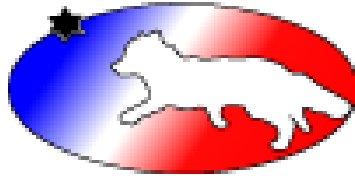


Arctic Light

K-8



Student Handbook
2020-2021

ARCTIC LIGHT ELEMENTARY SCHOOL

4167 Neely Rd.
Fort Wainwright, AK 99703
(907) 356-2038

HOURS

Breakfast: 8:00 a.m.
First Bell: 8:30 a.m.
School Dismisses: 3:00 p.m.

ADMINISTRATION

Principal: Thad Keener thad.keener@k12northstar.org

MISSION STATEMENT

Arctic Light Elementary School, located in the center of a rich, distinctly Alaskan environment, is the heart of a diverse military community and serves the children of America's Arctic Warriors.

Our mission is to facilitate the growth of students into knowledgeable, self-sufficient, caring citizens, capable of navigating in a global society.

Through discovery and exploration, students will participate in developmentally appropriate experiences in a safe environment of unconditional respect for others and uncompromising commitment to excellence and challenge.

We are a school that prides itself on a personalized approach to learning the standards. We envision learning without limitations, where every student achieves his/her path to academic success and personal growth.

Title I

We are a Title I school, which is determined by the percent of students who qualify for free and reduced lunch. As a Title 1 school, we receive additional federal funds. These funds help us to provide supplemental academic support for our students, additional professional development for teachers, and increased parental involvement opportunities. We would love to have your input and ideas as we continually review our plan and create a program that will provide our students with academic success.. If you would like to learn more about our Title I program and the resulting funds or give input please contact the school office.

McKinney-Vento Act

If your family lives in any of the following situations: in a shelter, in a car, park, abandoned building, in a motel or campground due to the lack of an alternative adequate accommodation or doubled up with other people due to loss of housing or economic hardship your children are eligible to receive a free, appropriate education, enroll in school immediately, even if lacking documents normally required for enrollment. Students are also eligible to enroll in school and attend classes while the school gathers needed documents. In addition, students can enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible. If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision. Your child also has a right to receive transportation to and from the school of origin, upon your request, as well as, receive educational services comparable to those provided to other students, according to your children's needs. If you would like more information please contact Leona McDaniels the local liaison at 452-2000 ext. 11431.

SCHOOL MASCOT & COLORS

Arty the Arctic Fox - Red, White & Blue



SCHOOL CADENCE

By: Francis Lupton

ARCTIC LIGHT IS OUR SCHOOL

STUDENTS HERE ARE REALLY COOL

STAFF AND TEACHERS ARE THE BEST

WE ARE HEADS ABOVE THE REST

SOUND OFF - ARCTIC LIGHT

SOUND OFF - ARCTIC LIGHT

ARCTIC FOXES SOUND OFF.....HOOAH

WE ALL WEAR RED WHITE AND BLUE

THE COLORS HERE ARE TRIED AND TRUE

OUR HEARTS AND MINDS ARE FULL OF PRIDE

DO YOUR WORK DON'T LET IT SLIDE

SOUND OFF - ARCTIC LIGHT

SOUND OFF - ARCTIC LIGHT

ARCTIC FOXES SOUND OFF.....HOOAH!





ATTENDANCE

Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success - both in school and in life. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school.

Please contact the office to excuse any absences and your child's classroom teacher to find out what was missed.

LEAVING SCHOOL EARLY

Parents please sign your child out of school at the office. You will need to show your ID. For security reasons, children are not sent outside to wait for their ride to arrive. If someone other than a parent or legal guardian is picking up a student, a note signed by a parent or legal guardian and a valid ID is required. Students leaving before 2pm will receive attendance for half of the day.

ABSENCE

When a student is absent/tardy, one of the following is requested:

- a. written parental explanation
- b. phone call or visit from parent

If the school does not receive a notification on the day of the absence, the school will call the parent to verify the absence/tardy.

TARDY

School begins at 8:30 a.m. and concludes at 3:00 p.m. A tardy slip is issued when a student arrives after 8:40 a.m. If the student arrives after 9:30 a.m., it is considered a half day absence. All absences must be excused within 24 hours.

