

Revised 080819

Gladys Wood Parent/Student Handbook

2019/2020

<http://gladyswood.asdk12.org>



7001 Cranberry Street
Anchorage, AK 99502
Phone: 742-6760
Fax 743-6779

Dear Parents and Students,

Welcome to our returning and new families! The staff and I are very excited about starting the 2019/20 school year! Gladys Wood, with its dedicated staff, community, and parents, provides quality education and learning experiences for our students. This partnership of experienced staff and supportive parents and community is dedicated to providing each child with the best educational opportunities possible. We invite you to join us as we continue on this journey.

The pages of this handbook are full of information that you will find useful about our school. **Please review the entire handbook.** We are using this handbook as a supplement to the ASD Elementary School Handbook, and it provides guidance for policies and procedures that are more specific to Gladys Wood. Please read and keep this handbook readily available throughout the year. Equally important is the Anchorage School District's Elementary School Handbook. Your child's teacher will discuss many aspects of it with your son or daughter. Please familiarize yourself with it and continue this review with your son or daughter at home. A safe learning environment is critical for all of our students. Thank you!

At the end of this handbook is a page stating that you and your child have read over this handbook, and not only understand its contents, but agree to work hard to continue to make Gladys Wood one "COOL SCHOOL". Thank you for taking time to do this as happy and safe students are students who are ready to learn.

The staff and I are happy to welcome you to our school and to this new year of great possibilities! We look forward to another amazing year at Gladys Wood!

Sincerely,

Nick Straw, Principal

Our Commitment

We believe that every student should receive support and the opportunity to learn and succeed. We will provide whatever assistance is needed and available to help each student succeed. We will work closely with parents to help in this endeavor. In return, we expect adults and students to demonstrate respect for themselves, others, and property.

WOODCHUCKS...

*Work diligently,
Optimize their opportunities,
Offer assistance and encouragement,
Demand Excellence,
Champion worthy causes,
Help,
Use kind words,
Consider others,
Keep trying to do their best, and
Support each other.*

WE ARE ALL PROUD TO BE GLADYS WOOD WOODCHUCKS!!!!

ABSENCES/ATTENDANCE

The Anchorage School District requires notice from parents verifying their child's absence. Absences should be called in to the attendance line (742-6760) or an email can be sent to gw_attendance@asdk12.org by 10:00 a.m. Please give the child's name, teacher's name and the reason for absence.

An absence is excused only when the parent/guardian notifies the school via a phone call or a written note. If you know of an upcoming absence please submit a Pre-Approved Absence Request for Extenuating Circumstances form to the office. It is available on the District website or at: http://www.asdk12.org/forms/uploads/PreApp_Absence_HIG1259.pdf

Here at Gladys Wood we feel attendance is very important for maintaining a healthy education. When a student is on time and at school every day they are not missing important information on current lessons and they get the most out of their education. **ASD and Gladys Wood have a goal of 90% attendance for the school year.** That means they cannot miss more than 18 days in an entire school year. That would be 4 days absent for the 1st quarter.

What happens in class the first or last 15 minutes of the school day?

First 15 minutes

In the first 15 minutes of the day, morning activities set the tone for the entire day and launch students on a daily trajectory that can often predict positive outcomes and a productive day of learning. As children walk into the classroom they are greeted by staff and peers, homework is turned in and morning routines begin. Students who arrive tardy are often rushed, left feeling they are behind or have 'missed something', and often feel like they are 'catching up' the remainder of the day. Late arrivals can also disrupt class, as teachers have to take attention off classroom instruction to direct one child.

Last 15 minutes

The last 15 minutes of every school day are as important as the first. What may at times look like chaos is a systematic routine to end the school day where children learn to contribute to a greater community by cleaning their classroom after a full day and preparing their space for tomorrow. They are given instructions for the evening's homework, expectations for class the next day and any last minute instructions. Students also get closure to a long and productive day of learning.

