

# **URSA MINOR PARENT/STUDENT HANDBOOK**



**2020-2021**

**Ursa Minor Elementary School  
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Joint Base Elmendorf Richardson, AK 99505  
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**Wendy Brons, Principal  
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Welcome new and returning families!

**Coming together is a beginning, staying together is progress, and working together is success!**

The start of a new school year is always an exciting and special time. It marks a time for exciting possibilities, great challenges, a fresh start, and promises. We get to reacquaint with old friends and meet and greet new ones. Returning families, I am happy that you are here to continue Ursa Minor's winning partnership with teachers and school community in educating our youth. The sense of pride that is exhibited as we work together for the benefit of children is commendable. I'm sure that I speak for all of Ursa Minor's staff in encouraging you to reach out if you have any questions or need any assistance. We're here to work together and support each other so we continue being and building a strong school community. We're a team and we're in this together!

In the following pages you will find updated and helpful school information, policies, and procedures. Take time to read through this handbook carefully. Please feel free to contact me if you have any questions or concerns.

Allow me to "thank you" in advance for all that you do to ensure that your child is prepared for a rich, yet demanding learning environment. This is a great time to start setting S.M.A.R.T. (**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely) goals for the up coming year that will help focus attention, time and efforts. Your child's teacher, other staff, and I are here to support you and answer any questions you might have. Please remember that your child's teacher is a great resource and available for conferences as you or he or she sees a need. To schedule a conference, please call the school, send a note, or email the teacher using this formation: Last Name\_First Name@asdk12.org.

Ursa Minor's children receive an outstanding education because of our dedication and commitment to excellence, not only from our teachers, but our families and community as well. I'm honored to have the opportunity to work with you in ensuring that your child gets the education that not only prepares him or her for tomorrow's learning, but a lifetime of learning.

Respectfully,

Wendy Brons, Principal

**Education is the  
passport to the  
future, for  
tomorrow belongs  
to those who  
prepare for it  
today.** Malcom X

**URSA MINOR ELEMENTARY SCHOOL  
DAILY SCHEDULE**

8:30 AM	Students Served Breakfast
8:50 AM	First Bell - Students Enter Building
9:00 AM	Tardy Bell - School Session Begins
After 9:00 to 11:00 AM	Students Arriving During This Time are Considered Tardy
11:25 AM – 12:10 PM	First Recess and Lunch
11:40 AM - 12:40 PM	Second Recess and Lunch
11:55 AM – 1:10 PM	Third Recess and Lunch
12:10 PM – 12:55 PM	Fourth Recess and Lunch
12:25 PM – 1:10 PM	Fifth Recess and Lunch
3:30 PM	Dismissal Bell – students are dismissed by the teacher from their classroom hall exit door.

Please see your child's teacher for their classroom's daily/weekly schedule for specials and recess/lunch times.

## URSA MINOR'S MISSION STATEMENT

**We are a community working cooperatively to educate children for life.**

### DRAFT OF OUR CORE BELIEFS

**We believe:**

- **All students can learn and rise to high expectations.**
- **Students come from diverse backgrounds and learn in different ways.**
- **We educate the whole child; therefore, education is student centered.**
  - **All employees in our building belong to the community and we are accountable to our community.**
- **Our school must be welcoming and safe to provide an effective learning environment suitable for our students.**
- **The whole school community has a responsibility and obligation to work together to provide and nurture a working partnership to ensure a safe environment.**
  - **Data drives instruction**
- **Education is a lifelong process for everyone – we are lifelong learners.**

Welcome to the 2020 - 2021 school year! This handbook was developed as a guideline to help answer questions that you may have about Ursa Minor Elementary. Please let the front office know if you have any suggestions for additional helpful information.

### **ADDRESSES AND PHONE NUMBERS - This is crucial!**

It is essential for the school to have the student's **current** address and parent's contact information. This correct information is a must in case of emergency or necessity for contact. If your **home, cell, or work number or emergency contact person** changes, please notify the office promptly.

### **ATTENDANCE PROCEDURES**

The Anchorage School District believes and research shows that regular school attendance is essential for a successful education program. The role of the District is to provide a learning opportunity in a positive, supportive school setting. It is important that students attend school for the full school day. If students are not in school, we cannot teach them. To avoid disrupting instruction and student learning, students should arrive before school starting time at 9:00 a.m. Children are allowed to enter the school when the first bell rings at 8:30 a.m. for breakfast. **Students not here for the breakfast program should arrive no earlier than 8:45 a.m., as supervision is not available before that time.** Those students who eat

breakfast at school need to eat in the Multi-Purpose Room only. They will not be allowed to take their food to the classroom for a snack later in the day.

**Attention: Please call the office (428-1311) to notify us that your child will be absent or arriving late.**

**Tardiness:** Tardiness is a serious disruption to the education process. Chronic tardiness is defined as eight or more tardies in an academic quarter. Each quarter the process begins over and the student has a fresh start on getting to school on time. Students who attend Ursa Minor on a Zone Exemption may lose their exemption due to chronic unexcused absences and or tardies. There are no excused or unexcused tardies, tardies are just tardies. Part of Anchorage School District's goal for Destination 2020 is to have 90% of our students attend school 90% of the time.

**Dismissal:** Student pick up is from 3:30-3:40pm. Please be **prompt** in picking up your students after school, as after school care is not provided. Students will be taken to the office if a parent/guardian does not pick them up by 3:40 PM. **Please call the office and let them know if you will be late.** Picking students up early can cause serious disruption and the student can miss out on last minute homework instruction. Having the student attend the full day of school will again, protect the integrity of the learning environment and your child's education.