BEFORE & AFTER SCHOOL SUPERVISION

Students can attend an early recess on our playground starting at 8:10 a.m. This supervised time may be closed due to weather or other unforeseen circumstances. Students are encouraged to arrive at 8:30 a.m. Students are to go directly home or be picked up following dismissal. The playground is available to the public after 3:30 p.m.

ACADEMIC GROWTH

At least three times a year we assess your child's academic performance through nationally normed tests. Commonly we use the AIMS and MAP tests for primary and intermediate students. The results provide an academic starting point then Winter and Spring progress points of reference. Most intermediate students know their scores and create goals for their next test. Please ask your

teacher about your child's scores if you have not heard and use them to plot your child's academic growth.

BICYCLES, SCOOTERS, ROLLERBLADES, SKATEBOARDS and...

There are so many great reasons to roll to school on your own: it offers freedom, fun, exercise, and it's good for the environment. We love seeing our students and their families riding to school! Please remember to walk your wheels on school property, wear your helmets for safety, and utilize our bike racks with your lock to keep them secure.

BOOKS and DIGITAL DEVICES (computer or iPad)

At Arctic Light, we love to read! We are proud to offer an extensive collection of books, textbooks, iPads, Chromebooks and other materials that will help students learn, nourish the imagination, expand their world, and develop critical thinking skills. We would like you to take extra care of these materials so we can share them with students for years to come.



BULLYING

While our district has a specific definition in our Students' Rights and Responsibilities document, our community uses bullying to express ongoing negative behaviors from one student to another that negatively impact the learning experience. When you have an issue, your classroom teachers will usually know more and should be contacted first. Bullying can happen before or after school and includes cyber bullying. All incidents are taken seriously and will be investigated to ensure a safe learning environment for all students.

CELL PHONES

Cell phones are to be turned off and kept in students' backpacks if they are brought to school at all. Cell phones being on, out of backpacks or used during the school day will be sent to and held at the principal's office for pick-up after school by the student or parent. This is discussed in several areas of this student handbook.

CHANGES TO REPORT TO THE OFFICE

Please notify the office immediately of any changes in the following:

- | | |
|--------------------|--------------------|
| Home Phone | Withdrawal Date |
| Home Address | Parent's Employers |
| Emergency Phone | Extended Vacation |
| E-mail | Cell phone number |
| Emergency Contacts | |

CLOTHING GUIDELINES



CLASSROOM CLOTHING

The Arctic Light classroom clothing policy follows district guidelines. In addition, teachers and school events may make certain clothing changes for specific events or time limits. The general district and school expectation supports personal expression without harm to self or others or to the learning environment. See AR Policy 1041.1

COLD WEATHER GEAR

Cold weather gear is essential to enjoying Alaskan living. **ALL** students must wear cold weather gear (snow pants, coats, hats, mittens, boots) to and from school and at recess. Students will be required to wear snow gear until the snow is gone in the spring. Always be prepared for changing weather.

Dressing appropriately for the outside conditions is key in enjoying Alaska. It is a good idea to keep a change of clothes at school. No one wants to sit in class with soggy socks and wet pants, so snow pants and boots are required until snow is gone in the spring to ensure students remain dry.

Students will be encouraged to join in on Spirit Days and wear the school colors of red, white, and blue. School shirts are available from the office.

GYM SHOES/CLOTHING

Did you know that the State of Alaska requires schools to offer students grades K-8 the opportunity to participate in physical activities? Physical Education class is one of our favorite ways to get active! Please make sure you bring your tennis shoes on PE days so you can participate. Many of our students leave a pair of tennis shoes here at school just so they don't forget!

Cold Weather Gear Guidelines

-20 to 0 F

- Warm coat and layers
- Long pants worn under snow pants
- Snow pants
- Gloves/mittens/hat
- Winter boots
- Face covering

+26 to +35 F

- Jacket/sweatshirt/layers
- Gloves/mittens/hat
- Long pants
- Snow pants if snow is present
- Boots

+1 to +25 F

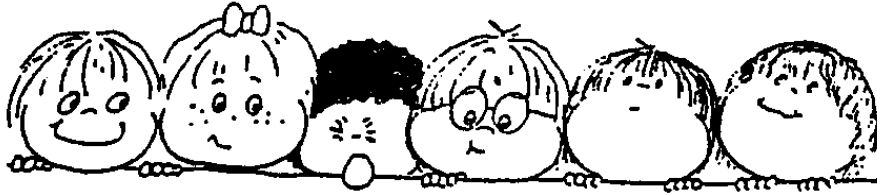
- Warm coat and layers
- Long pants worn under snow pants
- Snow pants
- Gloves/mittens /hat
- Winter boots