While it is understandable that there are occasions when a child will arrive late, or must leave early, I encourage everyone to respect the FULL school day and make sure your child arrives on time and is in the classroom at 9:00 am and is able to remain in school all day right up to the 3:30 pm bell. We have a lot of work to do and a short amount of time to do it.

I ask that you remain aware of the importance of school attendance and work to getting your child(ren) at school on time every day. Let's make this a great school year where growth is visible and all students are in school 90% of the time.

Tardies

The Anchorage School District considers tardiness a serious disruption to the education process not only for the late student but the other students in the class as well. Students who are not in their seats ready to learn by 9:00 a.m. will be marked tardy. If a child does come after 9:00, we ask that they come by the office to sign in and receive a tardy pass to take to their teacher. **All exterior doors will be locked promptly at 9:00. Please use the front entry if you bring your child after the bell rings.**

Parking Lot Drop Off and Pick Up

Please follow the guidelines below regarding Gladys Wood's parking lot procedures:

- Drop students off between 8:40-8:50 a.m.
- Pick students up between 3:30-3:40 a.m.
- Drop off and pick up at the right-hand curb *only*
- Pull all the way forward to the bumper of the vehicle in front of you.
- Have students ready to exit the car from the **PASSENGER SIDE ONLY** upon pulling up to the curb.
- Use turn signals.
- Cell phone usage while driving is not permitted.
- Tobacco use on campus is not permitted.
- Stay with your car in the drop off/pick up zone. Unattended vehicles are subject to tow.
- If you park in the lot, please come to the crossing lane attendant to meet your child.
- If you are dropping your child for Campfire, please park in the lot if you are getting out to escort. Do NOT leave your car unattended in the drop off lane.

Thank you for modeling safe and respectful driving while on campus. And PLEASE remember that the teachers who are on duty are out there for the safety of all of the children in our school. Give them a smile and if they need to talk with you, please treat them with courtesy and respect. This is all in the interest of safety for our Gladys Wood families.

Morning Drop Off:

The parent parking lot entrance is off of Cranberry Street. The red painted zone is an "active" drop off and pick up zone only. You may not get out of your car. Please have your child ready to hop out of your vehicle, on the passenger side, with backpack in hand. Please do not wait in the active loading zone to make sure your child goes into their classroom because it stops the flow of traffic, causing traffic to back up onto Cranberry, and prevents other students from getting to class on time. If you want to make sure your child enters the classroom, park your vehicle in the parent parking area and walk your child to their designated entry door.

Afternoon Pick Up:

When picking up your child at the end of the day, pull as far forward as possible in the "active" lane. Do not get out of your vehicle. Your child should be able to safely get in on the passenger side and buckle themselves in. If they require assistance, park in the parent parking lot and meet them at their designated exit door.

The Bus Loop is reserved for busses ONLY! Parents should not drop off students in the bus lane, and students are NOT permitted to walk through the Bus Loop.

Staff Parking Lot is for Gladys Wood Staff ONLY - not to be used for student drop off or pick up. Students are NOT permitted to walk through the staff parking lot. Staff are arriving up to and past 9:00, so this is for their own safety. Please use the sidewalks.

Arrival and Departure

Students should arrive at school no earlier than 8:45 a.m.

Staff members prepare for the day's lessons in the morning and cannot supervise children on the playground or in the school. Students will be permitted to enter the school when the first bell rings at 8:50 a.m. **It is very important for students to be here by 8:50 a.m.** They need those 10 minutes to get settled before instruction begins promptly at 9:00 a.m. Research shows us that the first several minutes of the instructional day are critical for setting the tone for the remainder of the day. Students need to be in their seats ready to begin their day at 9:00 a.m. Designated grade level

entry/exit doors will be utilized. Students are expected to exit the building at 3:30 p.m. and go directly home.

ANIMALS IN SCHOOL

Many species of animals are prohibited in Anchorage School District classrooms. Please check with the classroom teacher or office staff prior to bringing any animal to school. All animals will be prohibited from classrooms where a student is prone to or develops allergies related to animals.