**Guardianship:** If you are leaving town and your children remain in town with a neighbor, friend, or relative, it is necessary that you supply the school with a note or letter as to who will be responsible for the children in your absence and their contact information in case of an emergency.

**Appointments:** We recommend, if at all possible, that dental, and/or doctor appointments be scheduled on in-service days or after 3:30 p.m. on school days. If students need to attend appointments during the day, stop by the office to sign your child in or out.

**Messages:** Should it become necessary to get a message to your student within the school day, please notify the **office prior to 3:00** to ensure the student will receive the message before the end of the school day. **If possible**, make arrangements prior to the student arriving at school to keep interruptions to classroom learning at a minimum.

**Withdrawal/Transfer:** Should it become necessary to withdraw or transfer your child to another school during the school year, **please notify the school office and teacher two weeks prior to your departure.** The office will prepare the necessary papers that will be given to your child on his/her last day of school. All library fines and lunch charges must be paid and library books returned prior to student withdrawal or transfer.

**Anchorage School District does not allow parents to hand carry student records. Once parents arrive at their new location, they should give the new school Ursa Minor's information (phone number, fax number, and address) and have them send us a records request. All ASD records will be faxed or emailed to the new school. Records from previous schools may be requested by the parents from Ursa Minor's front office, as we will not send these on to the new school.**

Prior to the final three weeks of school, when a child withdraws, a withdrawal checklist will be created with the grades earned to that date. At two weeks prior to the final week of school, when a child withdraws, the withdrawal checklist will be created with grades earned to the withdrawal date and a written statement indicating that if the child had remained in this school to the end of the school year, whether he/she would have been promoted/retained.

### **BREAKFAST/LUNCH PROGRAM**

The breakfast and lunch program will be in operation the first day of school. You can find information on nutrition and more. Student Nutrition Department has a new and improved digital menu for the Anchorage School District. This service provides a great way to see what's for lunch and breakfast simply by selecting the meal and school type you want to view. This feature has many cool functions that allow you to see the meal, rate it, translate it into over 60 different languages, a way to sign up to get menus directly to your email, and a whole host of other information. Go to [www.asdk12.org](http://www.asdk12.org), click on the *Parents* heading and then click on *Menus*. Students are welcome to bring sack lunches and may buy milk. PLEASE LABEL THE SACK OR LUNCHBOX WITH THE CHILD'S NAME AND TEACHER'S NAME.

Your child's account can be monitored by going to Parent Connect at the Anchorage School District's website ([www.asdk12.org](http://www.asdk12.org)). To add money onto a student's account, parents may either send cash or check to school with their student, or use a credit/debit card online using their Zangle account (Parent Connect). You may combine breakfast and lunch monies in one check. **Make checks payable to the Anchorage School District.**

#### ***BREAKFAST PRICES:***

	DAILY
Student breakfast	\$ 2.25
Reduced breakfast	\$ .40

#### ***LUNCH PRICES:***

	DAILY
Student lunch with milk	\$4.00

Reduced lunch	\$ .40
Milk or juice only	\$ .50
Lactose-free milk	\$ .75

#### ***BREAKFAST/LUNCH SCHEDULE:***

Breakfast	8:30 AM – 8:50 AM
First Lunch	11:50 AM – 12:10 PM
Second Lunch	12:20 PM – 12:40 PM
Third Lunch	12:50 PM – 1:10 PM

***BREAKFAST/LUNCH - FREE AND REDUCED:*** The Free and Reduced Program entitles students who qualify to obtain a hot breakfast/lunch free or at a reduced price. Parents may apply at any time during the school year by completing an application, which is available in the office or online. The ASD Food Service Department evaluates all applications. The information is confidential.

***BREAKFAST/LUNCH CHARGES:*** Occasionally a student will forget their lunch, lunch money, or have no money remaining on their account. Due to the short amount of time to eat lunch, students will be provided a hot lunch and their account charged for the amount of a lunch. Repayment of the charge is due in the school office the next school day unless other arrangements have been made with the office. Phone calls to parents will be made on an as needed basis. Your cooperation is appreciated.

### **BUILDING PROCEDURES FOR MONITORING STUDENTS**

#### **Monitoring Students Before and After School**

- Ursa Minor participates in the Federal Breakfast Program. Students are to arrive no earlier than 8:25 a.m. for breakfast, when there is adult supervision provided by the school. Students who do arrive earlier are invited to come into the office and read a book. The adult monitor then accompanies the students into the multipurpose room where the students are served breakfast. Students needing to leave the breakfast area are to ask an adult. Students stay in the multipurpose room until 8:40 a.m. at which time those students who are done with breakfast are dismissed outside to line up with their class. The remainder of the students who are finishing their breakfast remain in the multipurpose room until the first bell rings at 8:50 a.m. The intermediate students are monitored as they walk down the intermediate hall to their classrooms, and the

adult down the primary hall escorts the primary hall students to their respective classrooms.

- Every day at 8:40 a.m. five teachers who are responsible for door duty go outside to greet and monitor students at their respective doors until 8:50 a.m. At this time, classroom teachers come and pick-up their students to escort them to their classrooms. Students line up at the two end entrances.
- Teachers spread out with two teachers by the intermediate wing, two by the primary wing and one monitoring the parking lot crosswalk.
- Formal Attendance is taken first thing in the morning and then after lunch. Periodic student counts are taken during the day especially when changing of teachers (specialist/pull-outs are examples).
- After school all teachers lead their classes single file to their designated dismissal door. Two duty teachers, one at each designated pick up area, stay on duty until all students have successfully left the playground or have been picked up by car. One of the duty teachers at the primary wing monitor students crossing the crosswalk in the parking lot.
- SAP (School Age Program) students go outside and come in by the playground doors to meet their group. Students are to sit down and wait until the group leaves together. SAP takes attendance for their program.
- Students who have not been picked up by 3:40 p.m. are escorted to the office where parent or guardian contact is made. Students then wait in the office until such time as they are picked up by the parent, guardian, or designated adult.
- MPs are contacted when students have not been picked or/and or parent contact cannot be made.