+36 to +50 F

- Jacket/sweatshirt/layers
- Long pants
- Boots or 2nd pair of outdoor shoes until the playground is dry

+50 F

- School clothing per district dress code



DISCIPLINE

Well researched-structured-rigorous lessons, scaffolded for all students to succeed are the best first steps for classroom discipline. Posted Classroom Rules and Consequences, understood and accepted by students, are another best step towards a productive learning environment. Our district rules and consequences are explained in the Students' Rights and Responsibility document.

Students excel with caring staff members who establish and communicate consistent, positive limits while providing warmth and support (SEL). Students need to know how a staff member will respond, both positively and constructively, to their behavior. Parents and guardians also need clear communication concerning behavior expectations throughout the year.

Mis-behaviors are a learning opportunity.

We believe the teachers and support staff have the right to:

1. Establish a classroom structure and routine that provide the optimal learning environment.
2. Determine and request appropriate behavior from students that encourages positive social and educational development.
3. Ask for help from parents, the principal, and others when assistance with a student is needed.

We believe the student has the right to:

1. Have a teacher who will provide the student with positive support for his/her appropriate behavior.
2. Have a teacher who will help the student limit his/her inappropriate, disruptive behavior.
3. Interacted with in a respectful manner.

EARLY DISMISSAL

Arctic Light teachers are always working hard to create lessons to meet the personalized needs of every student. A big part of that is making sure they have the time to review student learning and track student progress. Therefore, we have Early Dismissal Days where students are dismissed at 1:30 on the last day of the first and third quarters, and the last three days of the second and fourth quarters so our teachers can complete this very important work. Please see the school calendar for early dismissal dates.

EMERGENCY INFORMATION

Please be sure we have current phone numbers to contact parents and/or an emergency contact person. Should this information change, please notify the office.

GRADING SYSTEM AND PRACTICES

The district grading, promotion, and retention policy will be observed. Parents can expect specific grading information and grading criteria from individual classrooms early in the year. Parents are encouraged to contact teachers for clarification. Students enrolled for a minimum of twenty days within a grading period will receive grades on their report cards.



HEALTH

While regular attendance at school is critical, learning is tough when you're feeling sick. Please help maintain a healthy school environment for our students, staff, and their families by keeping your child home if they are ill. If your child is going to be absent, please call the school and let us know or send a note of explanation. Knowing the nature of the child's illness will be helpful to us. Children who are in school will be expected to participate in activities, including recess. If your child becomes ill during the school day, the nurse will determine whether the student should return to class or be sent home. Parents should pick up ill children promptly for the child's wellbeing and health of all.

If a medical reason prevents a student from participating in physical education classes, it is the practice of the school district to ask for a statement from a physician. If there are physical or psychological factors that might affect your child's schoolwork, please inform us.

MEDICATIONS

We are unable to administer any medication unless a "Request for Administration of Medication" form has been filled out and signed by the parent/guardian, effective for the current school year. A physician's signature is required when the request is for longer than two weeks. Forms are available at the school office. All medication must be in a properly labeled prescription bottle with the student's name, name of the medication, and directions for use. All medication must be delivered by the parent/guardian to the nurse, principal, or principal designee. At that time, the number of pills will be counted and documented by signatures from the parent/guardian and the person receiving the pills. Please remember to pick up



unused medication from the school nurse at withdrawal or at the end of the school year.

HOMEWORK

Homework: While downtime and family time are necessary for our students to recharge, we also believe that homework can be an integral element of the learning process. Homework reinforces skills, prepares students for upcoming topics, develops independence and self-discipline, encourages initiative and responsibility, and is one of many ways that allows parents to have an active role in their child's education. Each classroom teacher will inform students and parents about the homework expectations and grading policies for their class. In the intermediate grades, students and parents should familiarize themselves with PowerSchool Premier to regularly monitor assignments and grades online.

