

# *Eagle Academy Charter School Policy & Procedure Manual*

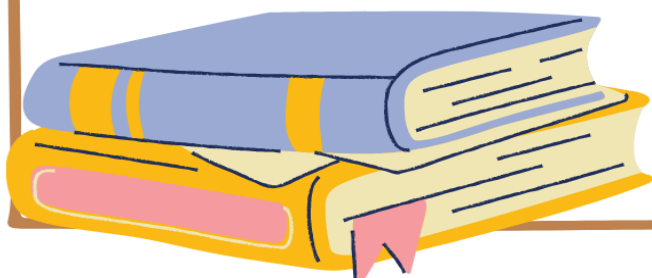


## **Eagle Academy Charter School Vision**

**Prepare our children to become academically strong, mindful citizens who aspire to achieve their full potential.**

## **Eagle Academy Charter School Mission Statement**

**We encourage academic and character excellence by integrating proven instructional methods with a challenging curriculum and high expectations providing the foundation to achieve proficiency of Eagle Academy's performance standards at each instructional level.**





## *Welcome from Dr. Lynn Mills EACS Principal*

*Welcome to Eagle Academy Charter School! We are thrilled to have you and your child join our vibrant and dynamic community. As a K-8 charter school dedicated to high performance and high expectations, our mission is to foster an environment where every student is empowered to achieve their fullest potential.*

*At EACS, we believe that excellence is achieved through a combination of rigorous academic standards, innovative teaching methods, and a supportive, nurturing environment. Our commitment to your child's success is unwavering, and we are excited to embark on this educational journey with you. We are a team. I encourage you to stay engaged and involved throughout the school year. Your involvement is key.*

*We are looking forward to a fantastic year ahead filled with growth, learning, and achievement. If you have any questions or need assistance, please do not hesitate to reach out to us. Together, we can make this a successful and rewarding year for your child.*

*Again, welcome to Eagle Academy Charter School - where excellence is not just a goal but a standard.*

*Your Principal,*

*Dr. Lynn Mills*

*[mills\\_lynn@asdk12.org](mailto:mills_lynn@asdk12.org)*

*(907)742-2974*

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## Eagle Academy Contact Information

**Address:** 10901 Mausel Street, Ste. 101, Eagle River, Alaska

**Phone:** 907-742-3025

**Front Office Email:** [EACSFrontOffice@asdk12.org](mailto:EACSFrontOffice@asdk12.org)

**Website:** <http://www.eagleacademycharter.asdk12.org>

## Eagle Academy Charter School Staff

2024/2025

Principal  
Admin Assistant  
Admin Assistant  
Nurse  
SPED/504

Dr. Lynn Mills  
Kari Blackburn  
Alysia Thayer  
Jan Gilbert  
Emily D'Amico

## ELEMENTARY SCHOOL TEAM

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Kindergarten Teacher  
Kindergarten TA

Alicia Painter  
Barb Patterson

1st Grade Teacher  
1st Grade TA

Jennifer Sandvik  
Jen Fairclough

2nd Grade Teacher  
2nd Grade TA

Missy Timberlake  
Catherine McMillan

3rd Grade Teacher  
3rd Grade TA

Hannah Andrews  
Amanda Hatt

4th Grade Teacher  
4th Grade TA

Heather Caldwell  
Jervea Wright

5th Grade Teacher  
5th Grade TA

Pavla Tyson  
Marie Pelton

## ELEMENTARY SCHOOL ENRICHMENT TEAM

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Art  
Music  
PE  
Technology

Polly Schwarz  
Anna Crowther  
Greg Beaulieu  
Mindy Edison

## MIDDLE SCHOOL TEAM

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Math/German/Family & Consumer Science  
ELA/Technology  
Science/Health/Elective  
Social Studies/Elective  
PE/Health  
Art  
TA  
TA

Katrina Cooper  
Mindy Edison  
Matthew Chouinard  
Tyler Pond  
Greg Beaulieu  
Polly Schwarz  
Sarah Martinez  
TBD

# EACS SCHEDULES

2024/2025

## Grades K-2 Schedule

Monday - Thursday	
8:10-8:20	Drop off: playground
8:20-8:30	Drop off: front door Students escorted to their classroom
8:30-8:35	Morning Announcements Pledge of Allegiance
8:35-10:35	ELA
10:35-10:45	Healthy Break
10:45-12:00	Math
12:00-12:25	Recess
12:25-12:50	Lunch
12:50-1:05	Restroom break
1:05-2:05	Enrichment Class (M-R)
2:05-3:20	Science/Social Studies
3:20	Dismissal

Friday - Early Dismissal	
8:10-8:20	Drop off: playground
8:20-8:30	Drop off: front door Students escorted to their classroom
8:30-8:35	Morning Announcements Pledge of Allegiance
8:35-10:35	ELA
10:35-10:45	Healthy Break
10:45-12:00	Math
12:00-12:25	Recess
12:25-12:50	Lunch
12:50-1:05	Restroom break
1:05-2:30	Science/Social Studies
2:30	Dismissal



## Grades 3-5 Schedule

Monday - Thursday		Friday - Early Dismissal	
8:10-8:20	Drop off: playground	8:10-8:20	Drop off: playground
8:20-8:30	Drop off: front door Students escorted to their classroom	8:20-8:30	Drop off: front door Students escorted to their classroom
8:30-8:35	Morning Announcements Pledge of Allegiance	8:30-8:35	Morning Announcements Pledge of Allegiance
8:35-10:35	ELA	8:35-10:35	ELA
10:35-10:45	Healthy Break	10:35-10:45	Healthy Break
10:45-12:00	Math	10:45-12:00	Math
12:00-12:25	Lunch	12:00-12:25	Lunch
12:25-12:50	Recess	12:25-12:50	Recess
12:50-2:05	Science/Social Studies	12:50-2:30	Science/Social Studies
2:15-3:15	Enrichment Class (M-R)	2:30	Dismissal
3:20	Dismissal		

## Grades 6-8 Schedule

### Monday - Thursday

Drop off Front doors	8:10-8:20
Announcements Pledge	8:20-8:30
Period 1	8:30-9:20
Period 2	9:25-10:15
Period 3	10:20-11:10
Period 4	11:15-12:05
Lunch	12:05-12:35
Period 5	12:40-1:30
Period 6	1:35-2:25
Period 7	2:30-3:20
Dismissal	3:20

### Friday - Early Dismissal

Drop off Front doors	8:10-8:20
Announcements Pledge	8:20-8:30
Period 1	8:30-9:15
Period 2	9:20-10:05
Period 3	10:10-10:55
Period 4	11:00-11:45
Lunch	11:50-12:20
Period 5	12:25-1:00
Period 6	1:05-1:45
Period 7	1:50-2:30
Dismissal	2:30

### Half Day Schedule

Drop off Front doors	8:10-8:20
Announcements Pledge	8:20-8:30
Period 1	8:30-8:55
Period 2	9:00-9:25
Period 3	9:30-9:55
Period 4	10:00-10:25
Period 5	10:30-10:55
Period 6	11:00-11:25
Period 7	11:30-11:55
Dismissal	12:00

*Note: Middle School students are dismissed from the last period class at 3:20pm. They will need to return to their locker to gather up belongings to go home. Do not expect them to be out right at dismissal time.*

## About Eagle Academy Charter School

Eagle Academy Charter School (Eagle Academy, EACS) is part of the Anchorage School District (ASD). This manual is meant to be used as an adjunct to the ASD Elementary School Student Handbook and the ASD Middle School Student Handbook and to clarify policies and procedures that may be unique to our school.

### What is a "Charter" School?

A "Charter" school is a school of choice that offers alternative teaching methods or curriculum and is governed by an Academic Policy Board (APB). Charter schools in Anchorage are sponsored by the Anchorage School District. **A Charter school requires parental involvement through a volunteer commitment.**

### Mission Statement

We encourage academic and character excellence by integrating proven instructional methods with a challenging curriculum and high expectations providing the foundation to achieve proficiency of Eagle Academy's performance standards at each instructional level.

### Curriculum

Eagle Academy will use a curriculum that meets or exceeds the Alaska State standards. The Spalding Method, a direct instruction method, will be used to deliver all core subjects.

### Location

Eagle Academy is located at 10901 Mausel Street, Suite 101, Eagle River, AK 99577. The school phone number is 907-742-3025 and the fax is 907-742-3035. Our website address is: [www.eagleacademycharter.asdk12.org](http://www.eagleacademycharter.asdk12.org).

## **ACADEMIC POLICY BOARD (APB)**

Eagle Academy is governed by an Academic Policy Board, working with the principal. The APB consists of seven members: four parents, one community member at large and two teachers of Eagle Academy. The parent positions must be filled by parents of students currently attending Eagle Academy and may not be filled by teachers, permanent staff members, or long-term temporary staff members of Eagle Academy. The community member may be a community member at large, to include a parent or classified employee, but may not be a certificated staff member. The teacher position must be filled by certificated teachers currently employed full-time as such by Eagle Academy. Only one parent per family may serve on this Board at a time. Ability to attend APB meetings is mandatory to serve on the board.

Teacher members serve two year terms and are elected from Eagle Academy's certificated teachers. Parent members serve two year terms and are elected by majority vote of eligible parents as specified in the Bylaws. The Community Member serves a one year term and is elected annually.

The members of the Academic Policy Board will receive no compensation for their services as members of the board.

## **PARENT TEACHER ORGANIZATION (PTO)**

All parents and guardians of Eagle Academy students and Eagle Academy Staff are members of the PTO. The PTO Executive Board consists of: Chair, Vice Chair, Secretary, Treasurer, Staff Representative, Parent Representative, and Principal, all of which (except the Principal) are elected volunteer positions. The PTO is a non-profit organization that seeks to enhance and support the educational experience at Eagle Academy, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Eagle Academy through volunteer and financial support.

*All parents are welcome to attend meetings of the Academic Policy Board and the Parent Teacher Organization. See the website and weekly school newsletter for dates.*

## **Academics and Curriculum**

### **CHARTER AS THE BASIS OF THE PROGRAM**

Eagle Academy's Academic Policy Board will use the adopted charter as the guide for developing curriculum and school policy.

