

GENERAL INFORMATION ABOUT AQUARIAN CHARTER SCHOOL

CONTACT INFORMATION

The school telephone number is 742-4900. The school website is www.aquarian.asdk12.org . All visitors must sign in at the office so we have an accurate record for emergencies and drills.

Students are allowed to use the telephone only with the permission of their teacher or another staff member. Calling to see if they can go home with a friend is not considered business or an emergency.

Children should not be receiving incoming calls unless it is absolutely necessary. With over 350 students in the building, unnecessary calls cause problems and interruptions. Important messages can be delivered to students, but **please allow time for delivery.**

TIME SCHEDULE

8:00	Teachers Report
8:10	Supervision outside the building begins
8:15	Entry Bell Rings, students enter the building
8:30	Tardy Bell Rings, classes begin
8:30-9:45	Math Block- no interruptions please
12:00 –12:30	Intermediate grades (3 rd -6 th) lunch and primary (K-2nd) grades recess
12:30-1:00	Intermediate grades recess and primary grades lunch
3:00	Early dismissal for Kindergarten Students (optional)
3:15	Dismissal for all students begins
3:30	<u>Supervision outside the building ends/All students must be gone from the school grounds.</u>

*We are a 100% private transportation school. Please review our traffic expectations (pages 2 and 3) so all students can be safely and quickly transported too and from school.

GENERAL STUDENT GUIDELINES

- Toys, ipods, walkmen, DS, electronics & video games, CDs, and inappropriate/dangerous /disruptive objects, written or visual materials are not allowed at school.
- * **Heelies**, skateboards and snowboards are not allowed at school.
- * **Extra money, purses, wallets, or valuables** should not be brought to school, as we can not guarantee its security.
- Students must have permission from a teacher or staff member to leave any classroom or supervised area.
- Students are not to leave the school grounds without the knowledge of the office staff.
Parents need to sign students out in the office if they are taking them out of the building or off the grounds during the school day (8:15-3:15).
- Gum chewing, mouth sprays/washes and perfumes are not allowed in the building or on the playground.
- * **Cell phones: Phones must be turned off and remain in a backpack while at school.**

The Anchorage School District School Board Policies, Students' Rights and Responsibilities Documents and the Elementary School Grievance Procedure Guidelines are available at the school office.

GUIDELINES FOR ARRIVALS/DEPARTURES

Morning Drop-off:

1. As you enter the drop-off lane, please pull as far forward as cars allow. Make sure your student(s) have all of their things in their lap ready to get out of the car quickly to keep traffic flowing.
2. **All students 2nd – 6th MUST ENTER** the building through the **GYM ENTRANCE**. **Kindergarten & 1st grade MAY** enter through the **OFFICE ENTRANCE**, but please do so quickly so as not to create large gaps in the line of traffic.
3. Students **MUST** wait at the fenced area for teachers until 8:15am.
4. If parking and walking students to and from class, please fill the **WESTERN** most end of the parking lot first. Please **DO NOT** stop at the parking entrance and wait unless someone is actively pulling out. Traffic backs up quickly and disrupts the entire flow into the school. Please park and escort your students across the crosswalk through the **APPROPRIATE** entrance by grade level. (see above)

Afternoon Pick up:

