

**Birchwood ABC Elementary School
Student Handbook**

2017-2018



**Lynn Mayberry-Burke, Principal
742-3450**

Dear Wonderful Families of Birchwood ABC,

Welcome to the 2017-2018 school year! We are thrilled to have you as members of our Birchwood ABC community. Birchwood ABC is an outstanding neighborhood school with a ABC (Anchorage Basic Curriculum) Program offering an alternative education within the Anchorage School District. Academic rigor, high expectations, character development, and patriotism are hallmarks of our program. Our Student Handbook and the ASD Elementary School Handbook contain information about our procedures and policies. We hope you will find these documents to be helpful resources. We will not be sending home hard copies of these documents. If you would like a printed copy, we are happy to provide one.

The school year brings many responsibilities for students and staff but also for parents. Birchwood ABC has a unique curriculum and standards that have proven to be very successful over the years. One of the real reasons for our success is the outstanding parent involvement that Birchwood ABC has always enjoyed. Parents can support their children by helping them with their nightly reading, homework completion, memorizing their basic math facts, learning their phonograms, etc. Parent involvement within the school setting makes a huge difference in a child's education. You are encouraged to help in the classroom, tutor students, work on projects, chaperone field trips, etc. Parents who work during the day can volunteer for events or activities that occur in the evening or on weekends. Parental support is crucial to the success of our program. Please check with your child's teacher to find ways you can offer support to the classroom and in our school.

Our Parent-Teacher Association (PTA) is active and committed to supporting programs and activities that benefit children and teachers. The Birchwood Advisory Committee (BAC) is a group of elected parents who advise the school administration on curriculum matters. Your membership and involvement in these groups will strengthen these organizations and the school. You will find them to be friendly, helpful and welcoming! Please consider becoming active in one of these vitally important organizations.

It is my job to ensure that all students and staff are provided a safe and secure environment in which to learn and work. I have an open-door policy and welcome the opportunity to visit with parents. Please feel free to come by to share your questions, success stories, and feedback with me. We are committed to providing our school community excellent customer service. Please don't hesitate to let us know how we can support your family's needs. If I am not available at the time, please make an appointment with our front office staff. I am super excited about our upcoming school year and look forward to working with you.

Sincerely,

Lynn Mayberry-Burke
Principal 742-3450
Mayberry.Lynn@asdk12.org

Office Staff:

Patria Stanley	Administrative Assistant
Robin Brewster	Secretary
Esther Brouhard	BPO
Angelika Harder	Cafeteria Manager
Beth Thomas	Nurse

PURPOSE AND GOALS

Birchwood ABC (Anchorage Basic Curriculum) is a highly structured learning environment, dedicated to the concepts of scholarship, courtesy, respect, patriotism, responsibility and citizenship. The school seeks to:

- A. Help children reach the highest competence in fundamental basic skills.
- B. Grow in the area of citizenship, moral and character development.
- C. Develop responsibility for personal behavior.
- D. Develop a spirit of individual achievement and appropriate competition.
- E. Learn the values of teamwork, cooperation and social competence.
- F. Grow in the knowledge and understanding of the community, nation and world.

BIRCHWOOD ABC IS AN ANCHORAGE SCHOOL DISTRICT NEIGHBORHOOD SCHOOL WITH AN ALTERNATIVE CURRICULUM

Birchwood ABC is a neighborhood school with an alternative program. Our students are drawn from our neighborhood and through the lottery system. Students at Birchwood receive traditional, direct instruction in basic academic skills. High academic and behavior standards are trademarks of our program. Through the Anchorage Basic Curriculum (ABC) philosophy, we emphasize character development, citizenship and patriotism with students.

SYNOPSIS OF ABC PROGRAM EXPECTATIONS AND GUIDELINES

- A. Homework will be assigned in academic subjects at each grade level. Help will be provided when and where possible.
- B. Letter grades in academic subjects will be issued quarterly in grades 1 through 6. Academic achievement awards will be issued quarterly for students with a grade average of 3.5 and higher.
- C. Dress and personal appearance must comply with Birchwood ABC Dress Code. Neatness and cleanliness are mandatory. The dress code will be enforced.
- D. Appropriate behavior is expected at all times. Parents will be contacted if behavioral concerns arise. If the violations are frequent or serious, the child will be subject to the student behavior guidelines of the Anchorage School District/Birchwood ABC handbook.
- E. High moral standards, respect, and patriotism will be emphasized at all grade levels. Special attention will be given to character education.
- F. Manners and citizenship are the hallmark of this program. Students will be expected to address adults as Mrs. or Mr.; use good table manners in the lunch room; and be held accountable for their behavior at all times.
- G. Academic expectations will demand that each student strive for high goals. The curriculum standards will not be lowered. Accurate and thorough grading procedures will be followed.
- H. Opportunities to become involved in student government and enrichment activities are available and encouraged.
- I. Students are taught problem solving strategies and are expected to use these strategies to resolve their disputes. Under no circumstances will students be permitted the

