



THE EAGLE UPDATE

ELEMENTARY SCHOOL NEWSLETTER - August 23, 2024

Hansen's Highlights

[Mrs. Hansen and Dr. Aukes are excited about the first day of school!](#)

Back to School Bash!

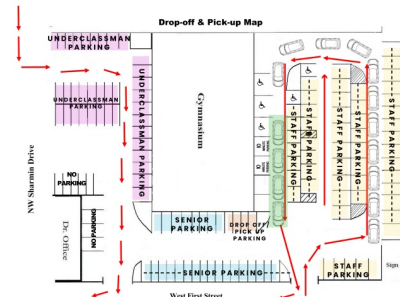
You're invited to join us Friday, August 23, for the PTF's Back to School Bash! This will be held at Sandpiper Recreation Area in Polk City and will have a potluck and a social time for the students and parents. We will not be holding Principals and Popsicles in the Park this year, so the Bash will be a great opportunity for students to connect with each other before school begins.



Drop-off/Pick-Up Procedures

The safety of our students is of the utmost importance to us. Drop-off and pick-up times make our parking lot a very busy place. There is a very specific drop-off and pick-up procedure that is outlined below, and a diagram is provided for those who would like to see it visually.

There will be staff that will be directing you; please follow their instructions. The staff may be direct at times because their primary concern is the safety of our students and ensuring a smooth drop-off and pick-up process. Car signs were available for pick up at Back to School Night or the first day of school if you did not attend Back to School Night.



DROP-OFF PROCEDURES

Before Care

Before school care is available from 6:45am-7:30am. This will be over at our preschool and childcare facility at Faith Baptist Bible College located at 900 NW 4th St, Building 14 at the far west end of 4th St. At 7:30 a.m., students will be transported to ACA in the school van.

You may drop off your child starting at 7:30 at ACA; there is great supervision for them in the cafeteria. Enter off of First Street and use the far right lane. **Pull up to the tree** on the southwest corner and let your child out of the car. Please see the diagram to see the spots where children should be let out of the car. Please do not let your child out of the car unless you're in one of the designated places or you have parked. Do NOT let your child out in front of the doors, as that backs up traffic. If you need to get out of your car for any reason (good-bye hugs, getting band instruments out of the trunk, walking them to the sidewalk), you must park in a designated visitor parking spots on the south side of the gym (please see those noted on the diagram). Please exit the parking lot through the east driveway and turn right (west) out of the lot. Do not go in front of the gym to turn left out of the west entrance. Left turns out of the parking lot during drop-off and pick-up times will not be permitted.

PICK-UP PROCEDURES

BK-6th (note sixth grade will be picked up on the east side)

Please come at your **OLDEST** child's time. If you arrive earlier, you will be asked to park. Please also note that Friday times are different than Monday-Thursday in minutes, not just hours.

Monday-Thursday

BG-1 - 3:20

2/3 - 3:25

4/5 - 3:30

6th - 3:35

Friday

BG-1 - 1:30

2/3 - 1:35

4/5 - 1:40

6th - 1:45

At 3:45 on Monday-Thursday, all remaining students BK-6th grade will be escorted to after school care. At 1:50 on Fridays, all remaining children BK-6th grade will be escorted to child care.

Our main goal during pick-up time is to get cars off of First Street, so please follow these instructions to ensure a smooth, quick process. Please have your car signs with last names to be shown on passengers side front window or dash. To pick-up your child in carline, please enter from First Street. You will follow the arrows (on the provided map) around the parking lot. Staff will load your child as they are able. As soon as your child is loaded, please exit the parking lot by heading west on First Street. No left turns will be permitted, nor will staff allow cars to go in front of the gym to exit through the west driveway. It is recommended you go west to Abilene to turn north as Sharmin is very busy during this time for Middle School/High School pick-up.

In an effort to get cars off of First Street, staff may instruct you to go down the center aisle. Please stay as far to the right as possible. If you are instructed to pull down the center aisle, your student will be loaded into the car in that aisle. **DO NOT** pull into the drop-off line. After your child is loaded, you can pass the cars on the left and exit the parking lot.

If your child cannot buckle their seatbelts, you must park and walk up to the door to get your child. Staff will not buckle any students. If you are parking for any reason, please tell staff and they will direct you where to park.

Pedestrians/Bicyclists

Students or adults riding a bike on or off campus should dismount and walk their bicycle on the sidewalk through the school's parking lot and walk it up onto the sidewalk around the gymnasium toward the front entrance where bike stands are located.

Pedestrians / Bicyclists leaving the school grounds moving West should walk the bike on the sidewalk around the gym cross the lot at the corner of the gym moving diagonally towards the chiropractic building and walk the bike on the sidewalk past that business and across Sharmin Street.

Pedestrians / Bicyclists leaving the school grounds moving East should remove bike from bike stand near the main entrance then walk the bike along the main sidewalk to the end move toward the lot duty vested person to cross the lot and exit the main driveway traveling West on the First Street sidewalk to the traffic light. Obey the pedestrian light and walk the bike across State Street to continue ton travel West on the sidewalk or travel North on State Street on the East side of the street.

If you have an elementary child and secondary student, your secondary student will need to meet your elementary child within the building and exit together out the west lobby doors.