#### **Monitoring Students in the Classroom**

- Teachers remain with their students at all times. Students leaving the room for any reason take a class pass with them. Many teachers also use a sign out procedure.
- Students will be escorted to all special classes i.e. PE, Art, Music, Health, and Library.
- Other student checks for attendance include: classroom scans, counts, buddy checks, and most prevalent of all is teaching lessons in responsibility.
- Ursa Minor has a Nurse Pass for students to go to the nurse. Young students or students with special needs are escorted from and to their classroom (buddy or TA).
- If a teacher or monitoring adult needs to leave the classroom they call the office to request for someone to come and monitor the students, or ask a teacher that is not with students to monitor their classroom.

#### **Monitoring Students in Common Areas (i.e. playground, lunchroom, bathrooms)**

- All teachers act responsibly in helping any student at anytime during the school day. Any student in the hallways may be complimented, taught, reinforced or corrected for proper or improper hallway behavior.
- Playground supervision is done by three to four noon duties at the first recess time frame and then two noon duties for the following recesses.
- Students are escorted to their recess exit door and eye contact is made with a noon duty before the teacher leaves the students at recess.



- Noon duties monitor the students as they line up to enter the building to come in for lunch. At least two duties monitor students through the lunch line and during lunch.
- Students who are scheduled to go to another area will be picked up by the classroom teacher to ensure they are not sent to an empty classroom. At times students may have a pass signed by the teacher to go back to the class.
- Students are not allowed to go back to their classroom without adult supervision to retrieve outdoor gear or lunch.
- There is a minimum of one to two adults supervising students at each lunch session. All noon duties supervise the last lunch in the lunchroom.
- Students ask an adult for permission and sign out to go to the restroom. Once they return, the student erases his/her name. The goal is to have no more than two boys and two girls using the restroom at one time.
- Students are taught restroom procedures throughout the school year.
- Adults periodically check student restrooms, especially if there is a commotion from inside. Men check boys' restrooms and women check girls' restrooms.

#### **Building Access:**

- At 9:10 a.m. the doors are locked until 3:20 p.m.
- To access the building during school hours, all parents and visitors must use the intercom call button outside the main front doors. The office will greet all visitors and buzz them into the building. Safety first, parents and visitors are to come to the office to sign in and pick up a visitor's pass/sticker. This tells school personnel that you have checked in at the front office.

### **CELL PHONES/ELECTRONIC COMMUNICATION DEVICES**

A student may possess a cellular telephone or other electronic communication device (ECD)(e.g., paging device/beepers, personal digital assistants, and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities, and at school-related functions as long as such activity does not interfere with educational processes or safety/security. As a condition of this permission, the student assumes all risk of loss, damage or theft of the cellular phone or other ECD.

**Elementary and middle school students (grades K-8) are permitted to use cellular phones and other ECDs only before and after school.**

Cellular telephones and other ECDs must remain off and put away in their backpack at all other times during the school day. Exceptions may be made in special circumstances with prior approval from the principal or designee. A student may not use a cellular telephone or other ECD at any time if disruptive of other students' instructional time.

During school and school-sponsored activities, students will comply with administrative or staff member directives relating to the use of cellular phones and other ECDs.

We respectfully request that parents refrain from using their cell phones or iPads while in the classrooms, hall or Lunch/Recess times or areas. As adults we strive to model what we expect from our students. If there is an emergency please feel

free to step into the corridor or office. School personnel will be happy to assist you in finding a private and quiet place for you to receive your call.

### **Prohibited Conduct:**

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or District rule. In addition to those conduct rules set forth elsewhere, the following violations will result in disciplinary action:

1. Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
2. Sending an email, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
3. Using a camera device at school or a school-sponsored event to take, send, download or upload a harassing, threatening, or embarrassing photograph of anyone.
4. Using a camera in a restroom, dressing room, or locker room.
5. Using a camera or other recording device to record or capture the content of tests, assessments, homework, or class work without express prior permission from the instructor.

The contents of a cellular phone, camera, or other ECD may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or District rule or the law has been violated.

A cellular telephone or ECD that has been confiscated and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular telephone or ECD may be returned directly to the student.

### **DRESS CODE**

The Anchorage School District Dress Code states that, "Each student shall attend school clothed in a manner which is clean, not hazardous to the safety of him/herself or others, and which does not detract from the required educational environment." **We are not only educating students for that grade level, but for life and future employment.** In order to maintain a positive environment, the school dress code requires that:

1. Pants should be no longer than floor length. Having pants too long creates a tripping hazard.
2. Sagging is out. Pants that are too long or big are hazardous when students walk fast or run. They can also cause extreme embarrassment if they happen to fall down. A good rule of thumb is, if a belt is needed to keep them from falling down, then they are too big. Refrain from wearing oversized clothing.
3. Hats, caps and hoods are to be worn outside only. **We appreciate adults setting a positive model as they enter the building by removing their hats.**