latitude of settling their disputes through fighting. Students who have aggressively sought to solve their problems physically will be suspended from school.

Anchorage School District Destination 2020 Goals

- 90% of students will be proficient in reading and math and will achieve at least one year's academic growth each year.
- 100% of students and staff will be safe at school.
- 90% of parents will recommend their child's school to others.
- Every student will attend school at least 90% of the time.
- 90% of students will graduate from high school.
- 100% of departments will rank in the top quartile for operational efficiency.

CURRICULUM

There will be an emphasis on the acquisition of academic skills necessary for a sound education.

Important Academic Areas are:

- A. Language development skills including:
reading (stressing phonics) K-3, written and oral English, grammar, spelling, and penmanship
- B. Mathematics
- C. Social Studies (geography, history, and government)
- D. Science

In addition to the core curriculum, library, art, music, health and P.E. will also be provided regularly. The curricular goals of each grade level will reinforce and build upon the previous year's work.

Patriotism and character building are areas that will be integrated into our curriculum and school activities.

CHARACTER EDUCATION

Character education is a hallmark of our educational program. Birchwood places a strong emphasis on respect, caring, fairness, responsibility, trustworthiness, and citizenship. Our students received explicit instruction about these character traits, and they are infused into our general practice at Birchwood.

STUDENT LEADERSHIP

Student Council activities will provide students an opportunity to practice their leadership skills. Student Council is open to students in grades 3-6.

STUDENT RECOGNITION

Students will be recognized for their achievements in a variety of school-related activities. Students may be recognized for achievements in the following areas:

- A. Academic
- B. Behavior
- C. Citizenship
- D. Special talents, gifts, or achievements
- E. Community/School service

We will hold our Red, White, and Blue assemblies on a quarterly basis. Students will be recognized for mastering their phonograms and math facts in the classroom to allow for more immediate and frequent celebrations for the attainment of these skills.

SCHOOL COMMUNICATIONS

Information will be delivered to families in a variety of ways (newsletters, automated phone calls, school website, flyers and letters home). A school newsletter will be sent to families electronically on a monthly basis. The PTA and BAC will also publish a newsletter on a monthly basis. These newsletters will be published on an alternating basis. In addition, classroom teachers will send home newsletters to share information about homework, class projects and special events. Our PTA also maintains a Facebook page to keep families up-to-date about special activities and events happening at our school. Don't hesitate to contact our office if you have questions about a school event. Be sure to check out our school website (<http://birchwoodabc.asdk12.org/>).

BIRCHWOOD ABC PARENT TEACHER ORGANIZATION (PTA)

The Birchwood ABC PTA actively supports the school program. All parent meetings will be announced in the school newsletter. Together we can succeed and put "Children First!"

BIRCHWOOD ADVISORY COMMITTEE – (BAC)

The Birchwood Advisory Committee is a group of elected parents who, along with a teacher's representative, advise, consult, and assist the school's administration on matters concerning the ABC curriculum.

SCHOOL TELEPHONE

The school telephone number is 742-3450. Students are allowed to use the phone only for school-related business or an emergency. Students must have teacher permission to use the phone.

VISITORS

We love parent volunteers and visitors to our school! You are welcome to visit Birchwood ABC throughout the year. Any time you are visiting the school, stop by the office and sign in. All visitors will be given a badge to wear to show they have checked in at the office for their visit. Prior arrangements should be made before visiting a classroom to minimize classroom disruptions.

DAILY SCHEDULE Grades K-6

9:00 a.m. - 3:30 p.m.

Instruction begins at 9:00 am. Children are not allowed to arrive at school before 8:40 AM as there is no adult supervision before that time. Our first bell rings at 8:50 at which time students are brought into the school. Students should leave the school grounds promptly at dismissal time unless they are participating in an ASD approved supervised after-school activity. Supervision ends at 3:45 p.m. Students still waiting to be picked up at this time will be brought into the office to contact their parents.