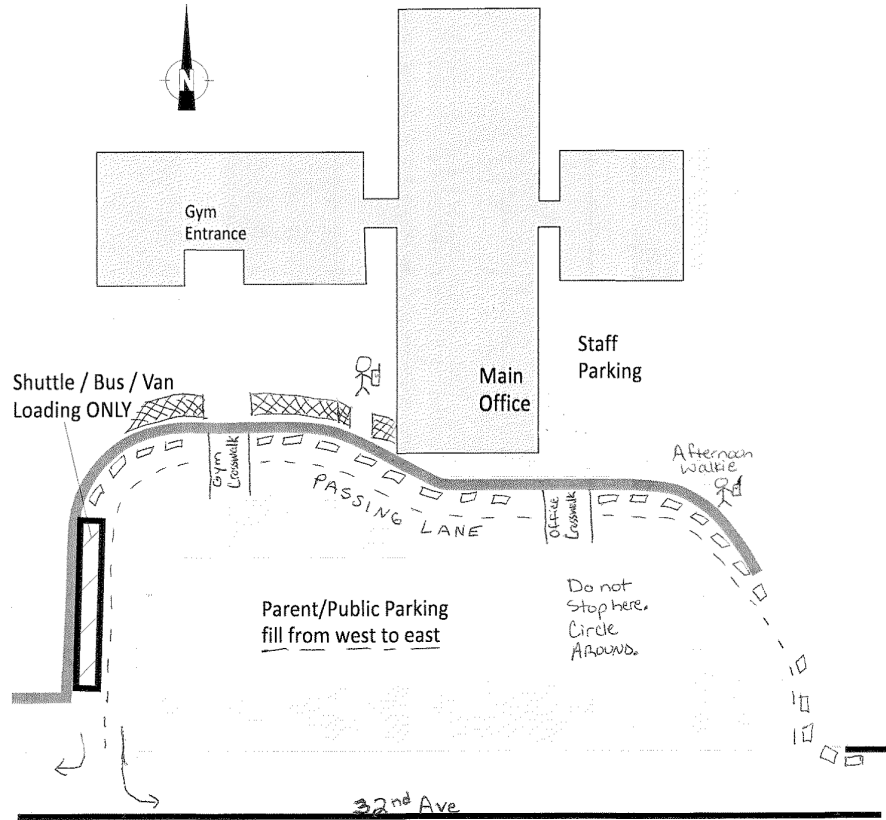
1. The office and website have copies of the **AQUARIAN WINDSHIELD NAME CARDS** for you to write student name(s) and grade(s) in BOLD BLACK marker. Please display in your windshield when entering the Pick-Up line after school. These will help staff with walkie talkies to get students out of the fenced area to your car. Include those you pick up for carpooling. You may have more than one name card to use on different days.
2. Parents must **wait in their cars** if they are in the pick up lane and gradually move forward. Please teach students to get in quickly at curbside only and be ready to go right away. **FASTEN SEAT BELTS** and move out into the passing lane.
3. **ALL** students will use the Gym Entrance to exit the school into the Pick-up area and line up behind their teacher name/grade posted on the fence to wait for staff members with walkie talkies to call their name when their ride is there.
4. Students are **NEVER** allowed to cross to or from the parking lot without adult supervision.
5. All **After- School Program Shuttles** will park along the fence next to the playground, out of the way. Signs are posted. **NO** parent vehicles are allowed to park there. Shuttle Passengers will exit from the western most exit in the fence and proceed down the sidewalk to the shuttles.

****Speed Limit 5mph**

****NO Phone Use in Running Vehicles**

****Do not leave cars in line unattended**

Traffic Map



NOTES

- Always pull forward to fill every available space. Begin behind shuttle bus zone.
- Fill far Western end of parking lot 1st whenever possible.
- Students exit & enter cars curbside only
- Keep Windshield Name Cards in your vehicle to display upon entering line in afternoon.
- Use Gym Entrance. K/I may use Office entrance.

Student Dropoff & Pickup Pattern
 Effective Hours:
 8:15 - 8:45 AM
 2:45 - 3:30 PM

ATTENDANCE

"You Miss a Day, You Miss A Lot!"

Aquarian Charter School values the time that children spend at school. We believe that the first step toward academic excellence and student growth is a high attendance pattern. Please stress this with your child(ren.) As a team we can work together to encourage our student to attend school and to be prompt. The State of Alaska has compulsory attendance laws, and repeated, extended or continued truancy from school may result in non-promotion, suspension or expulsion.