**caps and hoods during the school day and when joining your child for breakfast or lunch.**

4. Undergarments are not to be visible.
5. Belts are fitted appropriately so they fit in the belt loops. Belts are not to be dangling down the leg.
6. Midriffs are to be covered by appropriate length shirts or tops. Bare midriffs and shirts that are too short to cover the middle when bending over or reaching up are not appropriate.
7. As a guide, the over the shoulder strap should extend out to where a sleeve would attach. Shirts with spaghetti straps, halter-tops, or that show a student's shoulders are not appropriate.
8. Shorts, skirts/dresses, and leggings can be worn if weather is appropriate and/or appropriate outside gear is used at school. The length of student shorts and skirts/dresses should be in good taste. A good rule of thumb is that shorts should be longer than the tips of your fingers with your arms at your side or three inches above your knee, whichever is longer. When wearing leggings, the top worn should be longer than the tips of your fingers with your arms at your side covering the student's bottom.
9. Clothing that advertises drugs, alcohol, or that are obscene (or alludes to obscenity) should not be worn to school.
10. Sleep wear such as lounge pants or pajamas should not be worn unless it has been designated as a special day such as "Pajama Day" and then the guidelines set forth for that day should be followed. Slippers are not appropriate for school.
11. Appropriate footwear needs to be worn to ensure safety and comfort. Tennis shoes need to be available for PE, and outdoor shoes for recess (these can be worn during the day within the building). Flip-flops can be hazardous during recess and winter months. Please have shoes at school to avoid wearing boots. Students will not have time to change shoes during fire or evacuation drills and will be expected to line up with their class outside.
12. Spandex pants are not encouraged yet if worn, follow the leggings guidelines.

***PLEASE SEE WINTER CLOTHING ON BACK PAGE FOR WINTER CLOTHING REQUIREMENTS. Please put your child's name on their outdoor gear.***

**DRUGS AND ALCOHOL**

- a. The actual or attempted sale, distribution, use, or possession of alcohol, illegal drugs or inhalants, drug paraphernalia, substances designed to or that look like illegal drugs or alcohol, or substances purported to be illegal drugs or alcohol, while the student is under the jurisdiction of the District is prohibited. Students who sell, attempt to sell, distribute or use these substances off school grounds and who then arrive at or return to school or school-sponsored activities will be subject to suspension and/or expulsion.

The sale, trade, distribution or misuse of over-the-counter and prescription drugs, or look-alikes, is also prohibited.

*Note: Whether the corrective action for students with disabilities for drug or alcohol violations is discipline or some other consequence, this must be determined in accordance with the provisions of Appendix A-1 rather than the procedures set forth below.*

Cumulative Nature of Violations: A violation of the District's policy on Drugs and Alcohol will constitute a prior offense that will carry over from year to year and will subject the student to greater discipline for a later violation.

Sanctions:

- (1) First offense for use or possession:
  - (a) Ten (10) days suspension from school.
  - (b) Referral to the Drugs/Alcohol Suspension Program. Students may reduce their suspension by up to five (5) days by meeting specific criteria for the program.
  - (c) Required parent/guardian and student conference with the school principal or designee prior to readmission to school.
- (2) Each subsequent offense for use or possession:
  - (a) A violation occurring within the span of three full school years after the year a previous violation occurs will result in a recommendation to the School Board for expulsion from the Anchorage School District.
  - (b) A violation occurring more than three full school years after the year in which a prior offense occurred will be subject to progressive discipline, but not automatic recommendation for expulsion.
  - (c) A school year is defined as July 1 to June 30.
- (3a) The first and any subsequent offense for the sale, attempted sale, or distribution of illegal and/or prohibited substances, including prescription drugs, will result in a recommendation to the School Board for expulsion from the Anchorage School District.
- 3b. Sale, attempted sale, or distribution of over-the-counter drugs may also result in disciplinary action.
- (4) At its discretion, the School Board may offer a program to provide educational instruction and other services to students who have engaged in conduct that has resulted in long-term suspension or expulsion from their current program. The Superintendent or designee shall establish eligibility criteria for participation by any student in any such program.

- (5) The District may also refer any use, possession, or sale of drugs or alcohol, or any attempt, to the police.

## **DISCIPLINE POLICY**

**The Ursa Minor Staff, Students and Families are committed to providing a positive learning environment by promoting and modeling respectful, responsible, and safe behaviors school-wide and in our community.**

The primary concern of the school is to create and foster a safe learning environment where everyone has access to achieve his or her greatest potential. This environment will allow all students the opportunity for academic, social, and emotional growth. A structured discipline policy allows students to develop a concept of self-worth by giving them the opportunities to make decisions. Students who experience consistent, logical, and realistic consequences for **their actions** learn that they have positive control over their lives. Students can then make decisions based on forethought. We also believe that for students to learn and grow from mistakes, we need to own our choices. A discipline policy that is clear and explicit regarding expected behaviors offers students the opportunity to own the problem and solution. The Ursa Minor discipline policy will help students develop the ability to exercise self-control and self-discipline both in and out of the social setting. In the Anchorage School District Parent Student Handbook is a matrix of consequences that can follow unsafe, disruptive or inappropriate behavior. Parent Student Handbooks can be found on the ASD web site at [www.asdk12.org](http://www.asdk12.org).

The following School-Wide Behavioral Expectations are to be observed:

### **BE SAFE**

- Use safe, non-violent actions at all times.
- No roughhousing, pushing, shoving, tripping; keep hands, feet and all objects to self.
- Walk in the halls and classrooms at all times.

### **BE RESPECTFUL**

- Be respectful of others and follow directions from all school personnel.
- Use appropriate and polite language at all times.
- Be respectful of school and personal property.
- Use appropriate inside voices in the building.

### **BE RESPONSIBLE**

- Take responsibility for attitude,



actions and words.

- Use time wisely.
- Be responsible for your school work and assignments.
- Be prepared.

### **HAVE FUN**

- Smile
- Greet each other
- Choose a positive ATTITUDE!