BEHAVIOR EXPECTATIONS

At Gladys Wood Elementary, we are committed to the development of all students as lifelong learners who will enhance the world as responsible and caring citizens. **Our mission** is to provide an environment where students will acquire the knowledge, skills, and personal confidence they need to be successful.

The goal of Gladys Wood Elementary is to provide learning situations in which each individual child can succeed. In this atmosphere, each child will develop a positive self-image. This image should be reflected in their relationships with others.

In continuation of the positive learning environment that exists at Gladys Wood, our **School Expectations will continue to emphasize...**

1. **Be Responsible**
2. **Be Respectful (for self, others, learning & property)**
3. **Be Safe**

Students will be successful and feel good about themselves by following these expectations. If a student chooses to disregard these expectations, the following process will be used to assist the student:

Behavior Concerns will be handled in the following sequence:

1. In class through classroom expectations/rules.
2. Student working in a "buddy classroom" for 5 to 10 minutes to rethink what he/she needs to do to go back to and be successful in the classroom. Parents will be contacted so they can be informed and supportive.
3. If the concern occurs again, a conference will be set up with the parent(s)/guardian(s) and teacher, and a plan will be generated to help the student to be successful.
4. An office behavior referral form may be filled out and sent to the Principal or Teacher-in-Charge for chronic or recurring behaviors. Parents will be notified of an office referral by either the teacher or the principal.

Behaviors that are severe in nature or are continually recurring may result in more immediate discipline action such as loss of recess, in-school suspension, out-of-school suspension, or

temporary removal from school in accordance with the guidelines of the Anchorage School District Elementary School Handbook.

Automatic referrals to the office are such things as:

- Ø Dangerous Actions
- Ø Fighting/Physical Violence
- Ø Stealing
- Ø Inappropriate Sexual Behavior: gestures or talk of, this includes getting on inappropriate on-line websites (which results in immediate loss of computer privileges)
- Ø Obscenity or Profanity
- Ø Damaging School Property
- Ø Serious Defiance

Natural Consequences

It is our goal that natural consequences be used to help children learn to take responsibility for their behavior and understand the results of their behavior.

As the result of inappropriate behavior, a student may be asked to participate in an activity. (e.g. If a student writes on a building wall, he/she would be asked to clean the wall. A student who throws rocks from a play area would be asked to pick up rocks.)

The playground and lunchroom areas are monitored by noon duty personnel who are trained by the principal and/or designated staff. Students are required to follow the direction of these adults to ensure their safety.

Please review the following playground expectations with your family. Our hope is that our playground will remain a place of joy as well as one that provides a safe environment for all of our wonderful students!

Gladys Wood Playground Rules:

- 1) Please use kind words when speaking to each other and adults.**
- 2) No tackling, pushing or rough-housing in general.**
- 3) No fighting.**
- 4) Treat each other with respect.**
- 5) If it is on the ground, it stays on the ground. (Rubber, snow, ice, rocks)**
- 6) Listen to all noon supervisors/adults on the playground the first time asked.**

Violations of these rules could lead to time out during recess, loss of recess, calls home, behavior referrals, or suspensions, depending on frequency of violations, and the particular behavior.

JURISDICTION

School rules apply on campus, at school activities on and off campus, on school busses and at school bus stops. School jurisdiction also applies to acts that start on school campus and are completed off school campus. In addition, acts that occur completely off campus, but have direct and immediate effect either on school decorum or the welfare, safety or morals of students, fall under the jurisdiction of the school. If something happens between two or more students on the walk to or from school, it could be handled as a school issue.

BICYCLES, IN-LINE SKATES, SKATEBOARDS, AND SCOOTERS

For safety reasons, bicycles/in-line skates are not to be ridden among pedestrian traffic or on the playground. Students should get off their bikes (or remove their in-line skates) immediately upon entering school property, and walk bikes to the racks. Bicycle or sports helmets **MUST** be worn at all times. There will be no exceptions, and students not following this safety expectation will lose their privilege to ride. For security purposes, students are to go directly to the bike racks upon arrival.