### **STANDARDS BASED INSTRUCTION**

Eagle Academy's curriculum and standards meet and/or exceed the Alaska State standards. The traditional core curriculum - English Language Arts (ELA), math, science, social studies - are strongly emphasized,

All standards will be assessed using performance based assessments developed by teachers. Students achieving a below proficient score will be targeted for remedial instruction or tutoring. Standards-based assessments will be given at every grade level.

#### **Elementary**

Grades K- 5 uses standards-based instruction in all core subjects.

#### **Middle School**

Eagle Academy uses standards-based instruction in all core subjects although letter grades are issued in middle school.

### **ANNUAL PROGRESS REVIEW**

Eagle Academy's Curriculum Standards in each subject area will be evaluated annually in order to ensure continuity and effectiveness of the program.

### **STANDARDIZED TESTS**

Standardized tests will be administered as per ASD requirements.

### **INSTRUCTIONAL LEVELING**

Students are grouped by placement level for math and ELA instruction. Students must achieve a rating of Proficient before moving to the next learning level.

Each student's math and ELA skills will be assessed to determine proper academic placement within the program.

Leveling decisions at the beginning of the school year or upon entry to the program and will be based

on:

- Assessments provided by the publishers of textbooks
- Assessments developed for ELA based on Eagle Academy's standards
- Results of standardized assessments
- Classroom grades from the previous year
- Parental concerns
- Teacher recommendation

## **TEACHER PLANNING**

Vertical and horizontal planning is critical to the success of Eagle Academy's program. This will happen every other week opposite of staff meeting days.

Teacher Professional Learning Communities (PLCs) will take place per ASD policy and APB approval.

Three additional APB approved half days may be used by teachers for professional development.

## **PROFESSIONAL DEVELOPMENT POLICY**

Elementary teachers and the middle school ELA teacher are required to take the Spalding I and II courses after they accept employment at Eagle Academy at the first available opportunity in Alaska. All other middle school teachers are encouraged to take these classes as well. Eagle Academy will only provide the registration fee and pay for course materials for all who take the class. Teachers are responsible for paying for college or university credit. In addition, Eagle Academy will provide a Level I Addenda to new teachers who are not on contract time. Professional development opportunities will be provided when new material is available or when the principal and/or the APB determine training would enhance the program.

## **YEARLY CURRICULUM PACING PLAN**

At the beginning of each school year, each teacher will complete a yearly pacing plan for each subject. All curriculum has been aligned with the Eagle Academy, ASD and State of Alaska standards and has been approved by the school board as part of Eagle Academy's charter. The content at each learning level builds on knowledge gained in previous years; therefore, it is expected that each teacher finish the curriculum by the end of the school year. Each teacher will meet with the principal at the end of each quarter to assess pacing progress.

## **SCHEDULING**

In order to address individual student potential, math and language arts studies will be scheduled at the same time each day for all grade levels, allowing for homogenous grouping based on individual mastery of standards.

Teaching of core subjects (language arts, math, science and social studies) will be given priority in scheduling and other areas of school operation. In order to properly implement the Spalding method, pullouts will not be scheduled during the first 3.5 hours of each school day.

Eagle Academy's school day begins at 8:30 and ends at 3:20. Teachers will need to sign agreeing to the additional 20-minute teacher contact time per day. A lengthened instructional day gives more flexibility for providing quality instruction and teacher planning time, while preserving the morning instructional time needed for Spalding implementation. School emergency closures will generally follow those of ASD.

## GRADING SCALE

### Elementary

All students will receive a standards based report card to include effort grades. Homeroom Expectations will be evaluated by teachers quarterly. Assessments will reflect individual student effort and achievement. If group projects are assigned, each student will be assessed on his or her own performance.

Standard Score	What it means.
4	<b>Exceeding Standard:</b> Consistently exceeds expectations for skills and understanding
3	<b>Meeting Standard:</b> Consistently meets expectations for skills and understanding
2	<b>Approaching Standard:</b> Meets some expectations for skills and understanding
1	<b>Below Standard:</b> Meets few expectations for skills and understanding

Effort Score	What it means.
O	<b>Outstanding</b>
S	<b>Satisfactory</b>
N	<b>Needs Improvement</b>

### Middle School

Students' academic grades will be tied to the standards-based report card but letter grades will be issued. Assessments will reflect individual student effort and achievement. If group projects are assigned, each student will be assessed on his or her own performance. The following is the academic grading scale.

Letter Grade	Percentage
A	100-90
B	89-80
C	79-70
D	69-60
F	59 ↓

### SPALDING

The Spalding method of teaching will be the basis for instruction across the curricula in all grade levels, employing a multi-sensory approach to learning. Teachers will be expected to use this instructional strategy in all subject areas. New teachers, K-5 and middle school ELA, must have

Spalding certification, taught by a Spalding Education International instructor, prior to the start of school or as soon as a class becomes available. Professional development opportunities will be provided when new material is available or when the principal and/or the APB determine training would enhance the program.

## **Elementary**

### ***Spalding Parent Training and Phonogram Cards***

All families new to Eagle Academy are required to attend at least one Spalding Parent Training Class. Multiple training classes will be offered during the first month each school year and are open to all families. New families are required to attend one class. Each class will include instructions for families to help support their children in the Spalding methodology, phonogram instruction/practice, and spelling homework. Phonogram cards will be available for families to purchase for \$15 per set. Replacement or additional sets will be at the regular \$15 rate. An app can be purchased for smart devices through your app store.

## **HOMEWORK**

Daily homework is a part of Eagle Academy's program. Parents are expected to support Eagle Academy's homework policy. Homework policies will be sent home in writing the first week of school.

Homework will be assigned at each level with a goal to:

- reinforce classroom instruction
- develop good study habits and time management strategies
- foster self-discipline and responsibility
- keep parents informed and involved in students' progress

Homework will be assigned Monday through Friday. Long term assignments will not be due on Mondays or immediately after holiday breaks.

Homework:

- will reinforce concepts already taught
- will be evaluated, graded, or assessed
- will be returned within one week of being completed
- may include research, reading for book reports, and tasks for long term projects
- is expected to be neat, legible, and reflect the students' best efforts.

## **Elementary**

Average time frames for routine homework:

- Kindergarten - up to 20 minutes a night
- 1st Grade - up to 30 minutes a night
- 2nd Grade - up to 30 minutes a night
- 3rd Grade - up to 45 minutes a night
- 4th Grade - up to 45 minutes a night
- 5th Grade - up to 60 minutes a night

## **Middle School**

Average time frames for routine homework (if students make good use of their time in class):

- Math - 30 minutes
- ELA - 30 minutes

German - 10 minutes  
Health - 10 minutes  
Science - 20 minutes  
Social Studies - 20 minutes

## **REMEDICATION**

Should any student fall below proficient in any core subject, several options for support will be available to help him/her increase proficiency.

- Immediate remedial instruction within the classroom
- Intervention supports
- Prompt parental notification and consultation
- Determination of the cause of the lack of mastery
- Written monitoring by both the parents and teacher (for missing papers)
- Additional practice work
- Additional home tutoring (by parent/s)

## **STUDENTS' PROGRESS**

### **For grades K-2**

Progress reports will be sent home at the midpoint of every quarter. Teachers are encouraged to send reports home more frequently according to the students' needs.

### **For grades 3-8**

Progress reports can be found online in ASD's online system. Teachers will ensure that by mid-quarter their gradebook is current, so students and parents have an accurate account of what needs to be done to finish up the quarter in good standing. Both parents and students should get in the good habit of checking their account regularly.

## **STUDENT PROMOTION & RETENTION**

The rule of thumb is to promote one level at a time, assuming students have received a rating of Proficient in their learning level. Double promotion is not prohibited and will be considered on a case by case basis. In addition to academics, other factors will be considered when discussing double promotion.

Parents must be made aware of possible retention by the end of the first semester unless the student enrolls after this time. The principal, in conjunction with teacher(s) and parents, makes decisions related to retention of a student.

## **SPECIAL EDUCATION SERVICES**

Special Education instruction will be conducted on an inclusion basis. The special education teacher will conduct all IEP meetings, as well as ensure that accommodations and modifications are provided in each classroom given the students' noted needs. Eagle Academy will comply with the Alaska Special Education Handbook.

Students will be placed in ELA and math classes appropriate to their skill level. In other courses, materials will be provided and instruction modified appropriately to the ability level of students with exceptionalities. Any resource instruction must follow the approved curriculum for the program.



## **ALASKA STATE SAFE CHILDREN'S ACT**

EACS complies with the Erin and Bree's law as required under the Alaska State Safe Children's Act. It meets the full requirements for student training under the Alaska State Safe Children's Act, including requirements for Bree's Law and Erin's Law. As a reminder, parents will be notified prior to delivery of this education and may opt their child out.

## **HUMAN GROWTH & DEVELOPMENT**

The teaching of Human Growth & Development is abstinence based using the approved Teen Aid curriculum. Teaching shall be gender-separate.

## **TEXTBOOKS AND SUPPLIES**

Students are responsible for the care of all textbooks and/or other learning materials issued to them. A fine will be assessed if textbooks or other learning materials are lost or damaged (normal wear and tear excepted). Students are expected to furnish their own paper, notebooks, pens, pencils and related supplies.

## **Student Conduct and Expectations**

Eagle Academy follows the Anchorage School District Code of Conduct.

## **PATRIOTISM & CHARACTER**

Eagle Academy will embrace patriotic themes and responsibilities. Historical role models will be used to develop the character traits of responsibility, honesty, courtesy, compassion, perseverance, integrity, fairness, courage, and cooperation. Students will realize the importance of these character traits in a setting where equality and mutual respect are the norm.

An opportunity will be provided every morning for all students to salute the flag with the Pledge of Allegiance. The United States and Alaska flags will be displayed in all classrooms. The principal or designee will monitor the outside flags and make sure they are taken down during potentially inclement weather that may damage them in addition to summer break.

