offered mid-day. Students who ride buses will be supervised as they board the proper bus.

Students who ride the bus for the first time must receive a bus pass from the front office.

## **BUS RULES**

1. Always follow the driver's instructions
2. Voice level 2 at all times – only the person next to you should be able to hear you
3. Face forward in your seat at all times
4. Remain seated until the bus arrives at your stop
5. Be aware of others while you are walking up or down the aisle
6. You may only listen to music with earbuds/headphones
7. Keep hands, feet, and objects to yourself
8. No inappropriate language, gestures, or insults
9. Do not save seats
10. Do not take photos or videos with your phone of other people without their permission
11. Treat others the way you would like to be treated
12. No inappropriate games/videos/pictures on your phone

## **ELECTRONIC DEVICES**

The only personal electronic device(s) Alturas International Academy allows on school campus are cellular phones, iPods and MP3 players. No other personal electronic devices (such as, iPads, pocket video games or similar) will be allowed on campus. Students who bring approved electronic devices to school must store them in their backpack or cubby during the school-day unless otherwise instructed by the classroom teacher or administrator, **THIS INCLUDES RECESS TIMES AS WELL AS DURING LUNCH.**

If a student violates this policy, Alturas International Academy Leadership Team will determine consequences based on the severity and/or frequency of the incident(s). Consequences may include but are not limited to confiscating the electronic device and returning it to the parent/guardian of the student.

Students who choose to bring an electronic device to school, do so at their own risk. Alturas International Academy assumes no liability for damage, theft, etc.

## **ELECTRONIC NETWORK USE RULES, ETIQUETTE, AND SECURITY**

School account holders are expected to act in a responsible, ethical, and legal manner, in accordance with purposes of the networks they use, and the laws of Idaho and the United States. Using the

network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct.

You can refer to the full policy and procedures of our [Network Usage](#) on our website [www.alturasacademy.org](http://www.alturasacademy.org) >Our Team>Board of Directors>Board Policies

At Alturas International Academy there is a 1:1 ratio of students to Google Chromebooks. All Chromebooks are property of Alturas International Academy and must be treated as such. Each student will be assigned a Chromebook and will be responsible for the condition of the Chromebook throughout the school year. If there is any abuse or mistreatment of the Chromebook, the student and the student's parent will have a conference with the Leadership team and teacher. Students may be liable for any damaged Chromebooks.

### **INCLEMENT WEATHER OR EMERGENCY**

A situation may occur which could result in a school closure, Alturas International Academy will use local TV channels (3 and 8), FM radio stations, and send out an email and text regarding a school closure. Information will also be posted to Facebook. We hope we never have excessive inclement weather causing emergency closures, however, if the school is closed several days it is possible that missed days may need to be made up on Fridays or into June.

### **LUNCH PROGRAM**

Alturas International Academy will provide lunch through Arugula Deli. Student lunches cost \$3.65, milk is available for purchase for \$0.40. If parents want their student(s) to have a hot lunch they need to fill out an online lunch order by the due date listed on the form, the lunch order form is used to make Arugula aware of how many lunches need to be prepared. **NO EXTRA LUNCHESES WILL BE ORDERED**, if students fail to complete the lunch order, an alternative lunch will be provided if the student does not bring a lunch from home.

Lunches that are ordered must be paid for, whether or not your student eats the meal. Please do not send a cold lunch with your student the day you ordered a hot lunch. If you do not know which days you ordered a lunch for your child, please call the front office and Leslie Hartley will help you.

### **LUNCH COST AND MENU LINK**

Arugula Deli - Student Portion - \$3.65  
Milk - \$0.40

### **CONFERENCES AND MEETINGS**

Alturas International Academy has an open door conference/meeting/visit policy. Communication with your teacher(s) will be on a regular basis. You are always welcome to stop by the school. Please be respectful of the classroom and schedule in advance all meeting with teachers outside of the instructional hours of 8:00am-3:15pm.

A couple times during the school year Alturas International Academy will host a student-led open house.



## STANDARDS BASED GRADING

Alturas International Academy employs Standards-Based Grading (SBG)--a system of reporting student proficiency in a number of specific learning goals (or standards), rather than giving students one letter grade on a test that assessed multiple skills. This system gives students a number of scores that represent their proficiency in each of the skills assessed. The idea is that at the end of the class a student has mastered the essential content necessary for the next level. SBG focuses on knowledge and understanding, not on points. A student's SBG report will be included in their learning portfolio. In the PYP the following rubric is utilized:

4 – Exceeds the Standard (above Grade Level Expectation)	O – Outstanding
3 – Meets the Standard (Developing Appropriately)	S- Satisfactory
2 – Approaches the Standard (Beginning to Develop)	P- Progressing
1 – Does not yet meet the Standard (Needs to Develop)	N – Needs Improvement
NE- Not Evaluated	
An <b>M</b> in the box in front of the subject area indicates that the standards were modified.	