### **BEHAVIOR EXPECTATIONS AND GUIDELINES FOR SUCCESS**

#### *TO AND FROM SCHOOL:*

1. Stay on pedestrian walkways and use the stop signs and/or traffic lights for safe crossings.
2. Be safe and kind – choose not to throw objects (snowballs).
3. Bicycles can be ridden to school, weather permitting. Helmets are required safety gear.
4. Go directly to and from school unless other arrangements have been made with your parents before you arrive at school.
5. Keep hands and feet to yourself – choose not to push, shove, hit, kick, etc.
6. Use civil and mannerly language – no profanity or threatening language

#### *HALLWAY:*

1. Walk.
2. Stay to the right.
3. Use an inside voice – whisper to maintain a quiet respectful hallway.
4. Keep hands and feet to self.
5. Greet people – smile, pinky or hand wave.
6. Allow space between students – about an arms length between each other.
7. Stay in your own space.
8. Go directly to your destinations.
9. Choose a positive attitude.

#### *CAFETERIA:*

1. Wash your hands.
2. Eat only your own food. (Sharing is not allowed due to allergies and reduces opportunities for conflict.)
3. Remove hats, caps, and hoods (head gear)
4. Use walking feet.
5. Bus your table. (Put trash in the trash. Pack lunchbox and return to cart.)

6. Wait your turn.
7. Stay in your own space.
8. Use good table manners (please, thank you, you are welcome, etc.)
9. Use an inside voice. Talk to your shoulder and face-to-face peers.
10. Clean up after yourself.
11. Choose a positive attitude.

#### *CLASSROOM:*

1. Follow direction the first time.
2. Use walking feet.
3. Keep hands and feet to self.
4. Complete classroom work and assignments in a timely manner.
5. Make a new friend.
6. Be an active listener by thinking about what is being said and having your eyes on the speaker.
7. Say "Please" and "Thank You".
8. Use time wisely to ensure your schoolwork gets completed.
9. Care for school property.
10. Manage your belongings.
11. Be helpful.
12. Choose a positive attitude.

#### *RESTROOMS:*

1. Use the facilities safely and appropriately.
2. Wait your turn.
3. Knock before entering a stall.
4. Wash and dry hands.
5. Use soap.
6. Keep water in the sink.
7. Clean up after yourself. Throw paper towel in the trash.
8. Go directly to your destination or where you are supposed to be.

#### *PLAYGROUND:*

1. Use equipment appropriately.
2. Keep hands and feet to self.
3. Solve problems peacefully by using Kelso's Choices, seeking a Student Mediator, or getting a Noon Duty Attendant when needed.
4. Share equipment.
5. Stay in your own space.
6. Try a new game.
7. Be nice to others by sharing and taking turns. Include others in your play.
8. Make a new friend.
9. Line up properly (walking, respecting personal space) when the bell rings.

10. Smile, greet each other respectfully, and choose a positive attitude.

### **Kelso's Choices (K – 3) and Choose Two to Diffuse (4<sup>th</sup> – 6<sup>th</sup>)**

At Ursa Minor we use **Kelso's Choices/Choose Two to Diffuse**. Kelso's Choices and Choose Two to Diffuse is a tool we use to help students navigate their feelings and problem solving choices. This tool helps to resolve and defuse problems and issues. **The nine choices are:**

- \* Is it a **Big** problem? (dangerous or scary?) Get adult help.
- \* Is it a **Small** problem? (Try two choices before seeking adult help.)
- \* Try **two** of Kelso's choices to solve the problem:
  1. Share and Take Turns.
  2. Apologize.
  3. Ignore it or them.
  4. Make a Deal
  5. Tell them to Stop
  6. Walk Away
  7. Go to Another Game.
  8. Wait and Cool off.
  9. Talk it Out.

Use an **"I"** message.

**Example:** I feel \_\_\_\_\_ when you \_\_\_\_\_. Please \_\_\_\_\_.

I don't like it when you \_\_\_\_\_. Please \_\_\_\_\_.

Posters are posted throughout the school to remind students, teachers and staff of our school expectations. A complete list of the School-Wide Expectations is in the Ursa Minor Student Handbook and is posted throughout the school.

We strive to use discipline as a teaching tool so consequences fit the incident and student action. A student, who violates the School-Wide Behavioral Expectations, will have consequences for their choices. A progressive discipline plan is used.

Consequences may include, but are not limited to the following:

- ▶ Think time/cool down/"time out"
- ▶ Apology
- ▶ Student Mediation or problem-solving conference
- ▶ Time out in a designated "Buddy" room
- ▶ Miss recess with problem solving/social skills guidance.
- ▶ Some individual teachers have detention before or after school.
- ▶ Community service
- ▶ Loss of special activity
- ▶ In-school suspension.
- ▶ Out of school suspension.
- ▶ Expulsion.

For more serious office managed behaviors, such as fighting, harassment or serious disruption, consequences will be determined after an investigation by the principal or Teacher in Charge. Recurring incidents will necessitate an individual behavior plan that must include active parent participation.



Ursa Minor has a Student Conduct Report that is on the classroom level and is completed by the teacher or supervising adult. On this form there will be a description of the incident or behavior, action(s) taken by the adult, and consequence(s) determined for the student. Parents will be informed of Student Conduct Reports or Office Referrals by phone calls, email, or paper report. We strive to have parents informed so we can work together to support your child's social emotional, academic and behavioral growth so academic success can be at an optimal level. A copy of the report will be kept on file with the teacher and office.

Serious disruptions and behavioral infractions will be referred to the principal or designee. At this time a Student Referral will be completed digitally. Consequences will be determined after an investigation by the principal or designee (usually the Teacher in Charge). We believe that we can best support students and their learning by including parents. Parents are a vital team member in our student support team so parents will be notified by either a phone call, email or a form sent home for your signature that is used to acknowledge that you have seen the report and had the opportunity to discuss it with your child.