Absences

- Please call 742-4900 early in the day if your child is going to be absent or, bring in a written excuse the following day.
- If you need to take your child out of school during the school day, please come into the office to sign your child out of school.
- Excessive, unexcused absences will be addressed by the administration.

Tardies

- Teachers log tardies in the classroom. Please send your student to class when they arrive late.
- Excessive, unexcused tardies will be addressed by the school administration.

STUDENT RESPONSIBILITIES ON THE PLAYGROUND

1. If problems arise with other students, students are to contact the Teaching Assistants immediately for assistance.
2. Students are not to take food out of the cafeteria without permission.
3. Students are to remain on the playground throughout the entire recess. Teaching Assistants will give students passes for entry during recess for specific purposes.
4. There will only be one student per swing, no twisting or side-to-side movement or standing and jumping from the swings. No saving swings for a friend.
5. Only one student is to use a slide at a time. Students must be in a seated position. Slides may not be used for climbing.
6. No hardballs (baseballs) will be used during recess.
7. Students are not to climb on the building, fences or trees.
8. **No tackle football, King of the Mountain, play fighting, wrestling, roughhousing, or karate kicks.**
9. No objects, other than authorized game equipment, will be thrown.
10. Aquarian students do play in the woods. The community feels it is important for our students to include nature in play.

LUNCH GUIDELINES

Students will sit in their assigned class areas.

1. We do not have a lunch program. Families are responsible for providing food for their students.
2. Students who have no lunch will call home.
3. We do have four microwaves available during lunch. Students bring a variety of microwavable food but the lines can be very long and limit the amount of time that a student can eat.
4. Hot water is also provided in the lunchroom.
5. Students must have a clean area and raise their hands to be dismissed.

6. Upon leaving for recess, students may not return to the classroom without a pass. Students must remember to bring all recess items to lunch.
7. Students need a pass to re-enter the building from the playground.

SCHOOL NEWSLETTER

Our school newsletter will be sent home via e-mail twice a month. We will also post the current newsletter to the website. It will contain information and dates of upcoming events. Please make sure to check your e-mail for our newsletter.

MEDICATIONS AND ILLNESS

Due to the group conditions found in schoolrooms, childhood ailments spread rapidly. We ask that when your child is ill please keep him/her home.

Generally speaking, **every student who attends school should be well enough to participate in the scheduled recesses and physical education classes for that day.** Since recess and outside activities are an integral part of our total program, and since we have no provision for supervision of groups of students inside when teachers and classmates are at gym or recess, **we ask that children who are too ill to participate in normal activities remain at home.**

Written excuses from doctors will allow a child to remain indoors during PE or recess, but any child well enough to come to school needs to be well enough to go outside.

If your child becomes ill, or there is an emergency at school, we will call you to come get him/her. It is necessary that we have a telephone number(s) (the more the better) where we can reach you, or leave a message that you will receive in a rapid manner. We also would like the name and number of a relative(s), friend(s), or neighbor(s) who can come get your child in case of an emergency when you cannot be reached.

Aquarian only employees a part time nurse. In the event of her absence the front office and principal share the nursing duties. This includes the administration of medications.

RELEASING STUDENTS FROM SCHOOL

For the protection of students and to prevent unauthorized persons from taking children from school, the following procedures will be followed:

1. No child will be permitted to leave with anyone other than the parent or guardian listed on their registration form, unless permission of parent or guardian has been secured.
2. **ALL STUDENTS MUST BE SIGNED OUT AND IN WHEN LEAVING OR ARRIVING DURING SCHOOL HOURS.** Persons picking up children are to report to the office to identify themselves and may be asked to show identification.
3. **Do not go directly to the classrooms to pick up children.** Teachers have been instructed not to release children without authorization from the office.
4. Students will be released from class only after the person picking up a child has signed him/her out in the office.
5. **Parents with child custody concerns need to have copies of complete court documents in the child's file at the school office.**

MONEY

Please send money to school with your child in a sealed envelope. Please write the following information on the outside--your child's name, the teacher's name, the amount of money enclosed and what the money is for. The safest way to send money to school is in the form of a check. Please talk to your students about bringing valuables or large sums of cash to school. **We cannot guarantee its safety.**

PARENT TEACHER ORGANIZATION

The PTO is involved in many projects that expand our educational program and are extremely beneficial to our students. Our PTO needs your involvement and you are invited to join and become involved. Everyone is welcome and encouraged to participate and attend the meetings.