Written parent permission is required for a child to be in the building outside of regular school hours.

TARDIES

Tardies are not only detrimental to your child's education, but are also disruptive to the learning environment for all students. Frequent tardies and absences have a negative impact on a child's education. Students will be considered tardy if they are not seated in their classroom by 9:00. Students who arrive after the 9:00 bell must check in at the office and get a tardy slip before going to class. ***Please walk your child into the office to check in.***

When students are habitually tardy, parents will be contacted by the teacher and/or principal to discuss ways we can support your child and encourage timely attendance. If your child will be routinely late or leaving early on a particular day because of a standing appointment, please contact our office staff and classroom teacher to let us know.

ABSENCES

The Anchorage School District considers regular school attendance to be one of the most important determinants of student academic success. All students are required to attend school regularly unless authorized by the parents or school to be absent. Our School Board has created policies and procedures to encourage regular attendance and ensure communication between the school and parents. Regular and timely attendance by all of our students is a goal of our district. Please let us know if there are obstacles preventing your child from attending school regularly and on-time. We are here to support you. We miss your child when s/he is not here.

Parents are asked to call the school by **10:00** each morning their child is absent from school to excuse him/her from that day's attendance. Automated calls will be made to families when a child is absent from school at 10:30. If your child is going to be gone for a prolonged absence, please complete a Pre-Planned Absence Form (one form per child in the family) to notify the school of your child's absences. This form must be submitted one week in advance. School Board policy outlines the following conditions that may result in an excused absence from school:

1. illness,
2. serious illness or death in the immediate family,
3. attendance at a school sponsored event,
4. extenuating circumstances approved by the principal and

5. attendance at religious services.

Any absence that is not excused is considered a truancy. The school will contact parents if their child has excessive absences and tardies. For more information about the Anchorage School District's attendance policies, please refer to the 2017-2018 Elementary School Student Handbook. This handbook can be found online at www.asdk12.org.

Teachers shall be responsible for providing and evaluating written assignments given during or after the absences. It is the principal's discretion to work with the teacher to decide when written assignments will be given in lieu of other classroom activities. Deadlines for completion and evaluation will be at the principal's discretion. A student will usually have 1 day to complete make up work for every 1 day he/she misses.

NURSING SUPPORT

We ask for your support in not sending your child to school if s/he has recognizable symptoms of illness, such as when they are feverish, have a severe sore throat, vomiting, etc. This will help prevent the spread of illnesses and a parent having to make a special trip to the school to take a child back home. If you are unsure if your child is too sick to come to school, feel free to contact our school nurse for support and guidance. Please help us promote a healthy and safe learning environment for all of our students.

Please do not request that your child be excused from recess. If a child is well enough to attend school, then s/he will be considered well enough to go outside. A physician's note is required for a child to be excused from going outside for recess. During extreme inclement weather, children will remain indoors.

MEDICATION

No medication may be administered without proper written consent/permission by the parent/guardian and /or the physician. The school nurse will provide you with the proper form for the type of medication. **All** medications must be brought to the nurse in their original container, labeled with the student's name and accompanied by the proper form. Instructions for administering medication will include identification, quantity, purpose and possible side effects. All medications must be delivered to the school nurse by the parent/guardian unless approved by the nurse and school administration. Children are not allowed to have medications in their possession, except under special circumstances approved by principal and/or nurse. Please note that cough drops are considered a medication and must be brought to the nurse's office to be administered to a student.

PHYSICAL EXAMINATIONS

All new-to-the-District kindergarten students are required to provide evidence of a physical examination within 90 days of entry. Students who have not obtained physicals within a 90-day period from entry will receive a notice from the Nurse to obtain the examination.

INSURANCE

The School District does not carry accident or medical insurance to cover students.

RELEASING STUDENTS FROM SCHOOL

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

1. No child will be permitted to leave with anyone other than those individuals listed in the child's Q/Zangle contacts unless the permission of the parent or guardian is secured.
2. Persons picking up children should go to the office to sign their child out for the day. **Parents should not go directly to the classroom to pick up their child.** Parents may be asked to provide identification if they are unfamiliar to our office staff.
3. Teachers have been instructed not to release children without authorization from the office.
4. When using the telephone to request early dismissal, please be prepared to establish your identity, or to expect a call back so that we can verify you as the caller.