INSURANCE

The school district does not provide automatic coverage if your child is injured at school. If a student is not covered by a parent/guardian's health insurance policy, the school district has arranged for a commercial carrier to make low cost insurance available to all public school students. If you need an application or have questions, please contact the Fairbanks North Star Borough School District Risk Management Office at 459-1344.

LOST & FOUND

Lost and Found is maintained by our front entrance. All small or valuable items are locked in a drawer at the office. We encourage you and your children to frequently check the *Lost and Found*. At the end of each semester, we donate the remaining items to charity. Every effort will be made to return properly marked items to their owner.



LUNCH/BREAKFAST PROGRAM

COST

We encourage all of our families to submit an application to see if they qualify for free or reduced price meals. Applications are available from the office or on-line at www.meals.k12northstr.org. A new application must be completed each school year, so please be sure your application form states the current school year.



Children are able to purchase breakfast (\$2.00) and hot lunch (\$3.50) (\$3.75 for 7th-8th) through our Food Service program. Those who bring their own sack lunches are able to purchase milk (\$0.60). Prepayment of breakfast and lunch is encouraged so your child will have a meal available in the event of lost or forgotten money. Student meals can be prepaid online at www.schoolcafe.com.

TIME

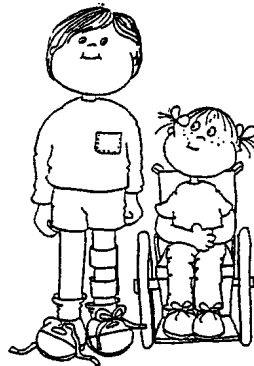
Breakfast is served beginning at 8:00 a.m. Students will not be allowed into the building before that time. Students will have a 30-minute lunch period scheduled according to their grade level.

NEWSLETTERS, FIELD TRIPS, & ACTIVITIES

You can expect bi-monthly newsletters from our Arctic Light office. In our newsletter we will notify you of specific activities that are forthcoming. Teachers will have their own form of communication and many do so weekly. Field trips and extracurricular activities that require bussing will be canceled when the temperature reaches -40 degrees and below. In addition, it will be the principal's discretion whether to cancel activities at temperatures between -30 degrees and -39 degrees. For field trips families may be asked to pay a portion of bus charter costs and/or for their child's lunch.

PARENT INPUT REGARDING CLASS PLACEMENT

Arctic Light accepts timely parent input concerning placement during the spring. Placement is made based on academic need, learning style, social, and behavioral information. When possible, first-hand input from teachers is utilized. Parents who wish to confer with the principal, resource staff, or the classroom teacher regarding placement are welcome to do so. Parent input forms are available at the office.



PARTIES

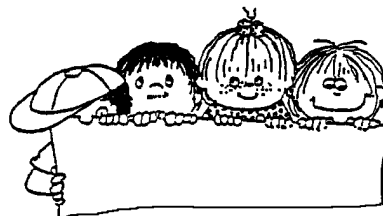
Time may be set-aside for classroom parties during the year at the discretion of the classroom teacher. At these times, children may be involved in class cooking projects, all-school activities, or individual classroom celebrations. We encourage sound nutrition and student involvement in preparation and planning of these activities. Please inform the teacher if your child is not to participate in parties and/or celebrations. Parental assistance for parties is often needed. Please notify your child's teacher of your willingness to be involved.

PERSONAL SUPPLIES

The supply list for each grade level will be available at the beginning of the school year. Your classroom teacher may ask for additional supplies during the school year.

PETS

Although furry friends can be like family to many, please do not bring them to school without permission from the office.



PICTURES

School pictures are usually taken during the first quarter of the school year. Sometimes, we are able to offer spring pictures, as well. Expect information to be sent home with your child prior to the picture-taking dates. (Random photos or videos of students should not be taken in or outside of the building without prior arrangement with the principal.)

PLAYGROUND RULES

PRIMARY PLAYGROUND RULES - GRADES K-3

- ◇ **Pea gravel, Rocks and Snow** - stay on the ground.
- ◇ **Take turns** - on equipment.
- ◇ **Climb up** - and down equipment - jumping off is allowed.
- ◇ **Play** - on the underside of bars only.
- ◇ **Slides** - Go down the slide one at a time, sliding on your bottom, feet first.
- ◇ **Swings** - Swing in one direction. Pushing, twisting, jumping or “underdogs” are not allowed.
- ◇ **Boundaries** - Stay in designated playground areas only. The bike path is the boundary. Stay visible to all duty teachers.
- ◇ **Snow hills** - For safety reasons, we ask students to stay off snow hills.
- ◇ **Lining Up** - Calm bodies and level zero voices.
- ◇ **Be Respectful** - No fighting, inappropriate language, or rude gestures.
- ◇ **Listen to Adults** - For your safety and the safety of others.