A complete overview of the Anchorage School District Elementary School Guidelines for Student Behavior is in the Elementary School 2017-2016 Parent Student Handbook. This handbook is online at [www.asdk12.org](http://www.asdk12.org), or contact the school office for a hard copy. Please review this information with your student.

### **POSITIVE BEHAVIOR REWARDS**

We believe it is important to see the best in others. Ursa Minor recognizes students who are helpful and kind to others by following the behavioral expectations, school procedures, and guidelines for success. Positive guidance, praise, and acknowledgement are also used on an informal and regular basis.

#### ***SEL (Social Emotional Learner) Star:***

When a student is being recognized for being kind, helpful, thoughtful, showing respect, honest, having integrity, perseverance, good judgment, being responsible, good sportsmanship, courteous/good manners, or confident the student will receive an Ursa Minor Elementary SEL Star slip. The student places his or her signed slip in the grade level basket in the office. One slip for each grade level is chosen every Friday. The student that is chosen receives a special bag from the office that includes various items.

Ursa Minor works hard to teach students to be helpful, kind and work hard because it is the right thing to do, not for a prize. With that said, we also know it helps to recognize people for their efforts that go above and beyond, and continuous effort to make good choices. We will be focusing on Anchorage

School District's Social Emotional Learning Standards, nine core values (honesty, responsibility, integrity, perseverance, sportsmanship, respect, courtesy, confidence, and judgment), and student academic progress throughout the year as we recognize students for their achievements.

We encourage students, along with parents and teachers, to make S.M.A.R.T (specific, measurable, attainable, realistic, and timely) learning goals and work toward achieving those goals. Goals can be academic, behavioral, or healthy living or a combination. A suggested time period is quarterly. The purpose is to get students to be goal oriented and develop a sense of intrinsic accomplishment which will promote lifelong learning.

***Monday Morning Assemblies:*** Ursa Minor has whole school assemblies on Monday morning starting after the 9:00 AM bell. During this assembly students recognize other students for "SEL Star." We also do our morning announcements and the Pledge of Allegiance at this time. Every week we focus on one of the fifteen Social Emotional Learning (SEL) standards assigning a class for each week with the task of doing a presentation of that standard. Parents are welcome to join us. The assembly lasts from 9:00 – 9:30 am each Monday in the gym.

## **FIELD TRIPS**

Individual classes may take field trips throughout the year in connection with units of study in the classroom. This includes walking field trips to businesses and facilities in the neighborhood. **When a field trip is taken, one chaperone is required for every five students. If the teacher is unable to obtain enough volunteer chaperones, the field trip must be canceled.** Prior to each field trip a notice with a permission form requiring parental approval (signature) is sent home with the child. Drivers need to sign a verification of insurance form in the office prior to transporting students on field trips.

## **LOST AND FOUND**

Each year we accumulate a large amount of clothing and lunch boxes that are not claimed. A box is in the hallway across from the office for the purpose of keeping the Lost and Found items. **PLEASE MARK ITEMS WITH YOUR CHILD'S NAME** so we may assist your child or you in locating lost items, especially personal belongings and outdoor gear. If your child cannot find a glove, hat, boots or other items, have him/her check in the Lost and Found Box. Please check this area regularly. Items of apparent value such as keys, money and jewelry, etc. are turned into the office and should be claimed there. Ursa Minor will set out lost and found during Parent – Teacher Conferences and periodically throughout the school

year to assist people in locating lost items. Items that are not picked up by the last day of school are donated.

## **COMMUNICATION**

### **Communication between home and school is essential for student success.**

One of the ways we communicate with our parents is through our biweekly **newsletters**. These newsletters contain information regarding upcoming events, testing schedules, school events and any news that is happening at our school. Please take the time to read them. These newsletters are also posted to our school website. ([asdk12.org/ursaminor](http://asdk12.org/ursaminor))

Ursa Minor teachers will be instituting a “**Thursday Folder**” for every child. This folder will go home with the student every Thursday with communication from the teacher, school wide news, PTA and community flyers. This will be an additional vehicle of communication between school, teacher and parent/guardian. At times, information will be sent home in addition to Thursday. It is important to check younger students’ backpacks on a daily basis to help ensure you get up-to-date information. Older students may need to be prompted to provide school communication. Your help on this matter is appreciated.

It is our goal to keep our **Facebook** up to date and keep parents informed. We will try to post pictures of students and activities that are going on at our school. We are able to post pictures of students without media release as long as we do not list student names. A media release consent is required if we post students names.

## **ZANGLE**

**Parent Connect** is an online module of ASD's student information system that allows parents to check school information about their students. Parents can use this tool to contact teachers, get class news and monitor their student's assignments, attendance and grades. Parents will be provided with a secure password that will let them view their child's grades, but not manipulate them, upon request. Parents can also have student information sent to them by email. See the "Notifications" tab in the upper right of the ParentConnect home Web page at [www.asdk12.org](http://www.asdk12.org) for e-mail settings.

Passwords are issued to parents who requested Web access and provided an email address. Contact our school office if you have not received a password. Go to [www.asdk12.org](http://www.asdk12.org) to find and connect to ParentConnect.

**StudentConnect** This module will allow students to see their assignments, attendance, grades and more. Intermediate students will receive login information during the first two weeks of school. Student information will be secure so student data cannot be manipulated.

If you have questions or need help completing the student contact form, contact our school office.

### **NURSING INFORMATION**

Ursa Minor has a full-time nurse on duty. The office hours are Monday – Friday 9:00 AM to 3:30 PM. The Office staff takes over nursing duties when the nurse is out of the school. The Administrative Assistant and the Secretary have been medically trained.

