

Chester Valley Elementary School  
1751 Patterson Street  
Anchorage, AK 99504  
Ph. # 337-9502  
*Sharon Mitchell, Principal*

# WELCOME

## Welcome to Chester Valley:

We at Chester Valley truly welcome you and your child(ren) to another great year. We are very excited to begin another successful school year! As parents, you are your child's first teacher. We look forward to being partners with you in your child's education. Working together will help us to create a comfortable and successful learning environment to meet your child's unique and developing abilities. We emphasize mastery of the basics at the instructional level, while concurrently providing enrichment experiences and fostering the development of acceptable social behavior. We urge all parents to take an active interest in school activities and your child's progress in school. There are many opportunities for volunteering, and we welcome your involvement. We encourage your communication and participation with the teacher and in the classroom. This insert and the Anchorage School District Policy Handbook are prepared so that we may bring about a better understanding among the staff, parents, and students. Please take the time to read thoroughly.

## Preschool Special Education:

Chester Valley has four Special Education Preschool classes for children ages 3-5. We are happy to welcome back Ms. Kelly, Ms. T. Wilson, Ms. Childs, Ms. Lambert, Ms. Doucet, and Ms. S. Wilson. Joining the Preschool team is Ms. Foster, Ms. Clausson, and Ms. Laboy. We look forward to another great year with our preschoolers.

## Chester Valley Open House (PLEASE NOTE DATE CHANGE):

Don't forget our Open House on Tuesday, Sept 9th, from 6:30-8:00 PM. There will be a General PTA Meeting to approve the proposed 2008-2009 PTA budget at 6:00 PM. Please come and join us!

## Daily Schedule:

9:00 AM - 3:30 PM: Kindergarten through Fifth Grade

9:00-11:30 AM: Preschool AM classes

1:00-3:30 PM: Preschool PM classes

Children should not arrive at school before 8:40 AM. We do not have personnel on duty to supervise students coming to school before 8:40 AM unless they are attending the Breakfast Program, which begins at 8:30 AM. The first bell rings at 8:50 AM, and students may enter the building at that time. Students are dismissed at 3:30 PM and should leave the school grounds promptly at dismissal time unless they are participating in a supervised after-school activity. Supervision ends at 3:45 PM except in the case of participation in an authorized after-school activity. Please be sure to pick up your child on time.

If you have an appointment and will be picking up your child before the 3:30 dismissal bell, you must come into the school office to sign them out. Students will not be dismissed from class until you arrive in the office.

## Class Placement:

It has been necessary over the past years to create combination classrooms due to declining enrollment. When this occurs every effort is made to provide an equal balance in ability levels, boy/girl ratio, race, separation of students who do not perform well together and students with special needs. **However, we cannot guarantee classroom placement.** Please know that staff will continue to provide the best educational program for all students whether they are in a regular or combination classroom setting.

### **Discipline Policy:**

Chester Valley has a school wide discipline policy in place to help create and foster a safe learning environment. This environment must allow each student the opportunity for academic and social growth. A structured discipline policy allows students to develop a concept of self-worth by giving them the opportunities to make decisions. The Chester Valley's discipline policy will help students develop the ability to exercise self-control and self-discipline both in and out of the school setting. Please review with your children the ASD Elementary Student Handbook regarding discipline and excessive displays of affection.

### **Lunch Prices:**

Student Lunch \$ 2.90 (milk included), Weekly Lunch Ticket \$14.50, Monthly Lunch Ticket \$ 58.00  
Breakfast \$1.55, Milk Only \$ .40

<u>Grades</u>	<u>Lunch</u>	<u>Recess</u>
K - 2	12:00-12:25	12:25 - 12:50
3 - 5	12:30-12:55	12:55 - 1:20

Lunch loan/charges will be issued to students who forgot their lunches or money. All charges must be paid immediately. There is a THREE (3) UNPAID LUNCH CHARGE LIMIT. Students with 3 charges receive a cold pack and milk.

### **Breakfast Program:**

Chester Valley participates in a breakfast program. Due to limited space and time restraints, participating students must be at school at 8:30 AM. Breakfast is served from 8:30-8:50 AM. At 8:50 AM, the kitchen & eating area will close so the area can be cleaned for gym classes to begin promptly at 9:00 AM. If you want your children to participate, they must be here on time.

### **Free & Reduced Lunch:**

The Free and Reduced Program entitles students whose parents are on a limited or low-income to obtain a hot lunch free or at a reduced price. Parents may apply at any time during the school year by completing an application which is available at the office. All applications are evaluated by the ASD Food Service, 348-5142. All information is confidential. All forms must be renewed each year!