BUS TRANSPORTATION

Students who live more than a mile and a half from school, or must cross a designated hazardous road area, are provided bus transportation. Students who are on zone exemptions must provide their own transportation to and from school. Please contact our office for information about the bus schedule and routes.

BUS BEHAVIOR EXPECTATIONS

A student may ride the bus as long as behavior is acceptable to established safety and behavior standards. If problems occur, the bus driver refers the student to the principal who counsels, reprimands, contacts parents and may suspend bus privileges for chronic problems. After 3 serious offenses, an automatic 1-week bus suspension will be administered.

Each student will be expected to:

1. Speak and act respectfully to the bus personnel and others on the bus.
2. Board and exit bus in a safe and organized manner.
3. Use indoor voices on the bus, no profanity or name-calling.
4. Keep hands to self; no physical contact with other bus riders.

FIELD TRIPS

From time to time, during the school year, classes may be taking 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. If for some reason your child fails to return the form to school before the trip, the student will remain at school during the trip.

LUNCHES

Children may bring their lunch or purchase a hot lunch. Hot lunch may be purchased through an account system. On an emergency basis, children may charge a lunch if they forget their lunch or lunch money. Repayment is expected the next day. Lunch money may be added to

your child's account online through ZangleParentConnect. Please notify the school cafeteria manager should there be any questions or concerns about lunch accounts and payments.

MUSIC - GRADE 6

Birchwood offers several opportunities for music instruction for students in grade 6. Students may choose to be in either band or orchestra, and they will also be instructed in general music.

HOMEWORK

Homework will be assigned weekly in all grade levels. Homework is not intended to be busy work. It will be assigned with three major objectives in mind:

1. To promote good study habits
2. To encourage self discipline
3. To reinforce and provide practice in basic skill acquisition
4. To inform parents about the skills and concepts being taught in the classroom.

Student homework assignments will be realistic. Homework will be assigned a minimum of two times a week. The following can be viewed as a guide for homework assignments:

- Grades K-3 20-30 minutes
- Grades 4-6 50-60 minutes

CONFERENCES

Teachers may request a conference with you or you may initiate the request. Conferences are scheduled at periods other than instructional time. It is best to schedule an appointment with your child's teacher to ensure that s/he is available. The principal has an open-door policy and will be glad to speak with you at any time. However, it is recommended that an appointment be made through the office so your needs receive uninterrupted attention.

Parent/Teacher Conferences are scheduled on October 25-27 and February 21-23.

REPORT CARDS

Parents will be able to access their child's report card through our online ZangleParentConnect system. Please contact the office to obtain your special access code if you don't already have one. A child's report card will be printed only if requested by parent.

ZangleParentConnect is a great way to check on your child's achievement and work completion throughout the school year. I highly encourage you to make regular use of this tool. Please don't hesitate to contact your child's teacher with questions or concerns regarding your child's progress.

Achievement /grades are based upon the child's mastery **at** grade level.

EXPLANATION OF TERMS USED:

School Grading Scale

O - Outstanding

A - Very High

A - 94- 100%

S - Satisfactory
N - Not Satisfactory

B - High
C - Average
D - Low
F - Very Low

B - 87- 93%
C - 70 - 86%
D - 65 - 69%
F - 65% and below

Math and Reading Levels:
3 - Above Grade Level
2 - At Grade Level
1 - Below Grade Level

Kindergarten Grading Scale:
4 - Advanced
3 - Proficient
2 - Making Progress
1 - Making Little Progress
0 - No Progress
NA - Not Assessed

ANCHORAGE SCHOOL DISTRICT ELEMENTARY SCHOOL STUDENT HANDBOOK

The Elementary Student Handbook can be accessed online through the Anchorage School District website. A copy will not be sent home to all families. A hard copy will be made available only by request.

BOOKS AND MATERIALS (Fines and Damages)

It is the policy of the School Board to make available to students a variety of equipment and supplies. This includes textbooks, library books, and in some situations, musical instruments and athletic equipment.

If a student damages, destroys, or loses school property, the parent or legal guardian will be held responsible. This may include financial liability. If the book is found at a later date, the money will be refunded. The lost or damaged textbook fee is equal to the cost of replacing the individual book.

