



Spring Hill Elementary
9911 Lake Otis Parkway Anchorage, AK 99507
Phone: 742-5450
Lana Bailey, Principal



WELCOME

Welcome to Spring Hill

We at Spring Hill truly welcome you and your child(ren). As parents, you are your child's first teacher. We look forward to being partners with you in your child's education. Working together will help us to create a comfortable and successful learning environment to meet your child's unique and developing abilities. We emphasize a standards-based education, while concurrently providing enrichment experiences and fostering the development of acceptable social behavior. We urge all parents to take an active interest in school activities and your child's progress in school. There are many opportunities for volunteering, and we welcome your involvement. We encourage your communication and participation with the teacher and in the classroom. This insert and the attached handbook are prepared so that we may bring about a better understanding among the staff, parents, and students. Please take the time to read thoroughly.

Daily Schedule

Grades Kindergarten through Sixth

9:00 AM - 3:30 PM

Children should not arrive at school before 8:40 AM. We do not have personnel on duty to supervise students coming to school before 8:40 unless they are enrolled in the CampFire program (CampFire # 279-3551). The first bell rings at 8:50 AM, at which time students may enter the classroom. Students are dismissed at 3:30 PM and should leave the school grounds promptly at dismissal time, unless they are participating in a supervised after-school activity. **Supervision ends at 3:40 PM except in the case of participation in an authorized after-school activity.** If your student is not riding the school bus, please be sure to pick up your child on time. Arriving at school on time and staying until 3:30 dismissal is very important. Students arriving tardy and leaving early are being deprived of their rights to full educational opportunities. Parents, please support your children by having them in school for the full six and one-half hours.

Attendance

Attendance is an essential part of learning. Multiple absences and tardies impact a student's academic performance. Missing the first few minutes of school will impact your child's entire day, and late arrivals disrupt the learning of others. Excessive absences and tardies have multiple consequences. Please make sure your child is here on time. If your child will not be in school, please call the attendance line at 742-5450 option 1.

Breakfast/Lunch Information

Breakfast: Students will eat breakfast in their classrooms. Breakfast will begin at 8:50 and end at 9:00 when the school day begins.

Lunch: Students will eat lunch in the Multi-Purpose Room. They have a 40-minute lunch/recess period. Teachers will announce the specific lunch times for their classrooms on the first day of school. We are not able to heat any of the food that students may bring in a lunch from home, and we cannot provide hot water for instant soups, cup-of-noodles, etc. due to risk of burns.

All breakfast and lunch is free of cost for the 2019/2020 school year.

Spring Hill PTA

The PTA actively supports the school program and our staff. For information regarding meetings please read our newsletter. Join *your* PTA and be an advocate for the children.

Aug. 2019

Dress Code

Spring Hill School expects students and personnel to have high standards of conduct, appropriate dress and appearance. A student's appearance should not be of such extremes that it draws undue attention to the student, nor should his/her dress and appearance distract or interfere with learning and teaching in the classroom. Positive habits of cleanliness and neatness should be developed at an early age. Specific rules establishing dress code are as follows:

- A) Safety standards require that appropriate footwear be worn at all times. Tennis shoes are required for participation in physical education classes.
- B) Clothing that advertises drugs, alcohol, sex, violence, tobacco, or displays inappropriate written messages or pictures are not allowed at school.
- C) Clothing that is too revealing is not to be worn at school (i.e. low cut blouses, spaghetti/tank tops, bare midriff). Shorts and skirt length should fall below fingertips.
- D) Students are not allowed to wear clothing that is "overly baggy" or "sagging" at school. Belts must be appropriate lengths and tucked into belt loops.
- E) Clothing resembling pajamas or pajama pants/tops should not be worn (except for special events or occasions).
- F) Hats and caps are not to be worn in the building (except for special events or occasions).

Parents of students who continue to break the dress codes will be called for a conference.

Walking/Biking to School

Students are provided bus service to and from school with the exception of the Trailside Heights neighborhood. Walking/biking to and from school is not permitted unless escorted by a parent or guardian. **Only students living in the Trailside Heights neighborhood are allowed to walk to and from school.** Roller blades, skateboards and snowboards are not allowed on school property.