ACADEMIC POLICY COMMITTEE

As a charter school our Academic Policy Committee is the governing body. The committee is comprised of parents, teachers, teaching assistants, and possibly community members. The board is responsible for the school's adherence to the current charter. Our current charter and more information about the school's mission and governance can be found on the website. We encourage all parents to attend the monthly meetings and to get involved with this great school.

VISITATION BY PARENTS

We invite parents to visit the school while classes are in session. **We do ask, however, that you check with the teacher before your visit and sign-in at the office when you arrive. We also require that all visitors and volunteers put on a visitor's badge before visiting in our building.**

We also invite parents to join children for lunch. Children enjoy eating with family members. It also gives you a chance to meet their friends.

PLEASE SIGN-IN AND OUT AT THE OFFICE AT THE BEGINNING AND END OF YOUR VISIT.

CLASSROOM INFORMATION

SUPPLIES

Each teacher has a list of supplies necessary for their class program. These are posted at the beginning of the year on the teacher's webpage. These supplies will need to be replenished throughout the year. In addition to classroom supplies, each student should have a pair of gym shoes for exclusive use in the gym.

HOMEWORK

There may be regular and/or periodic homework at various grade levels. Excessive homework may mean a student is not using their class time wisely. If you feel like your child is spending too much time on homework on a consistent basis, please contact your child's teacher to discuss the issue. If you are asked to sign your child's papers or assignment calendar, please do so. **This is a forthright effort to keep you informed of your student's work. Your support is greatly appreciated!**

We strongly encourage you to set aside a regular time each day for homework,

conversation and recreational reading. Reading 15-30 minutes/day will improve your student's achievement and help establish a lifelong love of reading and learning.

PARENT/TEACHER CONFERENCES AND REPORT CARDS

***There are two scheduled conferences during the school year. Time restraints allow for only one conference per student. Please schedule a time when all parents can attend together.**

Other times during the school year, situations may arise that necessitate another conference with your child's teacher or you may have questions about your child's progress, adjustment in school, or want more information about school practices and programs. Your child's teacher will be glad to discuss such matters with you, and all you need to do is call or email the teacher to schedule an appointment time.

FIELD TRIPS

Aquarian students go on numerous field trips during the school year to various parts of the community. In order for a student to participate in such a trip, it is mandatory that a written permission form is on file at the school. If a student fails to return the signed form by the deadline, the student will remain at school during the trip.

Many field trips are made possible by volunteer drivers in private transportation. Parents or guardians who wish to volunteer to drive for these trips must have insurance coverage. The coverage required is liability insurance in the minimum amount of \$100,000/\$300,000, plus bodily coverage and property damage insurance in the amount of \$10,000. Drivers must have a current Alaskan driver's license, the vehicle must be equipped with seat belts and insure all occupants are wearing a seat belt, and must fill out the necessary form in the school office before the scheduled trip. **It is recommended that children ages 1-8 and under 4'9" have a belt positioning booster seat. Children under age of twelve may ride in the front seat only if there is no passenger side air bag or if the air bag on-off switch can be turned off.**

LIBRARY POLICY ON LOST BOOKS

When a child loses a library book it can be replaced by either paying the current price of the book, as determined by the District, or purchasing the same book from a local bookstore.

While looking for the lost book, the student will be allowed to check out one book that must remain at school. If this book is lost, the privilege of checking out additional books will be taken away until the book is found or replaced.