EMERGENCY INFORMATION

Please notify the school immediately if your family has a change of address or telephone number. A second telephone number is also necessary in case of an emergency when the parent is not home. If either parent should change his/her place of employment, please advise the office so we can update our records. We want to be able to contact you if there is an emergency or your child is ill.

EMERGENCY SAFETY DRILLS

It is a goal of the Anchorage School District to create and maintain a safe and secure environment in our schools. To that end, each school has a set of procedures and practices in place designed to provide direction for staff and students. Students are instructed on what to do in the event of an emergency. Safety drills (earthquake, evacuation, lock down and/or stay put) are held on a regular basis to practice and review our procedures. An evacuation plan and

a route chart are posted in each classroom and at various locations throughout the building. When the alarm sounds, children leave the rooms in single file and proceed along the designated routes in a quiet, orderly fashion to safe areas where they will remain in class groups to facilitate accounting. During fire drills, all persons, including adults in the school, are to leave the building and participate in the activity.

EVACUATION PLAN/ALTERNATIVE SITES

If for some reason we have to evacuate the school building, teachers and students will walk to Chugiak High School, 742-3050.

COLD WEATHER PROCEDURE

All children will go outside at recess time until the temperature, including the wind chill factor, reaches minus ten degrees Fahrenheit (-10). This makes it important for your child to bring the appropriate outdoor attire. Parents and guardians should monitor their child's attire daily. *Please label all personal items with your child's name*, including winter coat, hat, gloves, boots and snow pants.

LOST AND FOUND

Birchwood maintains a lost and found area. It is located in the hallway by the office. Label all your child's belongings to assist us with reuniting your child with his/her lost items.

PETS

Because of the unpredictable nature of animals, especially around children, we ask your cooperation in keeping pets at home. Dogs on the campus, not directly under supervision, pose a threat to children. If we cannot locate the owner or persuade the animal to go elsewhere, the Anchorage Animal Control will be contacted.

PROBLEM SOLVING OPTIONS IN THE ANCHORAGE SCHOOL DISTRICT

Do you need help working through a concern about district procedures or with personnel? The **best place to start is with the person or persons closest to the problem** if at all possible. When the concern or problem arises at a school, your **principal should be your next point of contact** to seek a solution. However, if a solution can't be worked out at the school, you may contact someone from the Anchorage School District administration. A list of contact numbers are listed below:

Elementary Education	742-4254
Special Education	742-6065
Transportation Services	742-1200

RULES, RESPONSIBILITIES, AND CONSEQUENCES

Responsibilities: Principal

1. Agree with the philosophy and goals of the ABC Program.

2. Maintain the philosophy of Birchwood ABC School.
3. Participate in the selection of staff.
4. Implement and encourage an instructional program as stated in the Birchwood Charter.
5. Enforce and support a school-wide discipline program.
6. Attempt to solve school-related problems or conflicts of students, staff, parents and community.
7. Develop and maintain a plan to provide for the safety and welfare of both students and faculty.
8. Develop and maintain communication and rapport with students, staff, parents and the community.
9. Understand and accept all students, staff and parents.
10. Ensure that the rights of students are protected.
11. Ensure that parents are notified of their student's progress and any significant changes in their achievement and/or behavior.
12. Establish and maintain a positive school climate that provides frequent, realistic opportunities for students, staff and parents to participate in the identification and resolution of school-related concerns.
13. Adhere to the procedures set forth in Anchorage School District policies and Birchwood ABC Charter.

Responsibilities: Staff

1. Understand and be in agreement with the ABC Charter and philosophy.
2. Maintain and encourage the philosophy of the ABC program.
3. Implement an instructional program according to the ABC Curriculum.
4. Implement a discipline policy and communicate this policy to parents and students.
5. Maintain communication with principal, staff, students and parents.
6. Understand and accept all students.
7. Notify parents of student's progress and if necessary any significant changes in behavior.
8. Provide a positive classroom climate that provides challenging but realistic opportunities for student growth.
9. Adhere to the procedures set forth in the Anchorage School District Handbook.