Skateboards and scooters are not permitted due to the lack of secure storage space in the classrooms and the inability to lock them outside the school.

BIRTHDAY CELEBRATIONS

Birthday celebrations at school will be kept simple and short (e.g., sing "Happy Birthday"). Deliveries of balloons, flowers, singing telegrams, etc. will not be permitted in the classroom. It can be disruptive to classroom instruction and can also cause hurt feelings of students who don't receive such items. Unless every student is receiving one, invitations to parties are **not to be distributed at school** to prevent hurt feelings by those not receiving invitations. In support of our district's goal to develop healthy choices, cakes, cupcakes and other sugary treats are discouraged as treats. Please communicate with your child's teacher regarding birthday celebrations. They may have individual classroom needs, concerns or issues (such as allergies) regarding celebrations.

BUILDING SECURITY

For security purposes all building doors are locked after morning entry with the exception of the main entrance. This allows the office to monitor visitors to the building. To ensure the safety of our students, **ALL** visitors are expected to go through the main office door which is locked between 9:10 and 3:15, sign in, and secure a visitor pass.

BUS BEHAVIOR/EXPECTATIONS

- Ø Students will follow the Anchorage School District rules on the bus.
- Ø Students will wait their turn getting on and off the bus.
- Ø Students will be patient, helpful, and courteous.

- Ø Students will keep hands and feet to self.
- Ø Students will be aware of their belongings.
- Ø Students will use indoor voices on the bus.
- Ø Students will be respectful of the bus driver and bus attendants and will follow their instructions.
- Ø Students will stay seated.
- Ø If a student is given an assigned seat by the bus driver or principal, the student will sit in that seat until given permission from the bus driver and/or principal to do otherwise.
- Ø Skateboards and scooters are not allowed on the bus.

Bus Conduct Reports:

Bus conduct reports given to a student by the bus driver may result in loss of the privilege to ride the bus.

- Ø The first Bus Conduct Report is considered a warning.
- Ø The second Bus Conduct Report will result in parent contact and may result in the loss of riding the bus for one (1) day.
- Ø The third Bus Conduct Report may result in the loss of bus privileges for up to a week (5 consecutive school days).
- Ø The fourth Bus Conduct Report may result in loss of bus privileges for the remainder of the school year.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

Conditions of Use:

Per school board policy, a student may possess a cellular telephone or other electronic communication device (ECD) (e.g., paging device/beepers, personal digital assistants, and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities, and at school-related functions.

Students possessing cellular phones and ECDs assume all risk of loss, damage or theft.

Middle School and Elementary (grades K-8): Students are only permitted to use cellular phones and other ECDs before and after school.

Ø For all students, cell phones or ECDs will not be used during the hours school is in session, except as authorized above, without the prior approval of a school official. Cellular telephones and other ECDs must be TURNED OFF BEFORE ENTERING THE BUILDING at 8:50, and may be TURNED ON AFTER LEAVING THE BUILDING AT 3:30. Cell phones must be stored in the student backpacks.

During school-sponsored activities, students will comply with administrative or staff member directives relating to the use of cellular phones and other ECDs. Please review the Cell Phone section in the 2017/18 Elementary School Student Handbook for prohibited conduct and complete details.

A student's inability to follow ASD guidelines concerning cell phone use could result in the device being taken away and a parent asked to retrieve the device. We take this policy very seriously at our school as we have found that cell phones can not only be a distraction but also a violation of student privacy.

Students have access to phones at the school, and parents are always welcome to contact the office to get messages to students if necessary, so cell phones are not a necessity at the elementary level. Therefore, if a child does bring a phone, and cannot comply with ASD and Gladys Wood policies, the phone will be held by a teacher during the day and returned to the child at the end of the day. Thank you for your help and support with this.

DOGS ON SCHOOL GROUNDS

Pets are wonderful members of a family, and we love them dearly. However, sometimes an exuberant child may frighten your normally well-behaved animal with the potential for serious injury to the child. Or, your well-behaved large animal may terrify a young child who has had a previous bad experience with a dog. In addition, some of our students have a severe allergy to animal fur. For all these reasons, please do not bring your dog to school either in the mornings or after school when you are walking with your child.