If a lost book has been paid for or replaced, and it is then found, the money will be returned to the student.

BIRTHDAY CELEBRATIONS

Birthday parties are not authorized by district directive. If parents would like to bring in a healthy snack (*no cupcakes, cakes, candy, or sweets*) for the entire class, they should make arrangements with the teacher for approval and an appropriate time.

NO BIRTHDAY CELEBRATIONS WILL BE ALLOWED DURING LUNCH IN THE CAFETERIA.

Aquarian is a latex-free school. PLEASE do not bring latex balloons or other latex items into our building.

<p>To avoid hurt feelings, we request that invitations to private parties not be distributed at school, unless they include the entire class.</p>
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ANIMALS AND PETS

We must limit pet visits to school because they can cause allergic reactions for some students. Visits must be arranged ahead of time with the teacher.

The following animals are **prohibited** in the schools:

- Birds (Parrots, Parakeets, Cock-a-toos – Spread Psittacosis)
- Rats (Municipal ordinance)
- Ferrets (Any animal in the weasel family)
- Turtles (Spread Salmonella)
- Reptiles (Including iguanas)

Any animal that causes an allergy to a child will be immediately removed from the school.

Dogs must be on a leash, licensed with municipality and have current rabies tags on their collar.

Cats must have an identification tag or evidence of having an identification microchip. Animals must not be in “heat.”

***Due to potential danger and health concerns to our students, we cannot allow pets on the school property during school hours, including the time of student arrival and dismissal.**

DRESS CODE

The purpose for a dress code at Aquarian is to protect the right of each student to an education and to maintain an effective learning environment in the school.

The following rules must be observed:

1. Hats and caps have traditionally been allowed during school at Aquarian. However, the staff may confiscate a hat or cap at anytime if it interferes with instruction or the good order of the school.
2. No sagging pants dropped below the waistline.
3. Clothing with inappropriate messages (implied or explicit), suggestive pictures or language, illegal drugs, alcohol/tobacco advertisements may not be worn.
4. Muscle shirts, short shorts or short skirts that are too revealing will be considered unacceptable attire. Please, **no pajamas** or makeup unless for a school event.
5. No midriff, low cut, spaghetti straps or clinging shirts, sweaters or tops.
6. Belts and suspenders must be properly worn.
7. Chains that hang from belt loops or wallets are not permitted.
8. No clothing that imitates gang attire or gang membership is allowed.
9. Clothing that is too tight, too short or too revealing is not allowed.
10. ***No Heelies (roller shoes.) “Flip flops” cannot be worn on the playground.**

LOST AND FOUND ITEMS

In order to help return lost items, please put you child’s name permanently on all clothing items, jackets, lunch boxes, school supplies, etc. Also, we suggest that winter outer garments be marked with reflective tape for safety purposes.

We periodically contribute our over supply of Lost and Found items to community service organizations. We ask students and parents to check the Lost and Found table for their property before we dispose of those items.

COLD WEATHER ATTIRE

1. Students must wear clothing appropriate for weather conditions. Students will go out for daily recess unless the temperature drops below -10 degrees. Students will need headgear, footgear (including socks), gloves or mittens, as well as a warm coat.
***Students in K-2 must wear snow pants. (Parents will be called to bring winter clothing if students are without hats, gloves, socks, boots or warm coats.)**
2. We recommend that during the winter months students keep a light pair of shoes, marked with their name to wear indoors. Snow boots are too warm to wear all day in a heated classroom. We can't allow children to run barefoot or in stocking feet because we must be prepared to evacuate the building rapidly in case of a fire or earthquake.
3. During the cold weather months, gloves or mittens (ski mittens are the warmest and most durable) that are thick and waterproof are recommended. Knitted or cloth gloves tend to get wet from playing in the snow and hold little warmth when it is very cold.
4. Since human heat loss is greatest through the head, it is recommended that children wear warm hats outside. Wool or fleece ski-type hats are best. **Baseball caps do not sufficiently protect the head, neck or the ears during a 30-minute recess.**
5. All hats and gloves should be **permanently marked** with the student's name or initials to facilitate their return to the owner should they show up in our lost and found.