Responsibilities: Parents

1. Establish and maintain, in the home, a positive attitude toward education.
2. Show an active interest in the child's schoolwork and progress through regular communication with the school.
3. Assist your child to be neat, clean and well groomed.
4. Ensure the child's regular daily attendance and promptness.
5. Keep the child out of school when he or she is ill.
6. Provide a note explaining the absence of your child upon his/her return to school.
7. Cooperate with school personnel when the child is involved in a disciplinary matter.
8. Cooperate with school personnel in the maintenance of the child's physical and emotional health.
9. Understand the procedures set forth in District policies.
10. Negotiate a conference time with teachers a minimum of two times per school year.
11. Become familiar with the Code of Conduct, the school rules and classroom rules.
12. Respond to a teacher's initial contact.

13. Provide correct working telephone numbers and addresses at all times.

Responsibilities: Students

1. Be prompt to all classes.
2. Be prepared for class with assigned work and appropriate materials.
3. Be accountable for his/her own work.
4. Be neat, clean and well groomed.
5. Behave in a safe and responsible manner.
6. Show respect for all individuals and property.
7. Students have the responsibility to strive for academic growth by participating to their utmost ability.
8. Seek help from school personnel when having school or personal problems.
9. Follow the rules and regulations established by the school and classroom teacher.

STUDENT CONDUCT

The purpose of this section is to describe appropriate student conduct, the behavior that is expected of students. However, before presenting that description, the premises on which this Code of Student conduct were based should be articulated:

- If students are to behave appropriately, they must be aware of what is expected of them. The descriptions, which follow, are intended to make the student aware of the conduct, which is expected of all students.
- Students are responsible for conducting themselves in a respectful, responsible, and safe manner. In general, the student is responsible for behaving in a manner to maintain the integrity of the learning environment and protects the safety of our community.

GENERAL RULES

Practicing good manners is an absolute must at Birchwood ABC. Please remember to:

1. Greet others in the hall.
2. Remove hats upon entering the building.
3. Make "thank you", "please" and "excuse me" part of your daily vocabulary.
4. Say, "Yes ma'am", or "No sir" when answering questions posed by an adult.
5. Take their turn and line up in organized manner.
6. Exhibit quiet, courteous voices.
7. Attend assemblies or concerts and observe appropriate audience decorum.
8. Personal remarks, slams or putdowns will not be tolerated.

Students are also expected to:

- a. Remain on the school premises from 9:00 - 3:30.
- b. Exit the building for recesses and remain outdoors for the prescribed length of time unless health or safety dictates otherwise.
- c. Go directly home after school.
- d. Bring no toys or inappropriate items such as, but not limited to: collector cards, electronic equipment, etc. to school. Such items will be confiscated until parents can come to the school and retrieve them.

- e. Respect the rights of others and keep their hands to themselves. Pushing, shoving and hitting are not allowed.

PLAYGROUND RULES

When the whistle blows, students are to hurry to the line-up area, assemble quietly in their marked areas, and await directions from the noon duty supervisors.

1. Take care of the equipment and personal gear. Return all equipment to the appropriate place.
2. Get permission from an adult on duty before leaving the playground.
3. Play appropriately with others.
4. Share equipment and use it appropriately.
5. Follow adult directions.
6. Treat others with respect.
7. Include others and invite others to join activities.
8. Report problems to the adults on duty.
9. Wear appropriate outdoor clothing for safety and comfort.
10. Participate in outdoor recesses until the temperature, including wind chill factor, reaches a minus ten degree Fahrenheit (-10). Parents are responsible to see that their children are dressed appropriately for Alaskan weather.

LUNCHTIME

Students need to refuel in the middle of the day so they are able to give their best efforts in the afternoon. Hot lunch can be purchased by the day, week or month.

K-6 lunch \$3.55 per day
 Milk costs \$0.50

Each student is expected to:

1. Bring a lunch or purchase a lunch from the cafeteria.
2. There is a limit of three unpaid lunch charges. There are no milk charges.
3. Remain on school grounds during lunch hours. To leave the campus during school hours, the office must have a written parental request for the student to leave followed by parental check out in the school office at the time of departure.
4. Parents are welcome to have lunch with their child in the lunchroom after checking in at the office.

Lunchroom Behavior

Each student will be expected to:

1. Show respect for noon duty supervisors and all supervising staff.
2. Use a quiet voice, speaking to immediate neighbor only (voice level 2).
3. Use appropriate table manners at all times.
4. Stay seated until an adult dismisses you.
5. Eat his/her own lunch. Food exchanges are not allowed.
6. Clean up your area (table top and floor) before you leave the lunchroom.
7. Walking feet only
8. Exit school building at designated doors only.