DRESS CODE

Students are expected to dress modestly and appropriately for the elementary school environment. No clothing will be allowed that:

- 1) displays explicit or obscene messages,
- 2) conveys alcohol, drug, or tobacco themes,
- 3) sags or presents a safety hazard,
- 4) reveals any part of the body from the shoulder area to mid thigh, or
- 5) has excessive holes or tears.

Shorts and skirts must extend below the student's fingertips when standing and shirts must be long enough to extend over the waist of the student's pants, jeans, or skirt. Outer garments, including coats, jackets, and hats are not to be worn in the building. Flip-flops, slippers, heels over 3", sandals and platform shoes may NOT be worn due to safety hazards. If a child wears inappropriate footwear for the weather, they will be asked to either put on their gym shoes, or borrow shoes from the gym. Bandanas, skull caps, gloves, chains, or tethers are not permitted. Hats and hoods may not be worn in the building. Individuals may request exceptions to this policy for religious reasons.

FIELD TRIPS

Throughout the year, classes take field trips to supplement and extend classroom studies. In order to participate in a trip, it is mandatory that a written permission slip be on file with the

school. Failure to return a signed permission slip will result in the student remaining in school with another class. **Calls to their home or parents' work place on the day of the field trip will not be allowed.** Teachers will give sufficient notice before the trip, and it's important for students to be responsible for returning permission forms.

In order to ensure safety, poor behavior on a field trip may result in the child being returned to school and/or not being allowed to participate in subsequent trips. In some cases, a child's parent may be required to attend as a chaperone.

Parents providing transportation must have a Parent/Adult Pupil Transportation Insurance Confirmation on file with the school office. **A new form is required each school year.** If you are attending a field trip as a parent chaperone, we kindly ask that you do NOT bring along preschool aged siblings in order that you may help attend to your assigned group of students. Additionally, many of the places we visit or activities we attend do not allow younger siblings for a variety of reasons including liability, lack of space, etc. We appreciate your understanding.

NEWSLETTER

The school newsletter will be published monthly. The newsletter will be posted on our Gladys Wood website <http://gladyswood.asdk12.org>. The school newsletters contain information and dates/times of activities and upcoming events.

NON DISCRIMINATION STATEMENT

Board policy 114 Nondiscrimination & Harassment

The Board is committed to an environment of nondiscrimination on the basis of race, color, religion, sex, age, national origin, economic status, union affiliation, disability and other human differences. No person shall be excluded from participation in, or denied the benefits of, any academic or extracurricular program or educational opportunity or service offered by the District. The District will comply with the applicable statutes, regulations, and executive orders adopted by Federal, State, and Municipal agencies. The District notes the concurrent applicability of the Individuals with Disabilities Act, Title II of the Americans with Disabilities Act and the relevant disability provisions of Alaska law.

All students and employees of the Anchorage School District have a right to pursue their education or occupation in compliance with applicable law and policy with dignity in a safe environment. Neither discrimination nor harassment of employees, students or volunteers is permitted in the District. This policy applies with regard to District facilities, premises, vehicles,

computers, servers, and electronics located both on and off school property; and conduct on non-school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or is otherwise subject to the authority of the District.

Board policy 114.2 Inappropriate Behavior

The Anchorage School District supports respectful learning and working environments and believes strongly that this environment must be structured to reflect diverse cultural traditions and contributions. The District values diversity among students and staff and believes that all students and staff have the right to participate in school activities free from harassment. Behavior by Board members, administrators, employees, parents, volunteers, students, vendors, or others doing business with the District that ridicules, harasses, intimidates, or threatens students, staff or community members, or otherwise undermines a respectful safe and effective school environment, is prohibited. Individuals or groups are in violation of this policy if they engage in any of the above behaviors in a way that is disruptive to the work or education environment, such as:

- Making demeaning remarks directly or indirectly such as name-calling, racial slurs or “jokes”;
- or
- Physically threatening or harming an individual; or
- Displaying demeaning visual or written materials; or
- Defacing, damaging, or destroying property or materials; or
- Performing any other act that is clearly harassing in nature.