SLEDDING HILL RULES

Children may bring their own **roll-up sleds** (make sure they are labeled with student's name) to school to use during recess. They will be able to use the sledding hill as long as sledding conditions are good.

1. ***Snow pants, hat, and gloves must be worn by all students K-6.**
2. No belly, backwards, standing or group sliding is allowed.
3. Sliding will be in a seated or feet first position only.
4. No pushing of sleds or people from the top of the hill.
5. Sled crashes and pile-ups are not allowed.
6. No jumps will be constructed.
7. Students must climb the hill outside of the sledding zone and slide down the middle of the hill only.
8. Any violation of the above rules will result in the loss of sledding privileges.

EMERGENCY PROCEDURES

1) EMERGENCY DRILLS

Periodically, we will hold drills to practice lockdowns and emergency evacuation of our building. An emergency plan and a route chart are posted in each classroom and at various locations throughout the building. When the alarm is given, children will follow drill procedures and proceed until an "all clear" announcement is made. During drills, all people, including adults visiting the school, are to participate fully in the activity.

Procedures for earthquake and civil defense drills are also posted in the hallways and are practiced periodically by all students, staff and visitors.

PROBLEM SOLVING OPTIONS IN THE

ANCHORAGE SCHOOL DISTRICT

If a concern or problem arises at school, there are several ways to seek a solution. It is always desirable to speak first to the person nearest the problem. If this is not possible, Aquarian has a complaint resolution policy. It can be found at http://www.aquariancharterschool.com/Aquarian_Charter/APC.html