## **STUDENT SUPERVISION**

Students shall not be left unsupervised at any time, nor should they be permitted to roam about the building without supervision. Supervision is available beginning at 8:10 a.m. Staff members, with children who attend Eagle Academy, need to provide supervision for their own children prior to the duty times, and after school, without compromising their contract. During duty times, children of staff must join the other students in the designated duty areas for supervision.

## **STUDENT BEHAVIORAL EXPECTATIONS & SCHOOL DISCIPLINE POLICY**

Eagle Academy students will be responsible for their own behavior. Classroom rewards, incentives, effort grades, and discipline will be based on each individual student's own behavior, participation, and performance.

Students are expected to adhere to the following behavioral guidelines while on school grounds or when participating in school activities.

- All students, staff, and adults will be treated with kindness, courtesy and respect.
- Orderly, quiet behavior is expected in the hallways, classrooms, and common areas of the school.

- Aggressive, defiant, or otherwise inappropriate language or physical behavior will not be tolerated.
- All students will obey the directives of the principal and any teacher, TA, Administrative Assistant, noon duty, or other adult authority at the school at all times.
- Disrespectful behavior directed at adult authorities, fellow students, or visitors at Eagle Academy will not be tolerated.

Eagle Academy teachers will develop and maintain discipline procedures for utilization in their respective classrooms. Copies of said procedures will be maintained in the principal's office and will be made available for periodic review to members of the Academic Policy Board, Eagle Academy's governing body. Drawing from experience, and with the understanding that each student and situation is unique, teachers will exercise independent judgment in handling matters of student discipline. Within one week after school begins or within one week after a new student has enrolled at Eagle Academy, parents will receive a copy of written discipline procedures from each of their children's teachers.

## **CONDUCT THAT MAY RESULT IN DISCIPLINARY ACTION**

EACS is committed to creating a consistent, positive, predictable, and safe place for every individual to learn and grow. This enables all students to develop the skills necessary to be ready for college, career, and life.

Students who are not responsive to verbal reminders or who engage in behaviors that are severe or frequent will be subject disciplinary action which may mean detention, removal of privileges, suspension, or expulsion from school. In matters that could result in disciplinary action, parents will be involved and informed. In all cases of suspension or expulsion, due process procedures will be no less than those required by District policy and state and federal law.

For a full list of prohibited transgressions, see ASD's Elementary & Middle School Handbook.

- ASD Elementary School Handbook: [Student Handbook](#)
- ASD Middle School Handbook: [2024-25 Anchorage School District Middle School Student Handbook](#)

The following transgressions are the most commonly observed violations within the school community. For a more detailed explanation of EACS's transgressions, see Appendix A.

- Academic Dishonesty
- Assault
- Damaging School Property
- Disruptive/Unsafe Behavior
- Failure to Report Serious Misconduct/Threat of Serious Misconduct
- Fighting
- Harassment/Intimidation/Bullying
- Inappropriate Displays of Affection
- Internet/Network Misuse
- Physical Violence/Threats of Physical Violence
- Obscene/Vulgar Language, Acts, or Images
- Repeat Behavior
- Sexual Harassment/Abuse

## **STUDENT LUNCHES**

At this time, no food service capabilities exist so children must bring lunches on a daily basis. If a child does not bring a lunch, the parent will be notified and is expected to bring the lunch before noon. **If no lunch is provided and the school must provide lunch for a student, parents will be invoiced and expected to pay for the food.**

School-provided student lunches will consist of a cup-a-soup and a granola bar with water to drink. The charge will be \$3.00 per lunch. If a student did not bring a bottle of water, disposable water bottles are available for \$1.

Parents or approved family members are welcome to eat lunch with their student in the classroom/lunch room during regular lunch times. All visitors must have an approved ASD background check.

## **BIRTHDAYS & SPECIAL OCCASIONS**

In recognition of student birthdays, Happy Birthday may be sung by classmates. No snacks will be shared because of the rising number of food allergies. Parents may distribute nonfood items to share, such as pencils or stickers, if they wish. Parents are encouraged to speak with their child's teacher regarding when the birthday will be recognized. During special occasions such as a holiday party, parents can expect baked goods and treats to be shared. Parents who have children with allergies are strongly encouraged to be present to monitor what their child is eating.

If balloons (EACS is latex free) or flowers are delivered for a student, they will be held at the office until the student can be sent to the office without interrupting instruction. After the child has seen the delivery, it will remain at the office until the end of the day. Singing telegrams, clowns and other performers are not permitted, as they disrupt the school day.

Hand delivery of birthday invitations at school is appropriate only if the entire class receives one, or if it is an all-girl or all-boy party and all of the given gender are invited. Please make all other party arrangements away from school.

## **HOLIDAY CELEBRATIONS**

ASD approves of three classroom parties during the school year. Eagle Academy will recognize a winter holiday & Valentines Day. Classrooms may individually host one additional party each year. Parties should be held during your rotational time unless otherwise designated.

## **RECESS - Elementary**

An important element in Eagle Academy's philosophy includes some outdoor activity each day. Proper clothing will allow students to take full advantage of fresh air and physical and social activity. Please label ALL clothing items and check our lost and found regularly.

During the winter months, proper outdoor wear is required for all students to participate outdoors. Coats, snow pants or snowsuits, hats, gloves or mittens, and boots are required. Students will go outside each day unless the wind chill factor reaches minus 10 degrees Fahrenheit. It is expected that if a child is well enough to come to school, he/she should be able to go outside for recess. This is in keeping with ASD guidelines. Parental requests for students to remain indoors will not be considered without a doctor's written instructions.

## **PLAYGROUND GUIDELINES**

1. Directions given by adults on the playground are to be followed immediately without any arguing.
2. Contact (tackle) games are not allowed.
3. No "King of the Mountain" type games that involve pushing, tripping, or other dangerous and rough play.
4. Do not bring playground items from home. Recess equipment is provided by the school.

5. Fighting/accepting a challenge to fight or “play fight” is strictly prohibited.
6. No snowball throwing except at designated targets when supervised by an adult.
7. Items such as the following, or anything of personal value, should be left at home.

These items will be confiscated and must be picked up by a parent.

- gum
- iPods
- music players
- spending money
- valuables
- weaponry
- skateboards
- toys and jewelry
- trading cards
- other collectibles

## **CELL PHONES AND ELECTRONIC DEVICES**

Students' cell phones and Smart watches must be turned off and left in the backpack at all times during the school day. We appreciate cell phones/smart watches as effective communication devices and possible resources for information. However, during the hours of 8:20 - 3:20, the expectation for cell phones is that they are stored with the classroom teacher in a designated location at the start of each class period or they are left in lockers, and smart watches are on airplane mode.

EACS does not want cell phones/smart watches to become a major distraction to the learning environment. The school is equipped with phones in the office and in every classroom for student, staff, and parent communication.

We will follow these consequences for cell phone/smart watch use in the classroom:

- **1st Offense:** Verbal Warning. Student is reminded of the expectations.
- **2nd Offense:** Cell phone/smart watch is confiscated by the teacher and returned to the student at the end of the day.
- **3rd Offense:** Cell phone/smart watch is confiscated by the teacher and turned into the office. Student's parent/guardian will be notified and required to pick up the confiscated phone/smart watch in the office.
- **4th Offense:** Cell phone/smart watch is confiscated by the teacher and turned into the office. A parent meeting will occur. (Future problems with cell phones/smart watches may include after school detentions, ISS, individual student phone turned into the office daily, etc.)
- The school is not responsible for lost, stolen, or damaged items.
- We recommend that students leave electronic devices at home.
- Teachers may request administration approval to temporarily use cell phones in the classroom for a specific purpose or activity.
- New technology that is released may be added to this policy immediately if it is causing distractions to the learning environment.

## **Chromebooks Owned by Eagle Academy**

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to using a Chromebook owned by Eagle Academy.

- Students will receive instruction from school staff on the proper use of the device.

- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The Chromebook comes with preloaded apps which must not be removed.
- Students are to use the Chromebook to access only educationally appropriate materials and websites as per teacher direction.
- Students must not use the Chromebook to purchase goods and services via the Internet.
- Parents/students are charged with full responsibility for any financial obligation incurred from the inappropriate use of the Chromebook.
- Students are to use the Chromebook in accordance with the Eagle Academy's Acceptable Use Regulations and to maintain it in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- Since the Chromebooks are the property of Eagle Academy, officials of the school have the right to review all material stored on or accessed by any Chromebook. School officials may revoke a student's Chromebook use and privileges for misuse or violation of policies.

## **FACULTY LOUNGE**

The faculty lounge is a place provided for rest, relaxation and a duty free lunch space. It may also be used as a collaborative space for teachers and staff, and outside of lunch and planning time hours it may be used for other purposes. Students are not allowed in the lounge unsupervised before or after school.

## **COPY MACHINE**

Students are not to use the copier for any reason.

## **DISPLAYING STUDENT WORK**

Teachers are encouraged to display quality student work on the wall area outside the classroom. The work should reflect what is being done in the curriculum and should be changed out regularly.

## **EXTRA CURRICULAR ACTIVITIES**

Students will be given opportunities for public speaking, leadership, artistic expression and healthy competition through participation in student government, assemblies and other school sponsored programs and events.

## **FIELD TRIPS**

Field trips at Eagle Academy must relate to the curriculum being taught. Permission slips must be obtained for each student attending the field trip. A new permission slip is required for each trip. Teachers must also notify rotational teachers of their class absence on a field trip day.

## **STUDENT UNIFORM DRESS CODE**

Eagle Academy believes that a school uniform dress code is a positive way to create a more unified, productive, and safe school climate focused more strongly on the learning process. Research has demonstrated that school uniforms increase school safety by minimizing disruptive behavior, instilling and improving discipline, and helping maintain the focus on learning. It is expected that a school uniform dress code will promote respect for teachers, build school spirit, and decrease unhealthy competition involving fashion trends and dress.

The school uniform at Eagle Academy Charter is comprised of items that are available at

Frenchtoast.com. **All student uniform items must come from French Toast or appear the same as the French Toast item.** Please note that the listed items are the ONLY ones that are acceptable, and no style or color substitutions (including plaids) are permitted. The acceptable French Toast style numbers and colors are listed below. Caution: Not all khaki colors are the same. Make sure your khaki clothing matches the color of French Toast's khaki color.