BEFORE AND AFTER SCHOOL BEHAVIORS

Each student will be expected to:

1. Board and exit vehicles in designated areas. Students must board and exit on the right side (passenger side) of the vehicle unless an adult walks them to and from the sidewalk.
2. Walk in a controlled manner to your destination.
3. Arrive at school after 8:40 a.m., as there is no supervision before that time, and before 9:00 AM.
4. Remain outside the school building until 8:50 AM unless s/he has a permission to be inside.
5. Line up in a safe and orderly manner when the bell sounds.
6. Leave the school grounds before 3:45 PM, as there is no supervision after that time.
7. Remain outside the building after dismissal at 3:30 unless s/he has a permission to be inside.
8. Children will line up outside in the morning unless the temperature, including wind chill factor, reaches zero (0) degrees Fahrenheit. Parents are responsible to see that their children are dressed appropriately for Alaskan weather. If the temperature reaches zero (0) degrees Fahrenheit or there is a downpour of rain, then children will be brought inside to line up outside their classroom.

DISCIPLINE POLICY

The primary concern of the school is to create and foster a safe learning environment conducive to learning. This environment will allow all students the opportunity for academic, social and emotional growth. A structured discipline policy allows students to develop pro-social behaviors by giving them the opportunities to make sound decisions. Students who experience consistent, logical, and realistic consequences for their actions learn that they have positive control over their lives. Students can then make decisions based on forethought. A discipline policy that spells out expected behaviors and consequences offers students the opportunity to own the problem and the solution. The Birchwood discipline policy will help students develop the ability to exercise self-control and self-discipline both in and out of the school setting.

- ❑ There is a strict school district policy on violence, drugs/alcohol, harassment and possession of weapons. We will follow District procedures concerning these issues.
- ❑ **Fighting:** Participation in a fight can result in an out-of-school suspension for the first infraction.
- ❑ **DANGEROUS OBJECTS** (SEE ANCHORAGE SCHOOL DISTRICT HANDBOOK)
Knives, guns of any type (play or real), including water pistols, or other dangerous objects such as firecrackers, are not allowed at school. Dangerous objects will be confiscated until parents come to get them. Caps, snap-n-pops, pointed stick darts and other potentially dangerous items are also in this category.

- ❑ All Federal, State and Municipal Criminal and Civil Laws remain in effect at all times. Being a student or adult in school does not relieve anyone of the responsibility of obeying the law. Violations of the law will be reported to the authorities.
- ❑ **ALCOHOL, DRUGS, AND LOOK-A-LIKE DRUGS** (SEE ANCHORAGE SCHOOL DISTRICT HANDBOOK)
- ❑ The actual attempted sale of, use of, or possession of intoxicating liquor, illegal drugs (this includes aspirin, cold medicine, and other over the counter medications) or substances designed to look like illegal drugs or substances purported to be illegal drugs while under the jurisdiction of the school shall be subject to appropriate corrective action including suspension and/or expulsion from school. The principal will take disciplinary action regardless of whether or not criminal charges or prosecution result.

PHYSICAL BEHAVIORS

Students and adults will:

1. Use safe, non-violent actions at all times. For example, there is no roughhousing, pushing, shoving, tripping, running in the school, etc. allowed.
2. Be respectful of others and follow directions.
3. Be respectful of school and personal property (e.g. no vandalism, stealing, misuse or abuse of school property, etc.).

VERBAL BEHAVIORS

Students and adults will:

1. Use appropriate and polite language at all times (e.g. no profanity, put-downs, unkind name-calling, ethnic slurs, verbal threats, inappropriate verbal outbursts, etc.).
2. Speak respectfully to others (e.g. no back talking, mimicking, argumentative behavior, etc.).
3. Use appropriate inside voices in the building (e.g. no loud, abrasive voices, inappropriate sounds, etc.)

CONSEQUENCES

All students are expected to be respectful, responsible and safe. Our expectations and rules for conduct are explicitly taught, modeled, and monitored. If behavioral concerns develop, parents will be contacted to discuss our concerns. Teachers will directly address minor behavioral problems in the classroom. If behavioral problems persist or the offense is of a severe nature, the principal will become involved and a parent conference will be requested. Parental support is critical for helping a student develop appropriate behavior and effective problem solving skills. Consequences will be decided based on the severity and nature of the behavior with the intent of discouraging continued misbehavior. ASD policies will be applied.