### **Bikes/Walking:**

Chester Valley is considered a walking school. Bus service is not provided. Students may ride bicycles to school if they observe safety rules. In the Fall and then again in the Spring, the school office will make available parent permission slips to ride. Permission slips must be on file in the office before a student will be allowed to ride a bicycle to school grounds. Bicycles are not to be ridden on campus. They must be walked while on school grounds. Bicycles are to be secured with a lock in the appropriate location. The school is not responsible for lost bicycles. Students are must wear helmets! On school sponsored bicycle trips, it is mandatory that all participants use bicycle safety helmets. No roller blades, or skateboards are allowed.

### **Dress Code:**

Chester Valley School expects the students and personnel to have high standards of conduct, appropriate dress and appearance. A student's appearance should not be of such extremes that it draws undue attention to the student, nor should his/her dress and appearance distract or interfere with learning and teaching in the classroom. Positive habits of cleanliness and neatness should be developed at an early age. Specific rules establishing a dress code are as follows:

- A) Two (2) pairs of footwear will be required at certain times of the school year. Tennis shoes are required for participation in physical education classes. Young ladies taking an active role in physical education activities should plan on wearing pants. Students will have a PE class twice each week.
- B) Appropriate shoes or boots for all-around wear are a must.

- C) Safety standards require that shoes be worn at all times. Flip Flops are not safe or appropriate for school wear. Gym shoes with wheels on them are considered unsafe school and should not be worn unless the wheels are removed or retracted.
- D) Clothing that has any inappropriate pictures or sayings will not be allowed. Clothes that advertise drugs, alcohol, sex, violence, tobacco, or display inappropriate written or unwritten messages are not allowed at school.
- E) Spaghetti straps, see through, low cut blouses/shirts or shirts that expose the chest or stomach, are not permitted.
- F) Students will not be permitted to wear short shorts or shorts/skirts which reveal a bare midriff. Skirts, shorts, and dresses should be no shorter than two inches above the knee or longer.
- G) Students are not allowed to wear clothing that is "overly baggy" or "sagging" at school. Belts must be appropriate lengths and tucked into belt loops.
- H) Hats, caps, and head coverings are not to be worn in the building except for special events or occasions.
- I) Students should not wear or bring cosmetics due to safety and hygiene concerns.
- J) Improper Dress: Parents will be notified and asked to provide a change of clothing.
- K) Students who continue to break the dress codes will be called for a conference with their parents.

### **Field Trips:**

From time to time, during the school year, classes will be taking educational trips to various places in the community. In order for your child to go on a trip, it is mandatory that a WRITTEN parent permission form be on file with their teacher. Parent drivers must sign an affidavit indicating that they carry liability insurance. When students are on a trip with a group representing our school they are to conduct themselves in a proper manner at all times. Failure to do this will result in appropriate disciplinary action being taken by school officials.

### **Nuisance Items:**

Toys, radios, tape recorders, pokemon cards, game boys, CD players, skateboards, or other distracting items should not be brought to school. Such items will be confiscated by the teacher and held in the school office until parents are contacted. Parents must come to the school to retrieve such items. Sharp objects, toy guns or weapons, matches, lighters, laser pens, etc., are not allowed at school. Disciplinary actions up to and including suspension will be taken.

### **Pets:**

Because of the unpredictable nature of animals, especially around children, we ask your cooperation in keeping pets at home. Unsupervised dogs on the campus pose a threat to children. If we cannot locate the owner or persuade the animal to go elsewhere, the Animal Shelter will be contacted.

### **Parties:**

There are three (3) official parties during the school year -- usually Winter Holiday, Valentines and The End-of-the-Year. Birthdays are not recognized as official parties, however with the teacher's prior knowledge, a student's birthday may be recognized during the last 15 minutes of the school day. If you bring in treats or drinks, please remember to bring forks, plates, cups, and napkins for every member of the class. In order to avoid embarrassing situations and hurt feelings, invitations to private parties are not to be sent to school for children to distribute unless all children in the class are invited.

### **ASD Wellness Policy:**

Our school district has taken a positive step towards student wellness by adopting a district wellness policy that impacts your child and his or her classroom. This policy sets specific nutrition guidelines for foods offered during the school day.

Vending machines have been changed to offer healthy food choices, or they've been eliminated entirely.

At the elementary level we now limit items brought to school to share with the entire class. An example of something no longer allowed would be cupcakes or brownies brought to celebrate a child's birthday. Healthy alternatives such as fruits and vegetables or cheese and crackers will be welcome for any classroom celebrations. Your child's teacher may have some suggestions for healthy alternatives.

If you have questions about this information or the district wellness policy, please feel free to contact me. The district's web site <<http://www.asdk12.org/events/snacks.asp>> also has information about the policy. I know you'll rest easy knowing that your child is maintaining a healthy diet while at school.

### **Chester Valley PTA:**

The PTA actively supports the school program and its staff. All parent meetings will be announced in the school newsletter. Monthly meetings of the board are open to all and are held each month. Please consult our school newsletter for the dates and times. Join *your* PTA and be an advocate for the children. *Together* we can succeed and make "*Children First*". For more information call 337-9502. We will hold a brief General PTA Meeting from 6:00-6:30 PM before the Open House.