Dress code infractions will begin the first full week of school for returning students. New students will be given 1 month to be in compliance before infractions begin. In case of dress code infractions, the following consequences will occur:

- 1<sup>st</sup> Violation: Written warning sent home with student, to be signed and returned by the parent
- 2<sup>nd</sup> Violation: Formal letter mailed to parents outlining violations and future consequences
- 3<sup>rd</sup> Violation: Parent(s) meet with Principal and sign acknowledgment of understanding of policy
- 4<sup>th</sup> Violation: Parent(s) meet with the APB to explain reason for continued infractions

### **General for All Students**

- Shorts of the styles specified in the clothing listing may be worn year round. Shorts must be no shorter than 2 inches from the top of the knee cap.
- The only monogram allowed on blouses, shirts, sweaters or vests is the Eagle Academy monogram; no name-brand monograms are permitted. No other messages or advertisements are allowed on the uniform.
- All clothing items must be free of any embellishment or decoration, including but not limited to lace, decorative stitching, bows, glitter, jewels, monograms or brand logos.
- All clothing must fit properly and be clean, neat, free of stains, holes and rips.
- Collared shirts shall be worn. Shirts must be worn tucked in, with the exception of the French Toast style of polo, turtleneck and "peter pan" collared blouse (which are hip length have a squared bottom edge with a finished hem).
- Black or brown belts (to match shoes) shall be worn if pants have belt loops and the shirt is tucked in.
- Turtlenecks must be a full-turtleneck style (no "mock" turtlenecks allowed). Only pure white and navy are permitted, with the color to match "white" or "navy" garments in the French Toast line.
- Fleece jackets or vests that are purchased from the PTO and bearing the Eagle Academy logo may be worn in the classroom and hallways. No other fleece outerwear is permitted indoors.
- Sweaters or vests as specified in the clothing listing (in navy only) may be worn over the uniform shirt or blouse. Note that there is no hood on any of the permitted sweaters.
- Visible tattoos or body art are not permitted.

### **Classroom footwear**

Will be solid black or brown shoes (no two-tones). Shoes shall be not taller than ankle height, with closed toes, and a maximum 1" heel height. A separate pair of non-marking tennis shoes (any color) are required for P.E.

### **Outdoor Garments**

During cold weather, appropriate coats, hats, gloves, boots and snow pants will be required for outside activities. The uniform dress code places no restriction on such outerwear except that it is not to be worn in the regular classroom.

### **Face/Head:**

- Students may not use any type of unnatural hair dye or coloring (pink, blue, purple, green,

yellow, orange, etc.).

- Haircuts will be of a conservative cut that will not draw undue attention to one's self. No irregular shaving of the head, such as Mohawks, one side shaved, etc.
- Hair should be clean, well-kept and not obstruct vision or distract from learning.
- Makeup is not permitted in kindergarten through fifth grades. Minimal make up, with natural colors only, is allowed in middle school, grades 6-8.
- No piercing of any kind *except* in the ears may be worn during school hours. Earrings must not be larger than one inch (1").
- Subtle jewelry may be worn unless it becomes a distraction.
- No headwear, hats, caps, scarves, bandanas or similar items shall be worn in the building.
- Visible hair restraints such as barrettes, scrunchies and headbands must match a color in the uniform being worn, or match the hair color.

### **Girls' Basic Uniform:**

The basic uniform clothing for girls shall consist of:

- Long or short-sleeved button-up collared blouse (Peter Pan collar) or polo shirt with a skirt, slacks, scooter (with built-in shorts), or jumper.
- For modesty, we strongly recommend that girls wear shorts or tights underneath their jumpers or skirts.
- Shorts worn under a jumper or skirt may be non-uniform shorts, but they must not be longer than the garment and must be navy or khaki to match the garment's color.
- Skirts, skorts, scooters, shorts and slacks must be worn at the waistline.
- Slacks with an elastic waist are permitted, only if the waistband is covered by a belt or by a shirt type that does not have to be tucked in (see "General" section).
- Skirts and jumpers must be no shorter than two inches from the top of the knee cap.
- Solid color white or navy tights/leggings may be worn under skirts.
- Black, brown, navy or white socks must be worn at all times.
- Blue/Red plaid or navy cross-tie, worn with the "peter pan" blouse, is optional.

### **Boys' Basic Uniform:**

The basic uniform clothing for boys shall consist of:

- Long or short-sleeved collared oxford or polo shirt
- Long pants, either flat front or pleated. No cargo pants.
- Slacks and shorts must be worn at the waistline.
- Slacks with an elastic waist are permitted, only if the waistband is covered by a belt or by a shirt type that does not have to be tucked in (see "General" section).
- Black, brown, navy or white solid color socks will be worn at all times.
- A uniform tie in Blue/Red plaid or navy blue, worn with the oxford shirt, is optional.

### **Middle School Uniform**

The 6<sup>th</sup>-8<sup>th</sup> grade uniform follows the uniform dress code already in place for EACS with one exception:

- **PE UNIFORM: On designated PE days ONLY, 6th-8th graders may wear the PE uniform to school all day instead of a regular uniform.** This is just an option, and students may wear a regular uniform if they choose.
  - Navy blue EACS logo t-shirt or crewneck specifically from our Hi-Res online store
  - Navy blue sweatpants/joggers/knee-length gym shorts (NO leggings)

### Exceptions:

Exceptions to the uniform dress code shall be permitted when:

- A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days;
- Students transferring into the program after the start of the school year shall be granted a grace period of one (1) month before being required to comply with the uniform dress code.
- The dress code's restrictions infringe upon a student's sincerely held religious belief.
- A medical condition necessitates a temporary waiver, with a doctor's note requiring it.
- Specific waivers are granted by the Principal to accommodate unusual temperature conditions within the facility.

Reference APPENDIX C for descriptions and pictures of approved clothing items.

### **Staff Dress Code**

Eagle Academy employees, to include substitutes, are expected to model professionalism at all times and to dress in a manner that enhances the school's public image. The public must be able to differentiate between the students and the school staff. Staff shall adhere to all dress and grooming policies during regular school business hours.

The dress and grooming of school employees shall be clean and neat and in accordance with any additional standards established by their supervisors and approved by the Academic Policy Board.

### **Men**

- Collared shirts shall be worn and tapered shirt tails shall be tucked in.
- Belts shall be worn if pants have belt loops and the shirt is tucked in.
- Logos shall be no larger than 2" square (except for Eagle Academy's logo).
- Pants or slacks shall be worn.
  - Pants/slacks must be full length. No shorts are permitted (except for special activity times announced by the principal).
  - No denim jeans.
- No visible piercing is permitted.
- Men shall have neatly groomed facial hair.

### **Women**

- Dress blouses, sweaters or shirts may be worn, of sufficient length that neither abdominal skin nor undergarments will be visible.
  - Blouses/dresses that bare the shoulders or back are not permitted.
  - Sleeveless garments are permitted (not "tank" style) where the sleeve opening is located at the same point the sleeve seam would be found in tailored shirts and jackets, and where undergarments are completely covered.
- Dresses, skirts, pants or slacks shall be worn.
  - Skirts shall be knee length or longer when standing.
  - Leggings are permitted if worn with a tunic, long blouse, dress or skirt that is mid-thigh in length.



- Pants/slacks or capris must be of a professional nature with no cargo pockets or strings.
- No shorts/skorts are permitted (except for special activity times announced by the principal).

### **Other**

- No visible piercing is permitted with the exception of earrings
- Logos shall be no larger than 2" square (except for Eagle Academy's logo).
- Hats/caps shall not be worn inside the school building.
- T-Shirts may not be worn.

### **Exception**

"Spirit" days will be designated by the student council; staff may participate in the same manner as the students. Designated teacher non-instructional work day attire may include "school" T-shirts/polo shirts, denim jeans, tennis shoes and athletic socks.

### **Lost & Found**

Any items found will be placed in the Lost and Found for one quarter. At the end of each quarter, the remaining items in the Lost and Found will be donated. It is the responsibility of the students and parents/guardians to regularly check the Lost and Found for missing items.

## **Enrollment & Attendance**

### **LOTTERY SCHOOL**

Eagle Academy follows the lottery policy of the Anchorage School District, with the following exception: Eagle Academy will not preempt the lottery process for grade level balance or gender balance. Preemption for other reasons must be approved by the Academic Policy Board prior to seeking approval at the ASD Administrative level. In addition, EACS does not turn away students with an IEP, as long as Eagle Academy is the least restrictive environment.

### **ANNUAL NOTICE OF INTENT**

Students already enrolled in Eagle Academy's program are automatically re-enrolled for subsequent years unless parents have indicated in writing that they wish their student(s) to be withdrawn. Each year, Eagle Academy asks families to complete a "Notice of Intent" form for each of their students to indicate whether they intend to return the following school year. The purpose of these forms is to give the school an idea of how many students may be accepted through the upcoming lottery.

### **RE-ENROLLMENT**

Students who have been withdrawn from the school must follow the regular lottery & enrollment procedures outlined above, and their parents must attend an orientation session prior to re-enrollment.

### **REGISTRATION**

Charter Schools/Alternative programs in ASD set their own registration schedule within the same date frame of other ASD Elementary schools.

### **EMERGENCY SCHOOL CLOSURE**

Eagle Academy will follow Anchorage School District's closures for Eagle River area schools.

## ARRIVAL & DISMISSAL

The school day will begin at 8:30 a.m. and end at 3:20 p.m. Transportation is solely a parental responsibility, but parents may choose to carpool.

**K-5:** Students will be dropped off as early as 8:10 a.m. at the playground. Playground supervision will start at 8:10 a.m. and end when students enter the building at 8:20 a.m. If students arrive after the playground has been vacated, they should be dropped off by the front door or walked in by a parent. If it is 8:26 a.m. or later, a parent **must** accompany the student into the building and sign the child in. School policy is that the students be **in their seats**, ready to learn, by pledge and announcement time, 8:30 a.m.