Any student, staff, or community member who believes that he or she has been the subject of harassment and/or discriminatory behavior should report the incident immediately to the principal or department supervisor. Complaints regarding harassment/discriminatory behavior will be investigated immediately.

Any student, staff, or community member who violates this policy will be subject to appropriate disciplinary action.

Inquiries or complaints regarding any rights protected by law or policy may be addressed to the School District Compliance/Equal Employment Opportunity Executive Director, who serves as the Title IX and ADA/ADAAA Coordinator, ASD Education Center, 5530 E. Northern Lights Blvd, Anchorage, AK 99504-3135, (907) 742-4132. Or to any of the following external agencies: Alaska State Commission for Human Rights, Anchorage Equal Rights Commission, Director of the Office for Civil Rights, Department of Education, Department of Health and Human Services.

ICE RINK EXPECTATIONS (when applicable)

- Hats, gloves, and a coat are required for all students, and snow pants are required for students in grades K-3.

- A winter sports helmet (which protects the back of the head) is required.
- Rubber or plastic guards are required to protect the floors and for other's safety.
- Skating safely and responsibly is expected.

There will be NO exceptions! Students need to have all of the proper gear BEFORE the start of recess.

Our skating rink can only be open when we have at least two adult volunteers on the ice. We can't use our noon duty attendants who are responsible for the lunchroom, our large playground and field, so we need your help. Please let the office staff know what day you might be able to volunteer between 10:40 a.m. and 1:35 p.m. Even if you can just come for your child's recess time, that would be great. Our schedule will be posted when it is determined that the ice rink will become usable. Skating will happen day-by-day depending on whether or not we have coverage during the recess times, and weather conditions.

SCHOOL LIBRARY

The school library carries a large selection of books for student and teacher use. Materials are selected according to district and administrative procedure. Some parents or guardians may consider materials in any given collection objectionable for their children.

To address such instances, parents have the opportunity to provide a student-specific message to the school librarian which will be displayed on the librarian's check-out computer each time their child checks books out. The district, school and librarian cannot guarantee that the message will not inadvertently be removed or overlooked. However, a good faith effort will be made to comply with parental desires.

VISITS BY PARENTS/GUARDIANS

We highly encourage your family to become active participants in our many school activities and events. Parents are also encouraged and welcome to visit their child's classroom. Contractually, teachers are allowed 24 hours notice for parent visits. While most welcome help and support any time, please check with your child's teacher for the best times to visit before arriving. In addition, please ask individual teachers whether or not it's okay to bring younger siblings. We love your help, however it is important for us to protect the instructional integrity of the classroom. For safety and security reasons we do ask that you check in and out of the office at the beginning and end of your visit.

Also, please remember, if you want to talk about your child's progress or have a concern, please make an appointment. The start and end of the day when you are here with your child is not the best time to visit about concerns.

WINTER WEATHER/OUTDOOR RECESS

At the discretion of the principal or the principal's designee, children will be expected to go outside for recess to a chill factor of –10 degrees. When the chill factor/temperature reaches 0 degrees Fahrenheit, or colder, the children may be admitted to the building upon their arrival at school rather than at the regular opening time. Children will be expected to have appropriate winter clothing to include warm headgear, insulated footwear and gloves or mittens. **A physician's note is necessary to exclude a student from participation in outdoor and P.E. activities.**

Parent Concerns

Please know that the entire staff at Gladys Wood are here to serve you and to work as hard as possible to educate your child in a safe and caring learning environment. We understand that on occasion, concerns may arise on the part of parents. Should you have concerns about happenings in the classroom, recess or at any point during the day, the first point of contact should be your child's classroom teacher (or specialists depending on where the concern is happening). Often times, concerns can be easily dealt with by a short email, a phone call or meeting with the teacher. Should concerns not be addressed, please feel free to contact the principal via email or phone.