### **On Target Program:**

Chester Valley is happy to offer this wonderful program to our students again this year. On Target is an outreach program of Southcentral Counseling Center. They provide counseling, work with kids who are struggling with issues such as defiance, aggression, frustration, hyperactivity, impulsiveness, and poor social skills. Catherine Bruce, Dannon Mins and Laurel Searcy are available to work with students and to support parents and staff. Participation in this program requires written permission from a parent or guardian. On Target is housed in the portable Mon.-Thur., but will be spending much of their time in the school building. If you have questions, please feel free to call Cat @ 337-5650.

### **Harassment/Bullying/Drugs & Alcohol/Weapons & Firearms:**

Not allowed. Zero Tolerance. Read the Students Rights & Responsibilities Handbook.

### **Attendance - Tardiness:**

Regular, timely attendance is expected of all students. Teachers provide make-up work for excused absences due to illness or family emergencies, but not for vacations or other voluntary absences. A written excuse from the parent or guardian is required for each absence or tardy arrival. Alaska statutes require school attendance. Tardiness disrupts instruction for the late student and the rest of the class. Students who are not in their classroom ready to learn at the 9:00 AM bell are considered tardy. The teacher will counsel a student at the third tardy in a quarter and contact parents for help at five tardies. Following the fifth tardy, attendance counseling will be provided and the student could receive a detention/study hall after the eighth tardy. When a student reaches 3 absences, parents will receive an attendance letter regarding the number of absences. A letter will be sent home in regards to the Anchorage School District Attendance Policy and Procedures.

### **Health:**

Generally speaking, every student who is in attendance for a given day of school is well enough to participate in the scheduled recesses and physical education classes during the day. Fresh air and exercise are essential to development. If there is a medical reason why the student should not be outdoors, a written excuse from the doctor will allow the student to remain in the building.

### **Accident - Illness - Insurance:**

Whenever an accident or illness occurs and is of a serious nature, we do everything within our power to contact parents. If we cannot locate you, we will notify your emergency number or the doctor, if you have one listed. In case of minor illness, we have the student lie down and notify the parent if she/he becomes worse. Under no circumstances do we send a student home unless the parent or person listed as the emergency contact grants permission. PLEASE KEEP ALL TELEPHONE NUMBERS CURRENT!

Please notify the school in writing if you will be out of town and your student will be temporarily staying with a friend or relative.

The Anchorage School District has information on private accident insurance available to students. Forms were passed out during registration and are available from the office.

### **Medication:**

No drugs, prescription or over-the-counter (this includes cough medicine), will be administered at school unless specifically requested with a release permit which is signed by the parent and the doctor and returned to the school nurse for authorization. Contact the nurse for the appropriate form. There are short term prescription and nonprescription, as well as long term forms available. All forms need parent and nurse signatures. All prescription forms need doctor's signature. All medication must be delivered in the original container and have student's name on it. All pills and other medication must be kept by the school nurse. Authorized adults should transport medication to and from school. Students may not transport medication to and from school. If your child has an inhaler for asthma, it may also be kept by the school nurse. Please be advised that he/she may carry an inhaler at school if written permission is obtained from you and your child's physician.

**NURSE HOURS** Chester Valley's nurse is Rebecca Hansen. Her office hours are from 8:30 AM-4:00 PM. If you have any questions or concerns, please contact her at 742-0335.

### **Student and Building Safety:**

To insure that students are safe, the only entrance available to the building after 9:30 AM will be the front entrance. All other doors will be designated Exit Only during school hours. All Chester Valley visitors, guests, and volunteers must sign in at the office. While you are in the building, you will be asked to wear a name tag or badge that identifies you as a Chester Valley guest. It is very important for the office staff to know who is in the building for security and safety reasons. We are required to account for all visitors in our building during a fire drill or in the event of an emergency. If you are in the building during an emergency drill, please exit with the class you are in or out the nearest exit. Please sign out and return the guest tag before you leave the building.

### **Crisis Procedure:**

In the event of a death or serious tragedy impacting one or more of our students, we have crisis intervention procedures which are used across the school district. Emergency teams consisting of the principal, school nurse, and psychologist, visit each impacted classroom to let the students know what has happened and to give the opportunity to ask questions in a safe environment. Teachers are also asked to refer students who seem to be having problems. A general parent notice is sent out as soon as possible. Parents are contacted individually if their student is in particular distress or seeks counsel.

### **Parent Involvement:**

Parents play a critical role in the education of their children. Parental involvement in its various forms positively impacts student achievement. The Anchorage School District is committed to continuing strong partnerships with parents in the education of their children. The No Child Left Behind Act acknowledges the importance of parental involvement as well and requires that schools provide parents with a copy of the district's school board policy on parental involvement. Our policy is below. If you have any questions on or suggestions for how parents can be involved, please don't hesitate to contact the principal. (Please see the attached information)