Students will be released prior to the end of the school day only when a parent, court appointed guardian, or emergency contact who has the permission of the parent, comes to the school office and signs the student out for the day. Teachers will be notified by the office when students should be released. Parents should go to the Administrative Assistant and not go directly to the classroom to ask for children to be released.

Children are dismissed promptly at 3:20 p.m. Please follow dismissal procedures as stated on the EACS website. Students participating in after-school activities should go directly to their pre-designated meeting place.

**MIDDLE SCHOOL:** Students will be dropped off as early as 8:10 a.m. by the front door. Students will be given the opportunity to use their locker before reporting to their first period class. If it is 8:26 a.m. or later, a parent **must** accompany the student into the building and sign the child in. School policy is that the students be **in their seats**, ready to learn, by pledge and announcement time, 8:30 a.m. Students will be considered tardy if they are not in their seat ready to learn at 8:30 a.m.

Students will be immediately dismissed after they have had the opportunity to gather the supplies they need at their locker. Since their last period ends at 3:20 p.m., students may not be out for pick up until 3:30 p.m. Please plan accordingly.

Students (K-8) **not picked up within 20 minutes of dismissal**, will be taken to the office and the following will occur:

1. Parents or guardians will be called. If no answer proceed to step 2.
2. Emergency contact(s) will be called. If no answer proceed to step 3.
3. The Student Resource Police Officer (SRO) will be called. Elementary Education will also be notified.

## RELEASING STUDENTS DURING REGULAR SCHOOL HOURS

For the protection of all students, and to prevent unauthorized persons from taking children from school at any time, the following procedures must be followed:

- Persons picking up students are to report to the office to sign them out.
- **Do not go directly to classrooms, playground, or lunch room to pick up students.**
- Do not call and request students to be waiting in the office
- The person(s) routinely picking up the student must be on the authorized list of persons allowed to pick up the student from school. If the adult is not authorized by the parent or guardian, he/she will not be allowed to remove the student from school grounds.
- The adult must be prepared to identify him or herself if they normally do not pick up the

student.

- Teachers and other staff have been instructed not to release students without authorization from the office.
- **Students must be picked up prior to 3:00pm for early pick up** in order to prevent regular dismissal interruption.

## ATTENDANCE AND TARDINESS

Regular attendance is essential for your child's success at Eagle Academy. Much of the curriculum is delivered through direct, sequential, multi-sensory instruction which cannot be made up outside of school. Active classroom participation is important for your child to receive the maximum benefit of the curriculum.

**Should your child be absent, please do one of the following by 9:30am the day of the absence:**

- Enter the Absence in the district's Parent Portal.
- Call the Attendance Line at 907-742-3025. Include your name, your child's full name, grade, reason for absence, and expected return date.
- Email the Front Office at [EACSFrontOffice@asdk12.org](mailto:EACSFrontOffice@asdk12.org)

*Please be aware you may still receive an automated call.*

## Absences

Regular school attendance is necessary for students to progress in academic standards and achieve consistent educational gains. Regular and on-time attendance is required of all students enrolled at Eagle Academy during the days and hours that school is in session. The responsibility for regular and on-time attendance lies with the parent/ guardian.

Extended family trips are considered pre-arranged absences at Principal discretion. If a child is absent for 16 consecutive school days, the principal will release his/her seat and offer the seat to the next child on the waitlist. If parents wish to reapply, they may do so in the next scheduled lottery draw.

## Excused Absences

Include student illness, family emergency, doctor and dental appointments, funerals or a death in the family, religious holidays, court appearances, and approved school activities. Please be aware that although your child's absence is marked "excused" it will still show as an absence on the school record and report card.

During excused absences that last more than one day, parents should email the teacher to see if missed homework is required. Please provide a full day for the teacher to assemble required schoolwork. Parents may pick up such assignments in the office after school; please do not interrupt class to pick up work or discuss it with the teacher. **One day of make-up privilege shall be granted for each day of absence, up to a maximum of five school days, regardless of the length of absence.** It is the student's responsibility to turn in the missed work on time. A conference may be scheduled after the child returns to school if the student and/or parent feel it is needed.

If chronic illness is the reason for frequent absence, the parent should submit a letter from the child's physician for the school to keep on file.

## Unexcused absences

Include vacations, babysitting, private lessons, and other situations where the parent or guardian, by choice, removes the child from school. Absences without a phone call or note will be identified as unexcused.

If accumulated unexcused absences are sufficient to affect achievement, the student will be graded only on work completed at school and **a notation to that effect will be placed on the report card.**

## **Teachers shall not be responsible for providing missed schoolwork for unexcused absences.**

We encourage you to check your teacher's preferred method to keep abreast of lessons completed during your child's absence. If the teacher does offer to provide schoolwork, it is for the purpose of helping you to keep your child up to date and not for a classroom grade. Quizzes and tests that were missed during an absence may be given upon the student's return to class at the discretion of the teacher.

## Tardies

Your support of punctuality is important. Being on time allows a student to begin each day in a stress-free manner. Tardiness interrupts the classroom and disrupts the education of other students.

A child will be considered tardy if he/she is NOT in the classroom, **unpacked, seated, and ready for instruction to begin promptly at 8:30.** Tardies will be documented and noted on student report cards. **Parents must escort tardy students into the building to sign their student in for the day.**

ASD policy states that eight or more tardies in one quarter constitutes chronic tardiness. You will receive a letter of notification after five (5) tardies are recorded.

## Parent/ Guardian Expectations

### PARENT ORIENTATION

Eagle Academy is strictly a "school of choice" for ASD students, and parents must attend a new parent orientation in order to be fully informed about the school's program prior to their child's admission to the school, or within 60 days of accepting a slot.

***Definition:*** A parent orientation session consists of viewing a PowerPoint presentation describing the program, a guided building tour, a question and answer time and curriculum is available to be reviewed.

### SERVICE HOURS

The charter of Eagle Academy outlines that each family volunteer at least 16 service hours per school year. Our parent volunteers are one of the reasons that Eagle Academy is one of the top schools in the Anchorage School District. Your child will see that you value their education because you are helping in the classroom, working at PTO events and supervising on the playground at recess. Please check with your child's teacher to see how you can help.

If you would like to help around the building, please notify the office staff. If you are not available to help during school hours, there are many upcoming PTO and school sponsored events that will need volunteers. Feel free to recommend any ideas you might have to earn hours in support of Eagle Academy. If this obligation is not met, you also have the option to pay \$20 per service hour not fulfilled in lieu of volunteer time. Each volunteer will log his/her own hours using the honor system. Volunteer time may be completed from home but needs to be recorded on the school log. It is incumbent upon the family to be aware of upcoming events, as posted in classroom and school-wide

newsletters, and to ask ways to fulfill service hours.

The Eagle Academy administrative staff will check the log quarterly and distribute letters at parent-teacher conferences or in Student Take Home folders to families that have not yet fulfilled their hours.

## **SHARING YOUR TALENTS AND SKILLS**

Parents are also asked to share their talents and skills with students whenever possible. Attending class as a speaker/presenter or sharing your work skills and special knowledge that relates to our curriculum and program enriches the classroom on many levels.

Whatever talents you care to share with students and staff is greatly appreciated and makes our school a stronger family learning community.

## **NEWSLETTERS & PLANNERS**

### **Elementary**

On Mondays, each classroom teacher will send home or email a weekly classroom newsletter outlining what students will be doing in the coming week for language arts, math, science, and social studies, as well as classroom news and events. It will also include any future deadlines. To help parents complete their volunteer hours, teachers should be specific about what they need help with and include this in the newsletter. Teachers will send the newsletter home with all students who are in their language arts or math levels in addition to the students in their homerooms.

Rotational teachers (technology, art, music and P.E.) shall provide concepts/activities scheduled for their classrooms for the upcoming quarter.

### **Middle School**

Students are encouraged to purchase and utilize a planner. Students are responsible for writing down and tracking important dates, tasks and assignments.

Teachers will send home a weekly outline of assignments planned for the upcoming week.

Elective teachers shall provide a quarterly update with the exception of notification of homework assignments.

In addition, a weekly school-wide newsletter will be published by the office and sent via email the first day of the week. Weekly School-wide Newsletters can also be found on the school website.

## **WEEKLY FOLDERS - Elementary**

A weekly folder is sent home at the beginning of each week. These folders contain: •

- Checked work
- Newsletter from the teacher if not sent electronically
- Regularly scheduled progress reports and/or report cards
- Field trip permission slips or other dated materials

It is the responsibility of the parent to read and review these folders weekly. This is the first line of communication between teacher and parent. Your careful attention to these materials is important. We ask that you review the materials and return the folder promptly; on many occasions, materials require your signature. Assessments may also be included in these folders and are important as notification of student progress.

## **GRADED ASSIGNMENTS - Middle School**

Teachers will develop a system for the return of students' graded work on a bimonthly basis.

It is the responsibility of the student to pick up his/her graded assignments. It is the responsibility of the parent/guardian to follow up with his/her student to review graded work.

## **TEACHER / PARENT COMMUNICATION**

Efforts will be made to keep parents continually informed about student progress and school events through the use of: classroom newsletters, school newsletters, regular and special parent conferences, notes sent home, phone calls or digital communication from teachers, and the return of graded work.

Good communication between parents, teachers, and the principal is very important and assists the school in providing a positive educational environment for the students. For the good of our students, we ask that the following communication skills be modeled within the school:

- Good communication begins with mutual respect. This is demonstrated by speaking calmly and privately, keeping the other person's point of view in mind.
- Remember, there are often two sides to a story. Share your concerns and listen carefully to what the other person has to say.
- When discussing a concern, stay focused and avoid allowing past issues to cloud the matter.
- Make every effort to resolve classroom concerns with your child's teacher as your first step for a resolution.
- Often misunderstandings can be avoided by sending a quick email or note to obtain clarification.
- If you wish to meet with your child's teacher, please schedule a meeting with him or her ahead of time by sending an email or leaving a message at the office. Please refrain from interrupting classroom instruction.

If you feel that your concerns were not adequately resolved, contact the principal to discuss your concerns. The principal will work with you to determine a solution in a fair and timely manner.

