

Alpenglow Parent Handbook

2019/2020

<http://alpenglow.asdk12.org>



Home of the Alpenglow Snow Leopards

19201 Driftwood Bay Drive
Eagle River, AK 99577
Phone: 907-742-3300
Fax: 907-742-3348

Our Commitment

Alpenglow is committed to educating all students in a safe and supportive learning environment. Academic achievement is fostered through engaging instruction and social-emotional learning. The Alpenglow community nurtures relationships through the collaborative partnership between students, staff, parents, and community.

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! I can honestly say that Alpenglow, with its dedicated staff, community, and parents, provide 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 about our school that you will find useful. **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 Alpenglow. Please read and keep this handbook readily available throughout the year. Equally important is the [Anchorage School District's Elementary School Handbook](#). I have visited each classroom and discussed many aspects of it with our students. Please familiarize yourself with the handbook 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 you will find a page stating that you and your child have read over the content and not only understand it, but also agree to work hard to continue to make Alpenglow a great place to learn and grow. Thank you for taking the 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 Alpenglow!

Sincerely,

Denise Demetree-Trombley,
Principal Alpenglow Elementary

ABSENCES/ATTENDANCE

The Anchorage School District requires notice from parents verifying their child's absence. Absences should be called in to the front office at 742-3300 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. It is ASD's policy to only excuse absences for medical reasons, family emergencies, and religious observances. While we recognize that vacations are valuable to families, please understand that they are not recognized as excused absences by the Anchorage School District. A form is no longer necessary for absences, but please still call the office or send a note regarding absences.

Here at Alpenglow, attendance is key to a quality education and promotes a strong work ethic. When a student is on time and at school every day, they receive important information on current lessons and get the most out of their education. ***ASD and Alpenglow have a goal of 90% attendance for the school year.*** That means that students cannot miss more than 18 days in an entire school year or an average of 4 days per 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, academic activities set the tone for the entire day and launch students on a daily trajectory that result in positive outcomes and a productive day of learning. As children walk into the classroom and are greeted by staff and peers, homework is turned in, and morning routines begin. Students who arrive tardy are often rushed, left to feel as though they are behind, have 'missed something,' and are 'catching up' for the remainder of the day. Late arrivals disrupt a class, as the teacher must shift his or her attention from instructing the class to directing one child.

Last 15 minutes

The last 15 minutes of every school day is as important as the first. The end of the day includes a routine where children learn to contribute to a greater community by cleaning their classrooms and preparing their spaces for the next day. They are given instructions for the evening's homework, expectations for the next day, and any last-minute reminders. Students also experience closure after 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, everyone is encouraged 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 3:30pm bell. We have a lot of work to do and a short amount of time in which to do it.

Please remain aware of the importance of school attendance and ensure your child(ren) are at school on time every day. Let's make this a great school year where growth is visible and all students are in school at least 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 also for the other students in the class. Students who are not in their classroom by 9:00 a.m. will be marked tardy. If a child arrives after 9:00 am, they will need to go to the office to sign in and receive a tardy pass to take to their teacher. All exterior doors will be locked promptly at 9:15. Please use the front entry if you bring your child after the bell rings.

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 Alpenglow 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 Alpenglow 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 Alpenglow, our **School Expectations** will continue to emphasize:

- Be **Safe**
- Be **Respectful and Kind** (for self, others, learning & property)
- Be **Responsible**
- Be **Ready**

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. Behaviors will be addressed in class through classroom expectations/rules set by the classroom teacher.
2. The student will work in a “buddy classroom” for 5 to 10 minutes to rethink what he/she needs to do to return to the classroom and be successful there. The classroom teacher will contact parents so they can be informed and supportive.
3. If the concern occurs again, a conference may be set up with the parent(s)/guardian(s) and teacher, and a plan will be generated to help the student achieve success.
4. A behavior referral form may be filled out by a teacher or other faculty/staff member and sent to the Principal or Teacher-in-Charge for chronic or recurrent behaviors. Parents will be notified of an office referral by either the teacher or the principal.

Behaviors that are severe in nature or are recurring may result in more immediate disciplinary 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](#).

Natural Consequences

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

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

THE PLAYGROUND AND LUNCHROOM

Playground and lunchroom areas are monitored by noon supervisor 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!

Alpenglow Playground Rules:

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

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

BICYCLES, IN-LINE SKATES, SKATEBOARDS, AND SCOOTERS

For safety reasons, bicycles are not to be ridden on the sidewalk on school grounds or on the playground. Students should get off the bikes immediately upon entering school property and walk bikes to the racks. It is Anchorage Law that students riding wheeled transportation wear a helmet. Students who don't own a helmet can go to the Fire Department for a free one. Parents/Guardians are responsible for ensuring that their children follow all bicycle safety rules. Students not following safety expectations 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 secure them outside the school. Due to aspects of Alaska State Law and Safety, elementary students are not to drive motorized vehicles to school at any time. District policy bans the use of skateboards, scooters, and roller blades on school grounds due to inherent safety problems.

