

ABSENCES/ATTENDANCE

The Anchorage School District requires notice from parents verifying their child's absence. Absences should be called in to the attendance line (742-3256) by 9:00 a.m. Please give the child's name, teacher's name and the reason for absence. Telephone recorder messages reporting student absences for the day are shared with the PTA safety program volunteers.

An absence is excused only when the parent/guardian notifies the school via a phone call or a written note.

The District considers school attendance extremely important and will continue its efforts to enforce more formal communication and sanctions regarding absences and tardiness. You may be contacted by phone by the classroom teacher and/or the principal. You might also receive a written letter.

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. are considered tardy. You will be notified by the classroom teacher and/or the principal when your child accrues 4 tardies. Sanctions for tardiness may be taken by the principal. Eight or more tardies in one quarter is considered chronic tardiness.

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 Ravenwood 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 Ravenwood 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 Ravenwood, our **School Expectations will continue to emphasize...**

1. **Acting Responsibly**
2. **Showing Respect (for self, others, learning & property)**
3. **Thinking Safety**
4. **Enjoying Ourselves**

Please see Appendix A which details what those four important components look like in several designated areas of our school. This could be updated during the school year. Please watch the biweekly school newsletter for possible changes.

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:

Step 1. If a school rule is violated, an instructional assistant, teacher, or the principal will discuss the unsafe or discourteous behavior with the student. A Behavior Report may be written and sent home. The report must be signed by the child and his/her parent and returned the following day.

Step 2. If a second rule violation occurs, a Behavior Report Slip will be issued to the student. Among other things, depending on the issue, the student could be asked to spend a recess period in the office/classroom as a time out from the recess period in addition to conferencing with the Principal. The Behavior Report Slip **MUST** be signed by the child and his/her parent and returned the following day.

Step 3. If a third violation of the school rules occurs, the student will receive a Behavior Report Slip and may complete a one hour detention after school. The student will need to conference with the teacher/principal to brainstorm a list of ways to improve his/her behavior on meeting our expectations. The student is expected to discuss these with his/her parents at home. Parents will be responsible for transportation home.

Step 4. If a fourth violation occurs, a conference with the student, his/her parents, and the principal/teacher will be arranged to meet and seek solutions to the problem.

Step 5. Repeat offenders may be assigned an in-school, or out-of-school suspension.

Severe Clause: Behaviors that are severe in nature 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.

Severe Behaviors include but are not limited to:

- *Disobedience or disrespect
- *Damaging property
- *Fighting or stealing
- *Classroom disruption

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.)

Please see specific Playground Expectations on pages 5 & 6 and our school's Behavior Expectations Matrix on page 8.

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.

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 students to demonstrate respect for themselves, others, and property.

BICYCLES/IN-LINE SKATES

Students riding bikes to and from school are to go directly to the bike racks upon arrival. Students should get off their bikes (or remove their in-line skates) immediately upon entering school property, and walk bikes to the racks. Bicycles/in-line skates are not to be ridden among pedestrian traffic or on the playground. For safety and security purposes, bikes should be locked and bicycle helmets **MUST** be worn at all times. Bikes are to be parked in designated areas around the school and **NOT** in the wooded areas. 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. Please refer to District Policy in the Elementary School Handbook.

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.

Please refer to the PTA Ravenwood Elementary Directory for mailing addresses. Unfortunately cakes, cupcakes and other sugary treats are no longer allowed as treats. Please refer to the attached District guidelines for snacks as well as suggested ideas for allowable treats.

BUILDING SECURITY

For security purposes all building doors are locked after morning entry with the exception of the main entrance. This is so the office can better monitor visitors to the building. To ensure the safety of our students, **ALL** visitors are expected to stop in the main office, sign in 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 the hours school is in session, except as authorized above, without the prior approval of a school official. Cellular telephones and other ECDs must remain off and put away in backpacks at all times during the school day.

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 2010/2011 Elementary School Student Handbook for prohibited conduct and complete details.

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, 5) is excessively torn. 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 slacks, 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. Bandanas, do-rags, gloves, chains, or tethers are not permitted.