## **OTHER FORMS OF COMMUNICATION: MIDDLE SCHOOL**

There are many forms of communication that our MS teachers will use, such as:

**Digital Classroom Communicators:** Teachers will use the district preferred app (such as Remind) to post homework assignments and any other information for the good of all middle school students and parents.

Parents are encouraged to check the app daily for assigned work and due dates. This is one line of communication between teacher and parent.

**Student Planner:** Students are encouraged to keep a written account of assignments and due dates in a planner. This is a second line of communication between teacher and parents. Parents should check their student's planner daily to ensure all work has been completed. Every teacher sets aside the last few minutes of class to go over the required work for the day. Students' planners should look similar to the teacher's communication of assignments.

**District Online Grade Book:** All graded work will be recorded in the district's online

gradebook accessible to all students and parents. This is a third line of communication used between teachers and families. Both students and parents should be checking this frequently to ensure that assignments have been turned in. Students can also use this tool to help them set goals on improving their overall grade as needed.

Teachers will not be sending out paper copies of mid-term progress reports or quarterly grades. All of this information can be found in the online grade book.

## PARENT TEACHER CONFERENCES

Parent-teacher conference days will be held after the first and third quarters according to the ASD schedule. If we wish to modify those dates, we must do so by modifying our annual calendar as supplied to the State DEED prior to the end of the previous school year, and a waiver must be requested to count those days as teaching days. Teachers will notify parents at least two weeks in advance for scheduling conferences.

## EACS Policies

### BUILDING RENTAL

We do not rent the building to athletic groups at this time. For other rentals, the available rooms will be the gym and the art room.

### MEDICATIONS

No medication shall be administered without proper written consent/permission by the parent/guardian and/or physician, depending upon whether it is prescription or non prescription. The office will provide you with the proper form for the type of medication upon request. **Parents or other designated adult must bring in all medications to the office.** Students may not have any medications in their possession at any time. Refer to the ASD Elementary and Middle School Student Handbook for clarification.

The school nurse or trained UAP may administer approved non-prescription medications with the Long-term Non-prescription Drug Request form completed and signed by parent/guardian.

For prescription medications, a doctor's authorization is required on the form. These medications must be provided in the original container, labeled with the student's name.

### OPEN DOOR POLICY

Your administrator's door is always open to you. If you have a school-related problem, matter of public concern or conflict, you should bring the issue directly to your administrator.

Matter of public concern includes: substantial waste of funds, gross mismanagement, clear abuse of authority, or dangers to public health or safety. **(Classroom-related problems should be directed to the classroom teacher.)** The principal should try to resolve the problem immediately. If, however, the administrator is part of the conflict or concern, every employee [Parent] has the right to go to the Academic Policy Board with the issue without fear of recrimination.

If you feel that the administrator involved has been unfair in the resolution of the problem, or if you feel you have been compromised in any way, you have the right to go to the APB for mediation. The APB will meet with all concerned parties to resolve the issue, and will make the final decision, if necessary.

## **PET/ANIMAL REGULATIONS**

Per ASD Board Policy, the only animals allowed on school grounds and in school buildings at any time, to include weekends and summer, are Service Animals.

## **RELIGIOUS BELIEFS AND CUSTOMS**

It is accepted that no religious or non-religious belief should be promoted by the District or its employees, and none should be disparaged. Instead, the District encourages all students and staff members to appreciate and be tolerant of each other's religious views. Teachers should utilize this opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background or religious beliefs. In that spirit of tolerance, students should not be required to participate in activities that are contrary to their religious and non-religious beliefs.

## **TEACHER & ADMINISTRATOR EVALUATIONS**

Evaluation procedures in the charter school will be the same as those for ASD.

A portion of the administrator's evaluation will assess the employee's skills and progress in supporting the charter school's program mission, philosophy, goals and general policies. This will use specific performance standards that will be developed by the APB that are relevant to Eagle Academy's educational program.

## **TRANSPORTATION**

Parents or guardians of students at the charter school shall be responsible for their students' transportation to and from school.

## **WALKING TO / FROM SCHOOL**

Eagle Academy is located by several busy streets and the danger level to pedestrians is extremely high. Parents must provide authorization in writing for their student(s) to walk, along with the route they will walk to/from school.

## **BICYCLES / SCOOTERS**

Due to safety issues surrounding our school premises, bikes and scooters are not allowed to be ridden to or from school.

## **VISITORS**

The safety of students and staff is the District's and school's top priority. We want to make visits to our school building pleasant and welcoming experiences in a safe environment for everyone.

- The school's main entrance will serve as the single point of entry for all visitors.
- Visitors must report immediately to the Main Office to sign in and present photo identification to obtain a visitor's pass.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, should check in with the Main Office.
- Teachers are **not** expected to discuss individual matters with visitors during class time.
- Students may not open exterior doors to anyone at anytime
- Parents or citizens who wish to visit a classroom for educational purposes while school is in session should arrange such visits with a minimum of 24 hours notice with the classroom teacher(s), so that class disruption is kept to a minimum. Teachers reserve the right to deny visitors in their classroom without the 24 hour notice.



- Parents may drop off forgotten items with the front office staff in order to limit classroom disruptions.
- School employees who are expecting a visitor should notify Main Office staff ahead of the visit.
- Staff expecting a delivery or drop off, whether from a family or friend or delivery service, must receive them in the front lobby or have the front office staff receive on your behalf in order to limit classroom disruptions.
- **Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized or disorderly persons will be asked to leave and must do so immediately. Refusal to leave will result in police intervention.**

## **VOLUNTEERS**

As a volunteer, you are assisting the staff in their day-to-day endeavor to provide the best possible educational experiences for each child in the school. So that you can be more effective, you may want to better understand your role and how your volunteer tasks relate to the Eagle Academy Charter School's system. It is the responsibility of the individual to accurately track their volunteer hours.

Volunteers work under the direction and guidance of school personnel. They will not replace salaried staff, nor will their presence mean that fewer staff members will be needed. A volunteer is many things: an extra pair of hands, an extra measure of personal warmth, a valuable special resource for classroom enrichment, and a bridge between the instructional program and the community. We cannot buy what volunteers give our schools!

For safety reasons, please observe the following when working with students:

- Avoid being totally isolated with a child such as a room with a closed door.
- Work only in areas of the school building which are in continual, direct supervision by district professional staff.
- Use the staff/adult restroom facilities rather than student facilities.
- Do not give students gifts, rewards, or food items of any kind without the teacher's permission.
- All interactions between you and the students must take place only at scheduled times and on school property.

As a volunteer, you will **not** be asked to do the following:

- Discipline students
- Obtain information in students' permanent record files
- Diagnose student needs
- Evaluate achievement
- Counsel students
- Discuss student progress with parents or others

## **Process to Apply**

All volunteers (includes chaperones, drivers, and partner organizations) must complete a volunteer application and sign a liability waiver each school year. This requirement ensures that the District has the most up-to-date information on those volunteering. The application and waiver can be found on the ASD website for online submission or printing.

## **Determinations**

Not all volunteer applicants will be approved. ASD reserves the right to deny any application if the review discloses an area of District concern. Some reasons for denying volunteer applications have included:

- Applicant is listed on the a state or federal sex offender or child kidnapping registry;
- Applicant has been convicted of a crime (misdemeanor or felony) involving domestic violence or child abuse or neglect;
- Applicant has been convicted of a felony;
- Applicant has been convicted of driving under the influence, operating a vehicle while impaired, or similar charge, in the last three years (for volunteer drivers).

While the above is not an exhaustive list, it provides some insight into our volunteer application review process. The timeframes of convictions will also be reviewed on a case by-case basis. We do consider the timeline of offenses in making the determination. Timeline Applications for the new school year can be submitted starting July 1 before every school year. The approval or denial will be provided starting the first day of school. After this point, decisions will be made within seven business days. Questions and Concerns Should you need more help, or advice on any topic or issue related to volunteering with ASD, please contact our office via the information outlined below.

- Email: [volunteer@asdk12.org](mailto:volunteer@asdk12.org)
- Office: 907-742-3995

## APB PROCEDURES

### **APB Meeting Organization**

- For the purpose of expediting business during meetings, all materials that need to be reviewed by board members in order to discuss business items must be submitted as early as possible, but not less than three full days prior to the meeting. For example, if the meeting takes place at 7:00 pm on Tuesday, the board must receive documents no later than 7:00 pm on Saturday.
- The board will reorganize the order of business at the beginning of each meeting, with a goal to handle any items that involve the principal within the first hour. After those items have been handled, the principal may leave if he/she wishes.

### **APB Parent/Community Member Election Procedure**

The APB shall appoint an Election Committee, in accordance with Bylaws, to solicit and receive candidate applications for membership and oversee all facets of the election. Candidate solicitations shall be advertised in the newsletter for at least two weeks, and up to four weeks at the discretion of the Election Committee. The applications received shall be submitted to the Election Committee.

The Election Committee shall:

- Solicit and receive candidate applications for membership.
- Prepare a ballot listing the candidates along with the candidate's application. Write-in votes will not be valid or counted.
- Ensure that an up-to-date master list of qualified voters is compiled within two weeks preceding the election, in order to ensure that ballots are only sent to qualified voters.
- Send ballots, one per family (in accordance with Bylaws).
- Prepare a report of the election results once the election closes and present it to the APB Secretary for the permanent record. After the results have been verified by the APB, the APB Chair (or delegated officer) shall advise the candidates of the election results. Meeting minutes will reflect permanent record of election results; actual ballots will be retained for 60 days after election results have been posted.
- After verification by the APB, post a copy of the election results report on public display at the principal office of the school for review by interested parents, students, teachers and staff

members of Eagle Academy Charter School.

### **APB Parent/Community Member Seat Vacancy Procedure**

In accordance with Bylaws, the APB shall solicit for candidate applications. Candidate solicitations shall be advertised in the newsletter for at least two weeks, and up to four weeks at the discretion of the APB. The applications received shall be submitted to the APB.

### **APB Teacher Election Procedure**

Each year, prior to the last day of school, the teachers at Eagle Academy shall meet for the purpose of electing APB Teacher Members for the following school year. Candidates shall make their interest known, and a vote shall be held by secret ballot. The Principal will oversee this election.