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. For similar reasons, invitations to parties are not to be distributed at school unless every student will be receiving one. In support of our district's goal to develop healthy choices, cakes, cupcakes, and other sugary treats are discouraged. 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 at all times. 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 doors of the school, sign in at the office, and secure a visitor pass.

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.

- For all students, cell phones or ECDs will not be used during school hours, 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 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 [2019/2020 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 the 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 students' 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 but does not comply with ASD and Alpenglow 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.

CYBERBULLYING

An act of cyberbullying is prohibited and will result in disciplinary action. Cyberbullying encompasses any of the already prohibited actions – such as bullying, discrimination, or harassment – accomplished through electronic means. “Electronic means” include, but are not limited to, information and communication technologies such as email, voice mail, cell phone and pager text messages, instant messaging (IM), personal Websites, Weblogs, and online personal polling Websites.

Examples of cyberbullying include:

1. Posting slurs or rumors or other disparaging remarks about a student or staff member on any Web site or Weblog;
2. Sending email or instant messages that are harassing or threatening;
3. Taking and sending an unauthorized and unwanted photograph of a student or staff member.

The District will discipline a student the district determines has engaged in cyberbullying that takes place on school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, through the use of the District Internet system or on any District equipment, or at any time off-campus if the cyberbullying causes or threatens to cause a substantial and material disruption at school or interference with a student’s education or security.

DOGS ON SCHOOL GROUNDS

Pets are wonderful members of a family, and we love them dearly. However, an exuberant child could potentially frighten your normally well-behaved animal, possibly resulting in a 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 refrain from bringing your dog to school, whether it be 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:

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

Shorts and skirts must extend below a student's fingertips when standing, and shirts must be long enough to extend over the waist of a student's pants, jeans, or skirt. Outer garments (e.g., 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.

EMERGENCY DRILLS

We are required by the School District to have one evacuation drill each month. An earthquake and alternating Lock Down (ALICE) and Stay Put drill are required per quarter, September through May.

FIELD TRIPS

Field trips are a great way to extend learning happening in the classroom. From time to time, during the school year, classes will take educational trips to various places in the community. In order for your child to go on a trip, it is mandatory that a signed parent permission form be on file. Parent drivers must sign an affidavit and provide copies of their driver's license, proof of insurance, and current vehicle registration. When students are on a trip with a group representing our school, they are to conduct themselves in a proper manner at all times. Failure to do this will result in appropriate disciplinary action being taken by school officials.

Required Insurance

Bodily Injury - \$100,000/\$300,000

Property Damage - \$25,000

This requirement is higher than the State of Alaska's requirement.

Required Forms

[Volunteer Driver Form](#)

[Private Vehicle Field Trip Permission Form](#)

ICE RINK EXPECTATIONS (when applicable)

- Hats, gloves, coat, and a helmet are required for all students, and snow pants are required for students in grades K-3.
- Rubber or plastic guards are required to protect the floors and for others' 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. Because we can't assign our noon duty attendants who are responsible for the lunchroom and our large playground/field, we need your help. Please let the office staff know what day you might be able to volunteer between *11:30 a.m. and 1:05 p.m. Even if you can only come for your child's recess time, it would be greatly appreciated.

**This time frame represents 2nd – 6th grade. Our schedule will be posted when it is determined that the skating rink is available for use. Determinations will be made on a daily basis, depending on weather conditions and the existence of coverage during recess times.*

JURISDICTION

School rules apply on campus, at school activities on and off campus, on school buses, 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 a 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.

PARENT CONCERNS

Please know that the entire staff at Alpenglw is 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 resolved by way of a short email, a phone call, or meeting with the teacher. Should those concerns continue to occur, please feel free to contact the principal via email or phone.

PARKING LOT DROP OFF AND PICK UP

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

- The speed limit on school grounds is 5 MPH.
- Drop students off between 8:40-8:50 a.m.
- Pick students up between 3:30-3:40 p.m.
- 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.
- Parents should never exit the vehicle in the drop off lane.
- 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 towing.
- If you park in the lot, please use the crosswalk to meet your child.
- If you are dropping your child off at Campfire, please park in the lot if you are getting out to escort. DO NOT leave your car unattended in the drop off lane.
- Please observe the handicapped parking spots. These are NOT for drop off and pick up unless you have a license plate or card that indicates you have a need for the space.

Thank you for modeling safe and respectful driving while on campus. 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 Alpenglow families.