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 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.

Ravenwood Elementary sponsors 3 outdoor education outings in Grades 4, 5 & 6. Some are overnight trips, and some are day camps. Specific details about the exact curriculum, location and dates of these camps will be decided early in the school year. These camps are tied into the district science curriculum and are a wonderful experience for our Ravenwood students. They do however require a tremendous amount of effort and volunteerism on behalf of parents and staff alike. Please consider volunteering to help make these camps a reality.

NEWSLETTER

A copy of the school newsletter will be sent home bi-weekly (on Thursdays) to each family. If you have more than one child, the newsletter will be sent home with your youngest child. Newsletters contain information and dates/times of activities and upcoming events. If you don't receive it, please contact our office staff.

NON DISCRIMINATION STATEMENT

It is the policy of the Anchorage School District to provide equal educational and employment opportunities, and to provide services and benefits to all students and employees without regard to race, color, religion, disability, national origin, gender, marital status, change in marital status, pregnancy, parenthood or other prohibitions. This policy is consistent with numerous laws, regulations, and executive orders enforced by various federal, state, and municipal agencies, including but not limited to Executive Order 11246, Title 41, part 60-1, 60-2, 60-3, 60-20, Title VI and VII of the 1964 Civil Rights Act, Title IX of the Education Amendments Act of 1972, and Section 504.

Inquiries or complaints may be addressed to the School District's Equal Employment Opportunity Director, who also serves as the Title IX Coordinator, Boniface Education Center, P.O. Box 196614, Anchorage, AK 99519-6614, (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.

PLAYGROUND RULES/EXPECTATIONS

- Be safe by staying in your own personal space.
- Leave rocks, snow, ice and sticks on the ground.
- No "King of the Mountain" type games that involve tackling, pushing, tripping, or other dangerous and rough play.
- Fighting/accepting a challenge to fight or "play fighting" are strictly prohibited.
- Play tag and chase on the field, away from the equipment and pavement.
- Stay on the playground side of the fence, stay off the fence.
- During school hours students may not leave the campus without permission from the office. Get a pass from the Noon Supervisor to come into the building.
- No regulation hardball or softball. Rubber softball or waffle balls only.
- Items to be left at home: gum, valuables, toys, electronic devices, weaponry, trading cards and/or other collectibles, spending money, skateboards, scooters.
- School supplies should be left in the classroom and not taken outside at recess.
- Food and beverages are to be eaten in the lunchroom and not on the playground.
- Go down the slide, not up.
- Go across the monkey bars one way without getting on top of them.
- One person per swing. Swing from back to front and slow down before getting off.
- Use the equipment for its intended purpose. Notify an adult if something is wrong with the equipment.
- When the whistle blows, students are to line up quietly and quickly keeping hands to self. Hold on to all sports equipment.

- **Sledding hill expectations:**
 - acceptable attire must be worn (snow suits/pants, gloves, hats and boots)
 - acceptable sleds include roll-up plastic sleds, or plastic sheets;
 - no hard sleds with runners allowed; no saucers
 - established traffic patterns must be observed

- **Ice skating expectations:**
 - acceptable attire must be worn (hats, gloves, winter coats—snowsuits/pants)
 - skate guards are required
 - no hockey sticks or pucks
 - recreational skating only; no high speed games
 - winter sport helmets are required (no bike helmets)
 - must be able to tie skates on your own

➤ **In-line skating:**

- acceptable attire must be worn (bike helmets, elbow pads, wrist pads, knee pads)
- no sticks or pucks
- recreational skating only; no high speed games
- confined to ice rink only
- appropriate helmet required

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.

VISITATION BY PARENTS

Parents are encouraged and welcome to visit the school and their child's classroom. Please become an active participant in all school activities. Please check with your child's teacher for the best times to visit before arriving. For safety and security reasons we do ask that you check in and out of the office at the beginning and end of your stay.

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 will 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 and gloves or mittens. **A physician's note is necessary to exclude a student from participation in outdoor and P.E. activities.**