### **Budget Procedure**

- The APB shall vote before the district's deadline on an initial budget for the **next** fiscal year, to be presented to the ASD School Board.
- The principal will submit a realistic and functional working budget to the APB for the **current** fiscal year by the first day of school for the board's approval.
- Each line item will include a brief description of purchase categories (e.g., textbooks, paper, consumables) contained in the total dollar figure.
- If the total enrollment is uncertain at the time the budget is submitted, the budget shall be based on the realistic student enrollment projection, and any overage shall be held in a 4000 account and designated as "unallocated funds." Once the final student count is known, a revised budget may be submitted.
- Approval of purchase requests for items over \$1000 not specified in the working budget shall be approved by the APB in advance. Such approval automatically approves necessary Budget Transfers to allocate the funds involved.
- Budget changes must be submitted in writing and approved by the APB prior to being altered in the ASD system. This excludes such items as wages and wage-related expenses, lease payments, utility payments, insurance, and basic supplies for the maintenance of the program.
- Any increases in personnel must be approved by the APB prior to advertising or hiring.

### **Employee Interviews**

For all employee interviews, the APB and Principal will assemble an Interview Committee to participate in the hiring process. The committee will include at least three APB members, with both parent and teacher members. If there is another teacher or staff member whose workload is to be closely involved with that of the new employee, then that teacher or staff member may also be included in the Interview Committee, whether or not he/she is an APB member.

All those selected for the Interview Committee must commit to participate in all candidate interviews for a given position. The Principal will make every effort to accommodate the schedules of the Interview Committee members when setting interview times.

Prior to the first interview, the Interview Committee will meet with the Principal to review the planned interview questions and provide input, to ensure that sufficient program- pertinent questions are included.

All applicants are to be provided a copy of the EACS charter prior to the interview.

### **Establishing or Changing School Policy**

1. The policy (or change to policy) must be submitted in writing to the chair or secretary seven (7) days prior to the APB meeting in which it is to be considered. It is recommended that a

description or overview be submitted with the policy.

2. A vote on adopting the policy will not be taken at the first reading.
3. To present the policy (or change to policy), the board member bringing it forward must move that the APB recommend adoption, and may elaborate on the policy for no more than 10 minutes. The motion must be seconded to discuss. Following discussion, the motion will automatically be tabled until the following regular meeting to allow time for thorough consideration.
4. At the next regular APB meeting, a second reading of the policy (or change to policy) will be made. Discussion will be held; the policy (or change to policy) may be modified with subsequent motions. A vote will be taken to recommend the policy (or change to policy) for adoption, pending public input; a simple majority is required to pass.
5. The policy (or change to policy) as recommended will be put out to the school community for public input for a minimum of two weeks before final adoption is considered.
6. A 2/3 majority of the total board members is required to pass a new policy (or change to policy). Telephonic participation is allowed for this purpose.

### **Principal Hiring Procedure**

It is the responsibility of the APB to hire the Principal for Eagle Academy. The APB will work with the ASD Human Resources Department to facilitate the process. The following are guidelines to help ensure success while working within ASD's system.

1. At a regular or special APB meeting, the APB should approve the Position Vacancy Announcement; principal job description; screening rubric; interview questions and principal contract. A Hiring Committee comprised of APB members should be formed and authorized; one APB member should be assigned to be Chair.
  - a. The boundaries of authority delegated to the Hiring Committee must be clear and decided by vote of the APB at the time the committee is organized. Anything not specifically authorized is considered to be unauthorized.
2. As early as possible, list the vacancy by preparing a Position Vacancy Announcement.
  - a. List any additional qualifications not included in the State Principal Standards (e.g., Spalding, charter school experience, Saxon math, standards based assessment and reporting)
  - b. Decide in advance the lowest and highest salary to be offered. The Anchorage School District's Principals' Union Contract is a guide; however, EACS is not required to follow this contract.)
  - c. Decide start and end dates for the position vacancy announcement. Applicants cannot be screened or interviewed prior to close date.
3. Submit the completed Position Vacancy Announcement to the Anchorage School District's Human Resources Office. The ASD HR Office is responsible to post the position vacancy announcement.
4. Applicants will apply online to the ASD.
5. One member of the Hiring Committee will work with the ASD HR to obtain applications.
6. The Hiring Committee will use the Screening Rubric to screen all candidates. All members of the Hiring Committee shall be present for all interviews.
7. The same questions must be asked of each interviewee. During an interview, no additional questions may be asked except to clarify answers to the Interview Questions. The applicant should be given opportunity to add his/her own statement and ask questions at the end of the interview.
8. Once all first interviews are completed, the Hiring Committee will narrow the selection down to a final selection of acceptable candidates. Second interviews will be scheduled for the final candidates.
9. A staff Meet & Greet may be scheduled in order for them to meet the final selection of

candidates and ask questions.

10. Once final candidates are interviewed, the Hiring Committee will recommend a candidate to the APB. (Two candidates may be recommended and the APB may interview again if needed in order to make a decision.)
11. The APB will be assembled to vote on the final selection.
12. The Hiring Committee will inform the APB of progress as each step is completed.
13. Upon making the final recommendation, the APB Chair notifies the ASD HR who will then offer the applicant the position. HR will notify the APB of the candidate's decision.
14. The ASD HR will then process the applicant's paperwork and provide a summary of hire as the official action.
15. The APB will give the principal an Employment Contract within 1 month.
16. The APB must authorize the APB chair to sign the principal's contract once the hiring process is complete.

### **Resolving Community Concerns**

In accordance with ASD Board Policy/Administrative Regulation regarding Charter School Complaint Resolution, when parents or staff members wish to bring a matter of policy to the board, the following process will be followed:

1. The parent or staff member with the question or concern will be directed to speak with the principal.
2. If the principal determines the question or concern falls within the responsibility of the APB, the parent or staff member will be referred to the APB Chair. The Chair will ask the parent or staff member to meet with the appropriate APB member(s) to develop a solution and recommendation.
3. The recommendation will be brought to an APB meeting by the involved board member(s) in the form of a motion. The parent or staff member will be given an opportunity to speak on the subject before the board enters into discussion.
4. The APB will vote on whether to formally consider the matter at the following or a special APB meeting.

## **APPENDIX A**

### **Academic Dishonesty**

Academic dishonesty means using, sharing or representing another individual's school work, research or intellectual property as a student's own. It also means using inappropriate methods to complete tests or assignments.

### **Assault**

Assault is intentional, unauthorized physical contact with another person which causes physical, mental or emotional injury or would reasonably be expected to cause such an injury.

### **Damaging School Property**

A student present on district property, engaged in a school-related activity or attending a school related activity is prohibited from intentionally or recklessly damaging or destroying school property. Any student who damages school property will be asked to pay the cost of replacement or restoration of the damaged property. In addition to being subjected to appropriate disciplinary actions and legal proceedings.

### **Disruptive or Unsafe Behavior**

Disruptive, unsafe, or abusive conduct that deprives other students of the right to learn or participate in a school related activity or that interferes with the instructional program in the classroom will not be tolerated.

### **Failure to Report Serious Misconduct or the Threat of Serious Misconduct**

A student who fails to inform school personnel of serious misconduct by another student or staff member or the threat thereof may be subject to disciplinary action. "Serious Misconduct" means behavior that has resulted in or poses a credible threat to the safety, security or wellbeing of students, staff or school property.

### **Fighting**

Mutual participation in any form of physical altercation or acts of person-to-person aggression will result in discipline for all parties involved in such behavior.

### **Harassment, Intimidation, and Bullying**

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, or on district-provided transportation, that may be based on, but not limited to, the protected class status of a person, having the effect of physically harming a student or school employee or placing a student or school employee in reasonable fear of physical harm or damage to the student's or school employee's property, or creating a hostile educational environment, including interfering with the psychological well-being of a student or school employee.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time.

***Definition:*** When someone says or does something that is unintentionally hurtful and they do it once, that is RUDE. When someone says or does something intentionally hurtful and they do it once, that is MEAN. When someone says or does something intentionally hurtful and they keep doing it – even when you tell them to stop or show them that you're upset - that's BULLYING.

Bullying includes actions that are physically, verbally or electronically (cyberbullying) harassing or threatening; such as making threats, name calling, spreading rumors, attacking someone

physically or verbally, and excluding someone from a group on purpose.

Bullying will be investigated immediately and consequences for repeat offenders may include out-of-school suspension.

### **Inappropriate Displays of Affection**

EACS recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity. Examples of PDA include but are not limited to: hugging, kissing, holding hands, touching faces, sitting on another student's lap, and putting legs across another student's lap.

### **Internet/Network Misuse**

Inappropriate use or access to websites or the failure to follow the school's appropriate use policy for the internet or network connections at school can be grounds for student discipline.

### **Physical Violence or Threats of Physical Violence**

Physical violence is conduct resulting in physical harm to one's self, to others, or to property, including fighting in a school building, on the school grounds or in the vicinity thereof, on District vehicles, or at school-sponsored activities. Threats of physical violence include threats of harm to one's self, to others, or to school property.

### **Obscene/Vulgar Language, Acts, or Images**

Words and/or acts that infringe on the moral standards of most students will not be tolerated at school or at a school-related activity.

### **Repeat Behavior**

Repeated failure to meet behavior expectations can be grounds for disciplinary action.

### **Sexual Harassment or Abuse**

Students are prohibited from engaging in unwelcome conduct of a sexual nature that creates an intimidating, hostile or offensive school environment. Sexual abuse is conduct of a sexual nature directed against another person without that person's consent.