BEHAVIOR AND STEP PROCEDURE

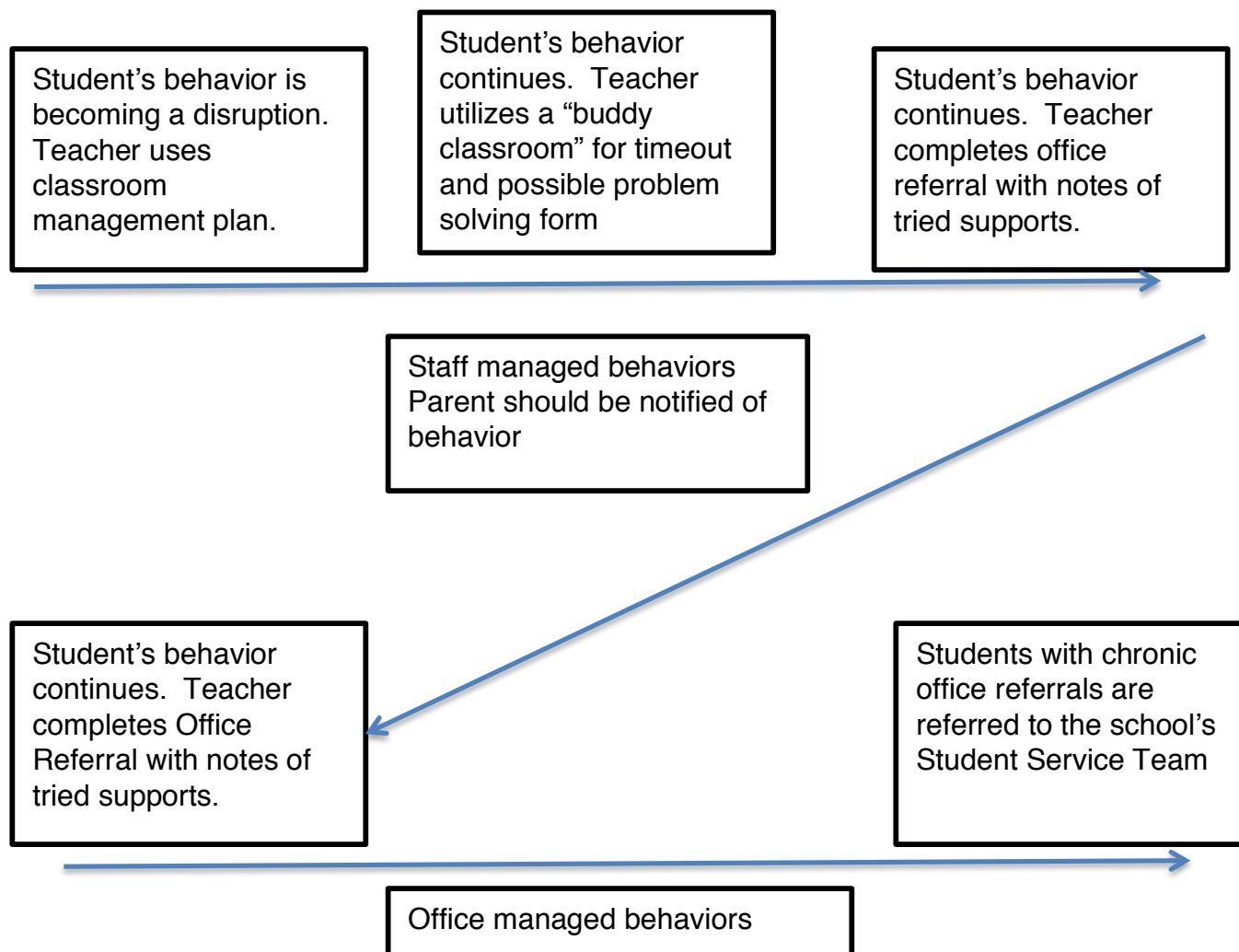
The ultimate goal of our discipline plan is for students to develop responsibility for their own behavior and to exercise self-control. This is done by teaching and encouraging behavior expectations. As a staff, we strive to treat students the way we expect them to treat others. We use the Respected and Connected Curriculum in all classrooms. Common language posters with examples are present in all classrooms and hallways. Students are expected to conduct themselves in a way that will contribute to their own education, safety, and well-being and in no way infringe upon the rights of others to have the same privileges.

WE BELIEVE THAT:

1. Appropriate behavior is the standard we expect and it allows for teaching and learning to take place.
2. Appropriate student behavior assures a safe, orderly classroom and school.
3. The majority of students do behave appropriately.
4. Students who misbehave will experience the consequences of their actions.
5. Students are expected to learn from their mistakes. Repeated misbehaviors result in more serious consequences.
6. Parents play a primary role in shaping appropriate student behavior and in correcting misbehavior.

GENERAL GUIDELINES:

There are at times when a teacher may need to utilize additional supports when working with a student exhibiting challenging behaviors. It is recommended that the following procedures are used:



Behaviors that require an Office Referral will be entered into Zangle as an incident and will be reported to parent in the appropriate manner.

The Principal is responsible for the final decision regarding discipline. Some behaviors are considered automatic office referrals and typically result in immediate suspension.

Automatic referrals include: intentional injury to another person, fighting, harassment and/or bullying of others, verbally abusive or offensive language, weapons or look alike weapons, alcohol, drugs and not reporting weapons or other dangerous situations.

Possible Consequences to Behavior Violations Include:

TIME OUT- Students take a break from peers and are typically asked to debrief the incident and propose alternative choices for the future.

DETENTION- Lunch detention with community service may also be assigned.

SUSPENSION-

In-School – Student spends 1/2 or full day in another teacher’s class with work to complete.

Out of School – Student is not allowed on school grounds. Missed work may be made up.

This has been a very successful behavior management model. However, we are aware that this process may not work for all students. For those students, staff and parents will develop alternate intervention plans.