DRESS CODE

Our dress code policies are based on the Anchorage School District Elementary School dress code as outlined in the ASD Elementary Student Handbook and ASD School Board Policy. The purpose of our dress code is to create a culture of learning and safety. A dress code promotes a more serious school atmosphere, which emphasizes academics and positive behavior.

Birchwood ABC expects students and staff to have high standards of conduct, professional dress, and appearance. A student's dress and general 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 the learning and teaching in the classroom. We want to protect the integrity of our learning environment, as well as the safety of our students. We are also promoting life-long habits of neatness and cleanliness.

If concerns arise regarding the dress and appearance of a student, the parent will be called with the expectation that the problem be remedied. Continued infractions will result in a request for a conference with parents and the student.

Parental support is critical for the successful implementation of our policies and for encouraging our students to adopt a policy of dressing for success. We hope you will support our efforts to create an optimal learning environment in which all of our students may thrive and learn.

The principal makes the final decision in situations involving the dress code.

Face/Head:

- a) Unnatural hair dye or coloring is not permitted at school (pink, blue, purple, green, etc.).
- b) Haircuts will be of a cut that will not draw undue attention to one's self (no irregular shaving/cutting of the hair). Hair should be well-kept and clean.
- c) Minimal make up, and of natural colors only, are allowed in 6th grade only. Makeup is not permitted in grades K-5.
- d) No facial piercings of any kind, except in the ears, will be allowed.

Hats/Headwear:

Hats must be removed upon entering the building.

Clothing:

It is expected that each student be dressed in a manner that is clean, not hazardous to the safety of the child or others, and does not detract or disrupt the educational environment.

- **Shirts:**
 - Should not be revealing or skin tight (no tank tops or spaghetti straps).
 - Sleeveless tops are okay if the natural seam falls where the sleeve meets the body of the shirt.
 - Should be long enough that the midriff does not show when arms are raised above the head.
 - Should not display messages that are disruptive to the learning environment (inappropriate language, promote alcohol or cigarettes, etc.).
- **Skirts/Pants/Shorts:**

- Clothing should be clean and well kept.
- Skirts and shorts should be no higher than 1 inch above the knee when measured from a kneeling position.
 - Shorts may be worn from the start of school until Labor Day and after May 1st or upon notification from the office due to weather.
- The waistline of the pants may not sag below the waist of the wearer and should not be a baggy style.
- Capri style pants may be worn until the winter clothing policy goes into affect.
- Leggings
 - K-2: Leggings are acceptable for grades kindergarten through 2nd.
 - Grades 3-6: Leggings may be worn with a long tunic, skirt, or shorts (see above for guidelines regarding shorts and skirts).
- **Shoes:**
 - Students will wear functional shoes at all times for safety. No open toe shoes to prevent tripping and injury.
 - Boots or overshoes are required for outside use when weather conditions dictate and should not be worn inside.
 - Socks will be worn at all times as ASD dress and safety standards require.
 - A pair of clean, non-marking tennis shoes will be required for use in the gym.
- **Fleece, Sweaters, Sweatshirts:**
 - Students may wear a fleece, sweater, or hooded/non-hooded sweatshirt in the building when inside temperatures are cool.
 - Hoods may not be worn inside the building.

Winter Clothing

During the winter months, all students are expected to wear appropriate winter wear (Please see below for the expected winter gear for each grade level). It is necessary for your child to have weather appropriate clothing for their safety and health while outdoors. Every child has outdoor recess for 30 minutes. School district policy states that if a child is healthy enough to come to school, they are expected to participate in all school activities. A physician's note is necessary to exclude a student from participation in outdoor activities. The principal will notify parents when the winter clothing policy begins and when it ends.

- ❖ **K-3** Winter coat, hat/hood, gloves/mittens, snow pants, and winter boots
- ❖ **4-6** Winter coat, hat/hood, gloves/mittens, and winter boots

If a child comes to school without appropriate winter gear, the parent will be notified through a letter, which will need to be signed and returned to school. Children who continue to be without the appropriate winter gear may risk losing his/her recess. If there is a financial reason for not having appropriate winter gear, please contact the office and we will assist you. Our goal is for every child to have a safe, comfortable, and enjoyable recess. Your support with achieving this goal is greatly appreciated. Please feel free to contact us if you have questions or concerns.