INTERMEDIATE PLAYGROUND RULES - GRADES 4- 8

- ◇ **Swings** - One student at a time may use the swing. Twisting of chains, jumping out, pushing or “underdogs” are not allowed.
- ◇ **Slides** - Travel down one at a time, sliding on your bottom, feet first.
- ◇ **Monkey Bars** - Hang on tight! Don’t jump off. Climb on the inside of equipment.
- ◇ **Tag** - One hand tag is allowed away from all equipment.
- ◇ **Games** - The playground is a public place. All games are open and anyone can play.
- ◇ **Basketball Court** - The court is for basketball.
- ◇ **Paved Playground Area** - This is designated for surface games such as four square, jump rope, hopscotch, etc.
- ◇ **Boundaries** - Stay in designated playground areas only. The bike path is the boundary. Do not go past the far soccer field. Stay visible to duty teachers. Parking lots are off limits.
- ◇ **Pea gravel, rocks and snow** - stay on the ground.
- ◇ **Snow hills** - For safety reasons, we ask students to stay off snow hills.
- ◇ **Lining Up** - Calm bodies and level zero voices.
- ◇ **Be Respectful** - No fighting, inappropriate language, or rude gestures.
- ◇ **Listen to Adults** - For your safety and the safety of others.



RECESS

Recess is a necessary break in the day for our students that benefits every aspect of childhood development - Physical, social, emotional and intellectual. Children are expected to participate in the total program, including recess. Students will not be excused from recess unless the school is presented with a written request from a physician. *Recess will be held outside until the temperature reaches -20 degrees.* Your child must have a warm coat, hat, boots, mittens, and snow pants during cold weather. We have fun in the cold, but warm gear is a necessity!

REPORT CARDS & CONFERENCES

Report cards are issued quarterly. PowerSchool can be one of our parents/guardians most powerful tools to stay informed and monitor your child's progress. We encourage you to set up your PowerSchool account. Families are encouraged to print their Report card directly from the Powerschool program. If you need assistance please call the Attendance Secretary. Parent teacher conferences will be held once in the fall and again in the spring. Kids do better in school when parents are involved in their academic lives. Attending parent-teacher conferences is a way to be involved and help your child succeed. A parent-teacher conference is a great opportunity to have ongoing conversations with your child's teacher and to learn how to best help your child in school. Please check the calendar for parent-teacher conference dates and know that we are available to meet with you throughout the school year.

RESPECT

Students are expected to show respect for themselves and for others. There isn't any reason to be disrespectful to someone else. If another person mistreats you, please do ask for help.

SAFETY AND SECURITY

The School district has a zero tolerance policy toward the possession, threatened use of or use of weapons while under school authority. Students involved with weapons at school will be immediately suspended or expelled from school.

It is very important that parents and students understand that the term "weapons" encompasses firearms (including pellet guns, bb guns, air guns, spring guns and paintball guns), knives or blades, pepper spray and any other object that is intended to cause bodily harm.

Students who are aware of a dangerous situation and who don't report it to school authorities are considered to be aiding and abetting that behavior. Students who knowingly withhold information will also be subject to discipline consequences. Please join the school staff in convincing our

children to tell someone in authority immediately if they see something that is potentially dangerous.

STUDENT RESPONSIBILITY

Any student who has information about a dangerous situation at school is responsible for reporting it to an adult in the building. Failure to do so will result in disciplinary action being taken. An example of a dangerous situation might include but is not limited to the following: weapon at school (knife, gun etc.), illegal drugs, and planned assault.