If your child needs to take medication while at school, the ASD has a medication authorization form that must be completed by the parent and/or physician. This form can be obtained from the nurse's office. ALL medications must be kept in the nurse's office, NOT in the classroom or with the child. If at all possible, medication should be dispensed at home. For instance, an antibiotic needed three times a day might be given before and after school and at bedtime. No over the counter medication can be kept on the student or in the classroom. If your child needs an inhaler, please contact the school nurse.

*SHORT-TERM MEDICATION:* Short-term (two weeks or less) prescription medication can be given at school. A Short Term Prescription Medication Request needs to be signed by the parent and given to the nurse or office personnel. MEDICATION MUST BE IN A CONTAINER LABELED BY THE PHARMACY.

**NOTE:** Cough drops and other over the counter medications are not to be in the classroom, they must be kept in the nurse's office. Parents are to bring in the medication and complete an over the counter medication form in order to be given to students at school.

*LONG-TERM MEDICATION:* Long-term medication must be in a container labeled by the pharmacy. To administer this type of medication, the Anchorage School District Medication Authorization form must be signed by the physician, this includes asthma inhalers.

The parent should bring in all medications. If your child has any allergies or other medical problems, please notify the office in writing so that we may be aware of them. If you have any questions or concerns about medicine needed during school hours, please contact the nurse or secretary.

By law, the District is not liable for accidents, injuries, illness, or death related to the self-administration of medication by a student. Violations of this paragraph are subject to disciplinary action and may be subject to the cumulative violation policies described by ASD. Disciplinary action may not limit or restrict a student's immediate access to a prescribed asthma inhaler or auto-injectable epinephrine. (Revised 11/14/05)

*ACCIDENTS AND ILLNESS:* Whenever an accident or illness occurs and is of a serious nature, we do everything within our power to contact the parents. If we are unable to reach parent(s), we will notify your emergency number and/or request ambulance service to a hospital. In the case of a minor illness, we have the child lie down for a short period. Parents are notified if the condition continues or worsens. Please do your part, if your child is sick where you would not want them to go outside, keep your child home. This protects not only your child, but also other children and staff who attend Ursa Minor.

**STUDENTS ARE NOT ALLOWED TO WALK HOME ALONE WHEN THEY ARE ILL.**

**IT IS VERY IMPORTANT THAT THE OFFICE HAS CURRENT INFORMATION ON HAND AT ALL TIMES AND THAT WE ARE ABLE TO GET A HOLD OF PARENTS IN THE CASE OF AN EMERGENCY, IF YOU MOVED OR CHANGED EMPLOYMENT, PLEASE NOTIFY THE OFFICE IMMEDIATELY.**

NOTE: If your child is ill in the morning before school, please keep your child at home. It is suggested that the student stay home from school when he/she has, for example: abnormal temperature, undiagnosed rashes, colds, sore throats, red or running eyes, abdominal pains or nausea. Other signs of illness also indicate that a child would be better off in bed at home than in a classroom at school. Students who are ill at school have a very difficult time learning and may interrupt others' learning. **A student who attends school will be expected to go outside for recess.** If a student is under a doctor's care and it is the doctor's recommendation to restrict the student's activities, a note from the doctor is required.

## **PARENT VOLUNTEERS and SCHOOL VISITORS**

We welcome all parents and visitors to Ursa Minor Elementary. For the safety of our students and staff we ask that you please enter the building through the main entrance. Sign in at the office on the white volunteer/visitor sheet and pick up a Visitor Pass before proceeding to a classroom or other areas of the school. Please remember that teachers are teaching during school hours and this is not an appropriate time to discuss specifics about your child. Please schedule a

conference if you need to speak with the teacher. Below are guidelines for volunteers and visitors to Ursa Minor Elementary School.

### **VOLUNTEER GUIDELINES FOR ELEMENTARY SCHOOLS**

Please read this immediately upon signing in at school. We appreciate your willingness to take on the responsibility of working with a classroom of children or with school staff, and we hope you enjoy your time at our school. The following guidelines should help your experience to be a successful one:

- ✓ Please arrive at your scheduled time.
- ✓ Report to the main office, sign in and obtain a yellow visitor pass as soon as you arrive.
- ✓ Ask the office staff for the **Visitor Information Folder**. Read the emergency procedures for lockdown, earthquake and fire drills. Familiarize yourself with the building map and locate the exits closest to the classroom that you will be working in. **You must participate in all emergency drills.**
- ✓ When you report to the classroom and as soon as time permits, ask your host teacher or staff member about the classroom rules and **for a brief review of classroom emergency procedures.** If you're going to be required to work on school equipment such as the copier, laminator or paper cutter, and have never worked those machines, please **ask for some training first!**
- ✓ **When you are working with students, a teacher should always be present. If a particular student is pushing your buttons, seek help from the classroom teacher or another staff member. Don't be afraid to ask for help!**
- ✓ **Never touch a student, especially in anger. Don't attempt to grab their arms, coat or collar. If positive words don't solve the problem, get assistance immediately!**
- ✓ We appreciate our volunteers and the time they give. Please keep in mind that when you are helping at the school you will see students learning and growing both academically and behaviorally. It is helpful and respectful that these observations are not talked about in the community.

- ✓ At the end of your volunteer session, let the classroom teacher or staff member know that you are leaving. Don't forget to sign out at the main office before leaving the building.

**On behalf of the students and staff of Ursa Minor Elementary School, we thank you for spending your time with our students. We appreciate your help.**

## **PTA**

We encourage you to join our PTA and become actively involved in our volunteer programs. Ursa Minor PTA sponsors many school activities and fundraisers that enhance our school climate and environment. They also support our teachers and students by assisting with classroom events, materials, and other needs. Parents are invited to join to support our school and students. Educational Research shows that students perform better academically when parents are actively involved at school. If you have a special talent that you would like to share, please let a member of the board know.