Field Trips

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 WRITTEN parent permission form be on file. Parent drivers must sign an affidavit and provide copies of their drivers license, proof of insurance and 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.

Nuisance and Dangerous Items

Toys, IPODS, hand-held electronic games, or other distracting items should not be brought to school. Cell phones are permitted but should be kept in a safe place and remain **OFF** during school hours. Cell phones and other such items will be confiscated by the teacher and held in the school office until parents are contacted. Parents must come to the school to retrieve confiscated items. Weapons, look alike weapons, sharp objects, matches, lighters, laser pens, etc. are not allowed at school. Possession of such items will result in disciplinary action.

Reporting Dangerous Information

If students know about potentially dangerous actions or items, they are required to report this information to school personnel. Failure to do so threatens the safety of others and may result in disciplinary action.

Parties

There are three (3) official parties during the school year -- usually Fall Festival, Winter Holiday and Valentine's Day. Birthdays are not recognized as official parties, however with the teacher's prior knowledge, a student may bring in a **healthy** snack to share with the class. Please no cupcakes. A healthy snack flyer is attached. In order to avoid embarrassing situations and hurt feelings, school board policy states that **invitations to private parties are not to be sent to school for children to distribute unless all children in the class are invited.**

Pets

Pets are not allowed on school grounds due to allergies and because of their unpredictable nature. When picking up and dropping off your children, we ask your cooperation in keeping them at home. If an animal comes to school with the permission of a teacher, it shall be confined in a closed cage.

Home/School Communication

Monthly schoolwide newsletters will be sent via e-mail on Thursdays. Our first newsletter will also be sent home as a paper copy. Automated phone calls, emails, and text messages will also be used to remind families of upcoming events. Please make sure your e-mail and phone number are current and up to date.

Visitor Check-In

We welcome parents at all times to visit and volunteer in the classroom. Doors will be locked from 9:05 – 3:30. If you are coming during this time, there is a button outside the main entrance to contact the office. The office will let you in. All parents and other guests in the school must check in at the office and wear a visitor badge at all times.

Consulting a Teacher

If you wish to consult with a teacher regarding your child's progress, please call ahead and schedule an appointment for a time before or after school. Please respect the other students' rights to learn by not taking away valuable teaching/learning time during the day. All teachers also have email and their address can be accessed through the district websites. Please allow teachers ample time to respond.

Safety/Security

Your child's safety at school is of paramount importance to us. You can promote school safety by doing the following:

- *Visiting neighborhood bus stops to provide extra supervision.
- *Wearing a visitor badge every time you are at school.
- *Understanding the reason that only the front doors at school are unlocked during the day.
- *Making prior arrangements for after school transportation rather than attempting to change "going home" instructions by phone. (**We can't confirm a phone caller's identity.**)
- ***Sending** your child's teacher **a written note if regular after school routines are changed.**
- *Volunteering once a month to visit the playground during lunch time.
- *Talking with your child about personal safety.

Behavior Expectations

Spring Hill has a school-wide behavior matrix in place to help create and foster a safe learning environment. The school environment must allow each student the opportunity for academic and social growth. A structured environment allows students to develop a concept of self-worth by giving them opportunities to make decisions. The Spring Hill behavior matrix will help students develop the ability to exercise self-control and self-discipline both in and out of the school setting. In addition, Spring Hill also has a school wide discipline policy. The District discipline policy will be reviewed with students and is available online in the Student Handbook at <https://www.asdk12.org/students/handbooks/> Consequences for inappropriate behaviors may include but are not limited to loss of recess, detention, in school suspension (ISS) and out of school suspension (OSS).

Library Expectations

Our students have the privilege of attending library classes and checking out books. It is the responsibility of the student to return their library book(s) back to the library. Each year toward the end of the school year our librarian begins reminding students of books they have not yet returned. Weekly reminders are sent home as well as daily reminders to students through our announcements. At the end of the year students who have unreturned books or have not paid for lost books will not be able to participate in our end of the year function. Each year we can have up to \$2,000 in lost books. Please help by returning all library books, replacing, or making payment for lost book(s).