In the MYP the following rubric is utilized:

Mark	Descriptor
1	Does not meet any standards below.
2	Produces work of very limited quality. Conveys many significant misunderstandings or lacks understanding of most concepts and contexts. Very rarely demonstrates critical or creative thinking. Very inflexible, rarely using knowledge or skills.
3	Produces work of limited quality. Expresses misunderstandings or significant gaps in understanding for many concepts and contexts. Infrequently demonstrates critical or creative thinking. Generally inflexible in the use of knowledge and skills, infrequently applying knowledge and skills.
4	Produces work of an acceptable quality. Communicates basic understanding of many concepts and contexts, with occasionally significant misunderstandings or gaps. Begins to demonstrate some basic critical and creative thinking. Is often inflexible in the use of knowledge and skills, requiring support even in familiar classroom situations.
5	Produces good-quality work. Communicates basic understanding of most concepts and contexts with few misunderstandings and minor gaps. Often demonstrates basic critical and creative thinking. Uses knowledge and skills with some flexibility in familiar classroom situations, but requires support in unfamiliar situations.
6	Produces generally high-quality work. Communicates secure understanding of concepts and contexts. Demonstrates critical and creative thinking, sometimes with sophistication. Uses knowledge and skills in familiar classroom and real-world situations and, with support, some unfamiliar real-world situations.
7	Produces high-quality, occasionally innovative work. Communicates extensive understanding of concepts and contexts. Demonstrates critical and creative thinking, frequently with sophistication. Uses knowledge and skills in familiar and unfamiliar classroom and real-world situations, often with independence.
8	Produces high-quality, frequently innovative work. Communicates comprehensive, nuanced understanding of concepts and contexts. Consistently demonstrates sophisticated critical and creative thinking. Frequently transfers knowledge and skills with independence and expertise in a variety of complex classroom and real-world situations.

## **MEDICATION AT SCHOOL**

Parents/guardians of a student who needs to take prescription medication during the school day must bring the medication to the front desk in the original container with the original label. The parent/guardian must complete and sign a Medication Consent Form for all medications to be administered by Alturas International Academy staff. The Medication Consent Form includes the last time a dosage was administered, the next time another dose should be administered and the correct quantity of medication. If the Medication Consent Form is incomplete, Alturas International Academy will not administer the medication. All medications are kept in a locked box at the front desk.

Homeopathic, essential oils, herbal, and/or nutritional supplements will not be dispensed at school unless a prescription is provided to the school from a licensed professional with legal prescriptive authority. Alturas International Academy reserves the right at any time to refuse to administer any medication or supplement that does not meet standards of safe administration.

Students who need to carry emergency medication to treat asthma or severe allergies may do so according to Alturas International Academy policies and procedures. These medications must be declared.

If your student needs to take Tylenol/Advil or some variation of pain medication, please encourage them to take it before and after school. Do not send any extra medication for your child to take during school hours. Please contact the Leadership Team regarding required procedures for emergency medications at school.

## **SPECIAL SERVICES**

Alturas International Academy supports the right of all students and will serve all students with different cognitive abilities. This will include; students with intellectual disabilities, Autism, English Learners, and the Gifted and Talented learner. Every student will receive equal access to an educational opportunity. No student will be excluded from Alturas International Academy or referred to other schools because of their special needs.

## **CHILD FIND:**

Alturas International Academy refers students not meeting Idaho Core Standards or the Idaho Early Learning Guidelines to the Child Assistance Team (CAT), a problem solving team consisting of teachers, administration, and educational specialists. They use a problem solving process to plan accommodations and interventions within the general education classroom to ensure that referrals to consider a special education evaluation are appropriate. Following the problem solving process, students suspected of having a disability will be referred to consider special education services.

## **INDIVIDUAL EDUCATION PLANS (IEP) AND LEAST RESTRICTIVE ENVIRONMENT:**

Alturas International Academy embraces inclusion and cooperative learning to allow all students to achieve their full potential. Alturas International Academy will provide special education and related services to eligible students in the Least Restrictive Environment (LRE), educating students with disabilities with their non-disabled peers to the maximum extent appropriate.

## **SECTION 504**

Section 504 is the part of the Rehabilitation Act of 1973, which applies to persons with disabilities. It is a civil rights act that states that no otherwise qualified individual with a disability can be excluded from or denied benefits of any program receiving federal financial assistance.

A person who qualifies for a 504 plan has a mental or physical impairment which substantially limits one or more of a person's major life activities. For an impairment to be substantially limiting, it must impede student access to a "large or considerable degree". This includes functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

At school "learning" is frequently identified as the area of difficulty. Some students who have been evaluated and have a physical or mental impairment that substantially limit their access to participate in the education program are entitled to accommodations under Section 504. Referrals to consider eligibility for Section 504 accommodations will be part of the "Child Find" process or can be made directly to the counselor by a parent/guardian or guardian.

## **FEES**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. Parent/guardians, however, may be required to pay certain other fees or deposits, including but not limited to:

- 1) Costs for materials for a class project that the student will keep
- 2) Voluntarily purchased pictures, publications, yearbooks, etc.
- 3) Personal apparel used in extracurricular activities that becomes the property of the student.
- 4) Fees for lost, damaged, or overdue school material (including books and Chromebooks)
- 5) Fees for activities and/or field trips that are voluntary

Parent/guardians will be advised in advance of any fees.

Any required fee or deposit may be waived if the student and parent/guardian are unable to pay. Application for such a waiver may be made to the Leadership Team.

## **BIRTHDAY PARTIES**

Occasionally, students wish to celebrate their birthday at school. Please consult with the teacher in advance. However, there are some general guidelines that parent/guardians are asked to follow:

- 1) No homemade food items may be distributed at school.
- 2) Interruption to the school schedule should be kept to a minimum.
- 3) Students should not pass out invitations to private birthday parties at school unless all students are invited.

## RECEIPT OF ALTURAS INTERNATIONAL ACADEMY HANDBOOK

(Alturas will send an electronic Google Form to gather your electronic signatures at a later date or you may sign below and return to the school office.)

By signing below, you:

1. Are accepting enrollment at Alturas International Academy for the 2017-2018 school year.
2. Have received, read and agree to all of the terms listed in this handbook.
3. Are agreeing to abide by all of the policies and procedures at Alturas International Academy.
4. Have read the Electronic Network Use Rules document, understand it, and agree to adhere to the principles and procedures detailed within. We understand and accept the conditions stated above and release from any liability Alturas International Academy, its subcontractors, and employees.

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (please print) \_\_\_\_\_

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