STUDENT SUPPORT TEAM - SST Meetings

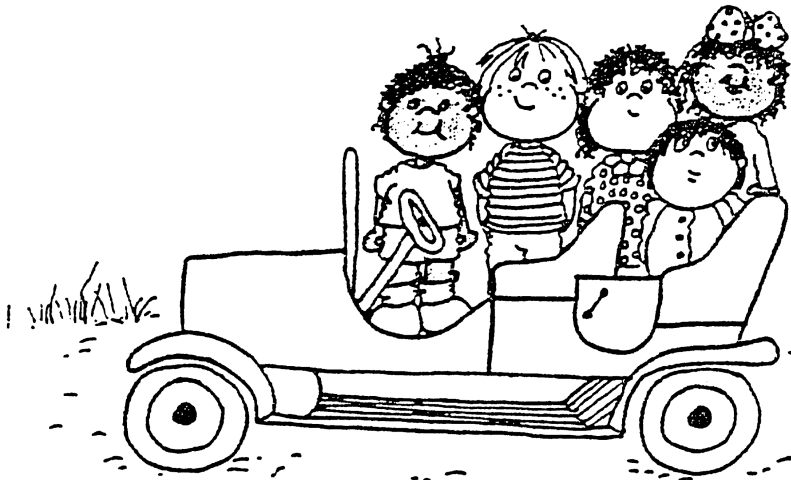
We use the acronym: 'SST' (student support team) meetings to describe meetings for students that need more support than just the classroom teacher. Most commonly, a student not advancing on-grade level may benefit from a specialist's input to improve their academic performance. Parents are key players in these meetings. Please work with your teacher if you have academic or social concerns for your child.

TELEPHONE CALLS & MESSAGES

Telephones are available for student use with the permission of the teacher according to classroom policy or office staff instructions. Normally, because they are supervising students, staff members are not able to take calls during class time. Teachers have voicemail and will be able to get back to you after school.

TOYS, COLLECTIBLES, & ELECTRONIC DEVICES

Unless they are a part of a class project or special occasion, toys, cameras, collectibles (including trading cards) and electronic devices (wireless earbuds, MP3 players, laser pointers, etc.) are to be left at home. No personal toys should be used outside at recess. The school is not responsible for the theft or loss of these materials.



TRANSPORTATION

During field trips, the following bus rules apply:

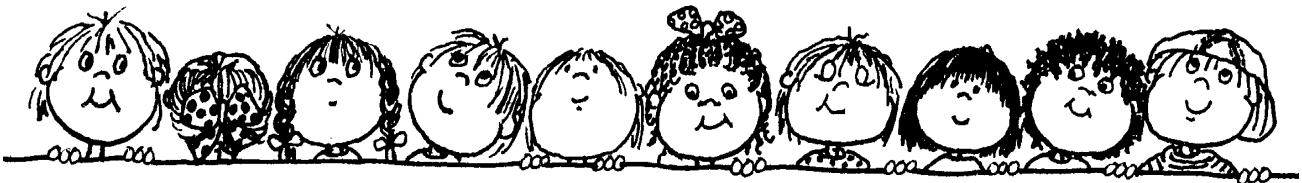
SCHOOL BUS RULES

The following rules are posted:

1. Obey the driver at all times.
2. Use classroom voices only.
3. Keep hands and feet to yourself.
4. Stay in your assigned seat at all times.
5. No fighting, spitting, or throwing of objects is allowed.
6. No eating or drinking is allowed on the bus.

VALUABLES & MONEY

It is strongly recommended that students not bring valuables to school as they may be lost or stolen. The school is not responsible for personal items. Money or checks should be sent to the school in an envelope labeled with the student's name, teacher's name, and purpose of the money. Gameboys, mp3 players, iPods, ipads, toys, collectibles, or large sums of money, etc. are not to be brought to school. Cell phones are to be turned off and kept in students' backpacks. Cell phones being used during the school day will be sent to and held at the principal's office for pick-up after school by the student or parent.



VOLUNTEERS

Arctic Light would not be the same without its volunteers. This vital group assists with clerical work, tutoring, instruction activities, and presentations. Persons interested in volunteering should contact the office. Parents and guests are asked to sign in at the office and wear a name badge when in the building.