**If you are sending money in for PTA sponsored events, please place it in a sealed envelope with your student's name, teacher's name, and what the money is for.**

## **2020-2021 PTA BOARD**

**President- Tiffany Burdett  
Vice-President- Carissa O'Hagan  
Treasurer- Tiffany Burdett  
Secretary- Jessica Burkett  
Volunteer Coordinator - Vacant**

**Box Tops – Vacant (Yes! We collect them so please save them.)**

## **CLASSROOM CELEBRATIONS:**

ASD policy states there are up to three (3), optional, formal celebrations during the school year. The teacher decides on these parties, or the class jointly agrees upon them (with the teacher's help and direction). Birthdays are not recognized as official parties. However, with the teacher's **prior** consent, your child is allowed to bring a snack to share with the class. Please discuss the snack choice ahead of time with your child's teacher. Ursa Minor encourages and supports the healthy food requirements of the Anchorage School District Wellness Policy. Healthy choices are defined as no more than 30% total calories coming from fat with 10% or less of those coming from saturated fat and where added sugar is less than 35% by volume. Some examples are: fresh fruit, dried fruit, vegetable trays, meat and cheese platters, cheese and crackers, baked chips, pretzels, trail mix,

goldfish, nuts, animal crackers, granola bars, some popsicles and ice cream bars, pudding and jello. Please check with classroom teachers to avoid any food allergy issues.

In order to avoid embarrassing situations and hurt feelings, invitations to private birthday parties may **not** be sent to school and distributed in the classroom, unless **ALL** the children in the class are invited. In addition, private parties need to be scheduled after school hours.

### **PERSONAL ITEMS**

Students are encouraged **NOT** to bring valuables or a large amount of money to school as it may be lost or taken. The school **WILL NOT** be responsible for personal items.

**TOYS:** Unless part of a class project, **toys need to be left at home.** **There is a tendency to play with toys at the wrong time.** Also, they sometimes cause problems between students (which we would rather avoid). Toys include such items as Pokemon Cards, Nintendo DS, CD players, MP3 Players/iPods, etc.

If your child brings home items that do **NOT** belong to him/her, **please ask your student to return the item to the rightful owner.** We do not allow students to give or trade items with each other at school. If you have any questions about the item, please talk to the classroom teacher or call the office for help.

### **PETS**

Due to the unpredictable behavior of animals around numerous children, we ask your cooperation in keeping pets at home during the school day, when bringing your child to school, and picking up your child at the end of the day. It often becomes necessary to request the assistance of the Animal Control Center to remove dogs from the school area.

Please remember that the following animals are **NEVER** allowed in the schools: rats, ferrets, turtles, parrots, parakeets, and cock-a-toos, reptiles (including iguanas), wild animals, or unvaccinated dogs and cats.

### **SCHOOL COLORS**

Blue and Yellow

### **SCHOOL MASCOT**

Little Bear



Ursa Minor is a constellation which stars form the Little Dipper meaning Little Bear.

### **SCHOOL HOURS**

8:50 AM – 3:30 PM Monday - Friday

### **SCHOOL VENDING MACHINES AND FUNDRAISING**

As a result of the District's Wellness Committee and the Mayors' Obesity Task Force recommendations, the District is changing the vending machine contracts to only healthy choices throughout the District. The changes will include all schools and administrative units.

Snacks and beverages that will be provided will be healthy choices in all schools and administrative facilities throughout the District. This will include teacher lounges as well as office lounges and break rooms. Sodas will not be allowed in any vending machines and are discouraged for a student's beverage.

### **SKATEBOARDS, ROLLERBLADES, HEELIES AND SCOOTERS**

Due to the size of the coat closets and lack of storage space in our classrooms skateboards, roller blades, and scooters are not allowed at school. Storing these items in the classroom creates a safety hazard. Heelies are only allowed on school premises **without** the wheel inserts.

### **WINTER CLOTHING AND WEATHER**

When sending your child to school, we urge you to be aware of the weather conditions. Your child should be comfortable and protected from the cold weather. This also applies for coming to and from school regardless if a ride is provided. **Please label all gear with your child's name so we may assist in locating missing items.**

Children are required to have the following items when there is snow on the ground:

1. A warm winter coat (Writing your child's name in it is helpful)
2. Winter snow boots
3. Warm mittens/gloves (waterproof)
4. Snow pants (Writing your child's name in it is helpful)
5. Winter stocking hat/cap

**Students go out to recess unless a doctor's note excuses them from outdoor activities.** We do not have regular staff and arrangements Generally, if a

student is well enough to attend school, then they are expected to participate in outdoor recess.

Lighter weight shoes should be kept in the classroom to change into when indoors. Gym shoes are required for all students and can be used for this purpose.

Remember until the chill factor temperature reaches –10 degrees F, all children will go out for a 20-minute recess before they eat lunch. **Please assist and monitor your children so they are dressed appropriately for indoor and outside for their safety and comfort.**

Notification of snow days or school closure will be on the following the Anchorage School district web page ([www.asdk12.org](http://www.asdk12.org)), TV, radio stations:

Television

FOX 4

KTVA CH 11

KTUU CH 2

Radio

AM

KBYR 700  
KENI 550  
KFQD 750  
KHAR 590  
KYAK 650

FM

KASH 107.5	KNIK 105.3
KAFX 100.5	KLEF 98.1
KBRJ 104.1	KSKA 91.1
KGOT 101.3	KWHL 106.5
KKRO 102	KYMG 98.0

You may also “like” ASD on Facebook and sign up for text alerts (go to [www.asdk12.org](http://www.asdk12.org)) for information on school closures. School is rarely closed; except for severe weather and road conditions (ice).