Morning Drop Off

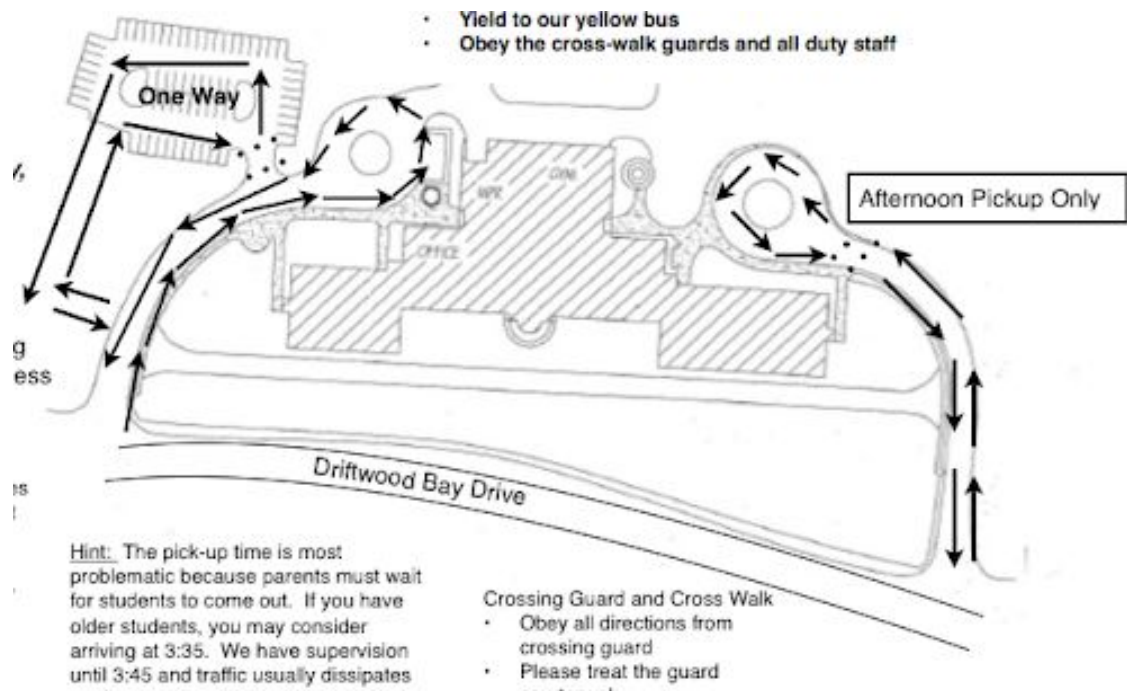
The red painted zone is an "active" drop off and pick up zone only and is a fire lane as well. **Do not get out of your vehicle**. Please have your child ready to hop out of your vehicle, on the passenger side, with backpack in hand. Waiting in the active loading zone to make sure your child is ready to enter the building or walking around to the back stops the flow of traffic, causing traffic to back up onto Driftwood Bay Drive, 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 Front 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.

Afternoon Back Pick Up

When picking up your child at the end of the day pull around the circle to the end of the building. Your child should wait and be picked up from the sidewalk curb closest to the building. **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 at the front of the building and meet them at their designated exit door. Students are not allowed to walk into the traffic circle or play on the playground during pick up times.



Arrival and Departure

Students should arrive at school no earlier than 8:40 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 at 9:00 a.m. Research shows us that the first several minutes of the instructional day is critical for setting the tone for the remainder of the day. Designated grade level entry/exit doors will be used. Students are expected to exit the building at 3:30 p.m. and go directly home. Students may return after 4:00 p.m. once they have checked in at home.

SOCIAL MEDIA

Facebook has become integrated deeply into the fabric of everyday society and communication. Since communication with the Alpenglow community is an important issue, we use this mode of social media as an opportunity to engage with parents, broadcast news and information, and build an audience around the school. The purpose of our Facebook page for Alpenglow is to maintain a positive and informative flow of communication while protecting the privacy and rights of our community.

When communicating, posting or agreeing to comments electronically, parents should consider the impact this may have on children, staff and other parents. If parents identify themselves as members of the school community they should not act in a manner that might unintentionally bring the school or the PTA into disrepute. Parents should also be aware that posting certain information or comments about the school, other parents,

staff or children, may have unforeseen negative consequences for individuals and for the reputation of the school itself.

The Alpenglow staff and PTA respectfully ask parents not to make comments of an abusive, harmful or offensive nature about individuals. Please consider the following questions before posting comments online:

- Might this comment reflect poorly on you, the children who attend the school, teaching staff or other parents in the local community?
- Are you confident that the comment, if accessed by others (parents, teachers, young people) would be considered reasonable and appropriate?
- Is your intention to post this material driven by personal reasons?
- Do you have all the facts?

Please contact the school when personal situations or questions arise. Thank you for your continued support in using social media appropriately to maintain the highest standards of communication in relation to the work of the school.

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 footgear, winter jacket, gloves or mittens, and snowpants (grades K-3). **A physician's note must be provided to the school for a student to be excused from participation in outdoor and P.E. activities.**

VISITS BY PARENTS/GUARDIANS

We highly encourage your family to become active participants in our many school activities and events. Parents are also welcome and encouraged to visit their child's classroom. Contractually, teachers are allowed 24 hour's 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 and obtain a visitor's pass 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 discuss your concerns.