## APPENDIX B

I

### EACS SCHOOL WIDE DISCIPLINE PROCEDURES OUTLINE

#### LEVEL 1

1. Disrupting class
2. Noisy in common areas during class
3. Horseplay in lines
4. Inappropriate language
5. Inappropriate use of equipment
6. Pushing
7. Spitting
8. Running in the hall
9. Refusal to work / insubordination

#### STEPS

1. Warning
2. After school detention
3. Parent contact
4. \* Office referral and  
\* Parent/teacher/student conference

#### LEVEL 2

1. Destroying the property of others
2. Disrespecting/disobeying an adult
3. Destruction of school property
4. Lying/dishonesty
5. Obscene gestures
6. Offensive language
7. Provoking violence
8. Racial slurs
9. Hitting/kicking
10. Throwing inappropriate items

#### STEPS

1. After school detention
2. Parent contact
3. \* Office referral and  
\* Parent/teacher/student conference

#### LEVEL 3

1. Bullying/harassing
2. Fighting
3. Illegal activities
4. Sexual assault/harassment
5. Vandalism
6. Cheating/forging
7. Stealing
8. Cyberbullying

#### STEPS

1. Office referral

#### AFTER SCHOOL DETENTION

- Teacher assigning detention contact parent(s) via phone call or text
- Same day or next day option
- 3:20 - 3:50 (Monday-Friday)
- Gym or Classroom
- Head down, no talking

(revised Feb.18, 2022)




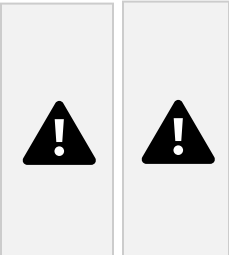


#### DISCIPLINE PROCEDURES OUTLINE




## APPENDIX C



### Acceptable Girl's Clothing:

Description		Available Sizes	Style No.
	<b>V-Neck Pleated Jumper</b> #1046 Navy or Khaki #1047 Blue/Red Plaid	Toddler 2T, 3T, 4T Girls 4, 5, 6, 6x Girls 7, 8, 10, 12, 14 Girls 16, 18, 20 Plus 10 ½ - 20 ½	1046Q / ----- 1046B / 1047B 1046G / 1047G 1046N / ----- 1046U / 1047U
	<b>Kick Pleat Skirt</b> #1268 Navy or Khaki <b>Kick Pleat Skirt</b> #1268 Navy or Khaki	Girls 4, 5, 6, 6x Girls 7, 8, 10, 12, 14 Girls 16, 18, 20 Girls Plus 10 ½ - 20 ½ Girls Extended Plus 38,40,42 Juniors 3, 5, 7, 9, 11, 13	1268B 1268G 1268N 1268U 1268E 1268X
	<b>Pleated Skirt</b> #1066 Navy or Khaki #1065 Blue/Red Plaid	Girls 4, 5, 6, 6x Girls 7, 8, 10, 12, 14 Girls 16, 18, 20 Girls Plus 10 ½ - 20 ½ Adult Womens 2-22	1066B / 1065B 1066G / 1065G 1066N / 1065N 1066U / 1065U 1066X
	<b>Kick Pleat Scooter</b> #1286 Navy or Khaki	Toddler 2T, 3T, 4T Girls 4, 5, 6, 6x Girls 7, 8, 10, 12, 14 Girls 16, 18, 20	1286Q 1286B 1286G 1286N
		Plus 10 ½ - 20 ½ Juniors 3, 5, 7, 9, 11, 13	1286U 1286X





	<b>Modern Peter Pan Blouse</b> #1594 Long Sleeve #1593 Short Sleeve ▪ Light Blue or White	Toddler 2T, 3T, 4T Girls 4, 5, 6, 6x Girls 7, 8, 10, 12, 14 Girls 16, 18, 20 Plus 10 ½ - 20 ½ Ext Plus (42.5, 44.5, 46.5)	1460Q/ 1461Q 1460B / 1461B 1460G / 1461G 1460N / 1461N 1460U / 1461U 1460E / 1461E
	<b>Pique Polo Shirt with Knit Collar</b> #1009 Long Sleeve #1012 Short Sleeve ▪ Light Blue, Red White, or Navy	Toddler 2T, 3T, 4T Kids 4, 5, 6, 7 Kids 8, 10, 12, 14 Kids 16, 18, 20 Kids Husky 10-20 Teens S, M, L, XL	1009R / 1012R 1009C / 1012C 1009H / 1012H 1009P / 1012P 1009T / 1012T 1009W / 1012W
	<b>Long Sleeve Turtleneck</b> ▪ Pure White ▪ Navy	May be purchased anywhere. Must be plain (no lace, monograms, brand logos, etc.). Full turtleneck only (no mock turtlenecks). Pure white or dark navy only.	
	<b>Girls Adjustable Waist Pant</b> #1315 Adj. Waist ▪ Navy or Khaki	Girls 4, 5, 6, 6x Girls Slim 4s, 5s, 6s, 6xs Girls 7, 8, 10, 12, 14 Girls Slim 7s, 8s, 10s, 12s, 14s Girls 16, 18, 20 Girls Plus 10 ½ - 20 ½ Adult Women 2-22	1315B 13157 1315G 13158 1315N 1315U 1315X
	<b>Adjustable Waist Pleated Pant</b> #1522 Navy or Khaki**	Girls 4, 5, 6, 6x Girls 7, 8, 10, 12, 14 Girls 16, 18, 20 Plus 10 ½ - 20 ½	1522B 1522G 1522N 1522U
	<b>Bermuda Short</b> #1303 Navy or Khaki	Girls 4, 5, 6, 6x Girls 7, 8, 10, 12, 14 Girls 16, 18, 20 Girls Plus 10 ½ - 20 ½ Juniors 3, 5, 7, 9, 11, 13 Young Woman 10-20	1303B 1303G 1303N 1303U 1303X 13039










	<b>Anti-Pill Crew Neck Cardigan Sweater</b> #1371 <u>Navy only</u>	Girls Toddler 2T, 3T,4T Girls 4, 5, 6, 6x Girls 7, 8, 10, 12, 14 Girls 16, 18, 20 Girls Plus 10 ½ thru 20 ½ Girls Juniors S, M, L, XL	1371Q 1371B 1371G 1371N 1371U 1371X
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	<b>V-Neck Sweater Vest</b> #1029 <u>Navy only</u>	Kids 4, 5, 6, 6x Kids 7, 8, 10, 12, 14 Kids 16, 18, 20 Kids Husky 10-20 Teens S, M, L, XL	1029C 1029H 1029P 1029T 1029W
	<b>Adjustable Cross Tie</b> #10754 Blue/Red Plaid #10744 Navy	One size	10754 / 10744 Plaid Navy

Acceptable Boys' Clothing:

Description		Available Sizes	Style No.
	<b>Oxford Shirt</b> #1017 Long Sleeve #1020 Short Sleeve ▪ Lt. Blue or White	Boys Toddler 2T, 3T, 4T-white only Boys 4, 5, 6, 7 Boys 8, 10, 12, 14 Boys 16, 18, 20 Boys Husky 10 - 20 Young Men S, M, L, XL	1017R / 1020R 1017A / 1020A 1017F / 1020F 1017M / 1020M 1017S / 1020S 1017K / 1020K
	<b>Pique Polo Shirt with Knit Collar</b> #1009 Long Sleeve #1012 Short Sleeve ▪ Lt. Blue, White, Navy, Red	Toddler 2T, 3T, 4T (limited colors) Kids 4, 5, 6, 7 Kids 8, 10, 12, 14 Kids 16, 18, 20 Kids Husky 10 - 20 (limited colors) Teens S, M, L, XL	1009R / 1012R 1009C / 1012C 1009H / 1012H 1009P / 1012P 1009T / 1012T 1009W / 1012W
	<b>Long Sleeve Turtleneck</b> ▪ Pure White ▪ Navy	May be purchased anywhere. Must be plain (no monograms, brand logos, etc.). Full turtleneck only (no mock turtlenecks). Pure white or dark navy only.	
	<b>Young Men's Pleated Twill Pant**</b> #1006 ▪ Navy or Khaki	Young Men 31, 32, 33, 34, 36, 38	1006Y

<div></div> <div></div>	<b>Adjustable Waist Double-Knee Pant</b> #1524 Modern Fit #1519 Flat Front ▪ Navy or Khaki	Boys 4, 5, 6, 7, Boys Slim 4s, 5s, 6s, 7s Boys 8, 10, 12, 14 Boys Slim 8s, 10s, 12s, 14s Boys 16, 18, 20 Boys Husky 10-20 Adult 28/30 - 46/34	1524A / 1519A 1524D / 1519D 1524F / 1519F 1524J / 1519J 1524L / 1519L 1524S / 1519S 1524V / -----
<div></div> <div></div>	<b>Adjustable Waist Pleated Double Knee Pant</b> #1520 Navy or Khaki	Boys 4, 5, 6, 7, 8, 10, 12, 14, 16, 18, 20 Boys Husky 10 - 20 Adult 28/30 - 46/34	1520A 1520F 1520L 1520S
<div></div> <div></div>	<b>Pleated or Flat Front Adjustable Waist Short</b> #1430 Navy or Khaki #1431 Navy or Khaki	Boys 4, 5, 6, 7 Boys 8, 10, 12, 14 Boys 16, 18, 20 Boys Husky 10 – 20 Young Men 31, 32, 33, 34, 36, 38	1430A 1430F 1430L 1430S 1430K
<div></div>	<b>Anti-Pill V-Neck Cardigan Sweater</b> #1370 <u>Navy only</u>	Boys Toddler 2T, 3T, 4T Boys 4, 5, 6, 7 Boys 8, 10, 12, 14 Boys 16, 18, 20 Boys Husky 10 – 20 Young Men S, M, L, XL	1370R 1370A 1370F 1370L 1370S 1370K
<div></div>	<b>V-Neck Sweater Vest</b> #1029 <u>Navy only</u>	Kids 4, 5, 6, 6x Kids 7, 8, 10, 12, 14 Kids 16, 18, 20 Kids Husky 10-20 Teens S, M, L, XL	1029C 1029H 1029P 1029T 1029W
<div></div>	<b>Ties for Boys</b> ▪ Navy or Blue/Red Plaid	Boys 4-7 (Velcro closure) Boys 8-12 (Velcro closure) Boys 14-20 (Velcro closure) Boys 14-20 (full make)	10311 / 10301 10312 / 10302 10313 / 10303 11323 / 11333 Navy / Plaid

**Policy & Procedure Manual Updates**

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