No elementary students will be allowed to stay for secondary student practices after school. They will be escorted to Little Eagles Nest, our after school program.

When you are picking up your children, we want to be good neighbors. Please do not park at Casey's, the strip mall or the chiropractor's office.

New Behavior Referral Expectations

This year we will be using a new form that is similar to ACA secondary teachers and staff that will help us to document student behaviors.

Level guidance for Behavior Referral Expectations 2024-2025.

Level 0 - (2 warnings) If this is the third Level 0, it moves to a Level 1.

- Consequences for Level 0 behaviors:
 - Conference with the teacher to discuss specific behavior and make student aware of next steps if behavior continues

Level 1 - (parents will be notified by email or phone first). If this is the third Level 1, it moves to a Level 2.

- Possible Consequences for Level 1 behaviors could be:
 - Call home with student if possible, or student writes a note home
 - Loss of recess - 5-minute increments for each referral
 - Suspended for lunch - eat in the classroom supervised by an adult, or at a table by themselves in the lunchroom

***** Certain behaviors could warrant principal intervention that may result in a higher-level behavior more quickly.**

Level 2 - (Office referral and automatic detention for 4th and 5th) (Office referral for Begingergarten - Third grade) If this is the third Level 2, it moves to a Level 3 and administrators will take over.

- Consequences for Level 2 behaviors could include:
 - Detention - 24-hour notice given to parent - assigned by administrator
 - Administrator will have students call home with them (or videotape the principal/student conversation)

Level 3 - In School Suspension (ISS) – upper elementary (4-5) - issued by administrator, further consequences at administrator's discretion

- Consequences for Level 3 behaviors could include:
 - ½ day ISS
 - Full day ISS
 - Possible Out of School Suspension (OSS)

Volleyball and Cross Country Spirit Wear

The fall sports store is open for volleyball and cross country spirit wear. The store will close August 25!

[Shop Here](#)

Lunch Allergen Info

Here is the [link for allergen items](#) in the new lunch menu. Please note for those with Celiac, they cannot guarantee cross contamination.

Lunch for Monday

If you did not order a hot lunch for your child through the link or through the teacher at Back to School Night, please plan to send a cold lunch on Monday. There will not be extra lunches for purchase or corn dogs or hot pockets this year. If your child does not have a lunch, the office will call you to bring your child one.

Setting up your HotLunch Account

Please set up your HotLunch account to order hot lunches.

- Families will log into <https://acalunch.ahotlunch.com/login> and sign up for an account.
- Select “**Parents click here to sign up**”
- The “Campus Code” is **acalunch**
- Once students are added to your account, you will be asked to pay a \$10 per student for a software maintenance fee.
- Complete payment and you will be ready to purchase lunches.

- To purchase lunches, select the student, the current (September) menu, and then add lunches that you wish to purchase.
- Purchase for additional students and checkout.

Lunches can be purchased in advance for the open menu. The menu will close at 9:00pm, 2 business days before the lunch is served. This deadline allows us to notify the caterer, in advance, of the number of meals purchased.

If the event you need to cancel an order or items within the order:

Login and click on “My orders”.

Click the order you want to edit/cancel.

If you cancel your order before the deadline, a credit will be applied to your account.

After you have registered you can use **Hotlunch.com’s iOS APP and use the authentication code: acalunch**

Lunch Volunteer Needs

Fridays—1st Friday of each month and 3rd Friday of each month.

Substitute Volunteers—If you have a flexible schedule on any day of the week, please let me know and join our substitute volunteer list! Substitute volunteers fill in as lunch service volunteers and lunch teacher assistant volunteers when our regular volunteers are unavailable.

PTF Ice Cream Days

The PTF offers ice cream sundaes once a month for \$1. A special thanks to Tier 1 Technologies who supplies the ice cream and toppings! We are in need of a few volunteers to help serve. If you are willing and interested, please sign up here. Volunteers are especially needed for the first date, September 13. [Sign up here.](#)

Parent Prayer Meetings

We have a group of parents who pray for the school each week. If you would like to join them weekly or as you are able, they'll meet at 9:00 on Thursday mornings in the lobby. This will begin on September 5.

Upcoming Events

August

23

PTF Back to School Bash at Sandpiper Recreation Area

August

26

1st-12th Grade: First Day of School

5:00 PM - JV Volleyball 2 (Only cashless tickets - Purchase tickets [here](#))

6:00 PM - JV Volleyball 1 (Only cashless tickets - Purchase tickets [here](#))

August

27

Beginnergarten and Kindergarten First Day of School

5:00 PM- Varsity Quad Volleyball at Ankeny High School

August

29

4:30 PM - Varsity Boys and Girls Cross Country at Collins Maxwell

5:30 PM - JV 1 Volleyball at North Polk

6:30 PM - Varsity Volleyball at North Polk

August

31

9:00 AM - Varsity Girls Volleyball Tournament at Ankeny Centennial

September

2

Labor Day - No School

September

5

7:00 PM - Board Meeting

September

6

5:30 PM - Faith Family Night



(515) 965-8114
1604 W 1st St.
Ankeny, IA 50023

Ankeny Christian Academy | 1604 W 1st St | Ankeny, IA 50023 US

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