WALKING

Most Arctic Light students walk to school. Parents need to remind students of the importance of walking on the sidewalk, not in the road, and about crossing the street carefully as they enter the

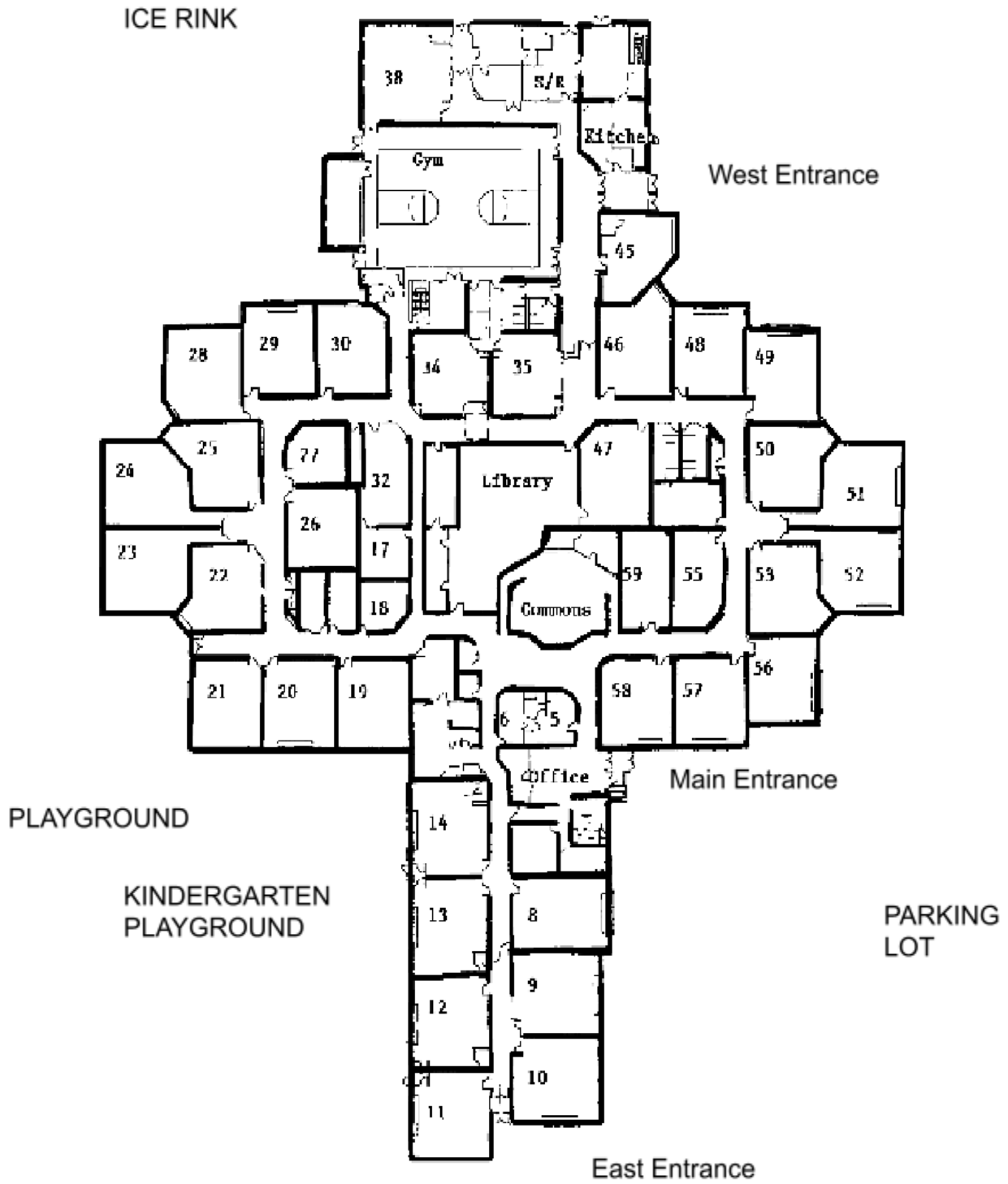
sidewalk near the school.

WITHDRAWALS & TRANSFERS

As a military community, we often have to say “goodbye” to our students mid-year. Please notify the school office at least two weeks in advance when you are withdrawing your child from school. Give your child’s full name, the date of withdrawal, and the area where you are moving. Please make sure that all school property is returned such as books, instruments, etc. Parents will be billed for property that is not returned. In addition, kitchen charges and book fines must be paid before clearing.



APPENDIX A



ARCTIC LIGHT ELEMENTARY MAP

Our staff is proud to serve you!

All teachers and paraprofessionals at Arctic Light Elementary have achieved federally “Highly Qualified” status as required under the No Child Left Behind (NCLB) law. Contact the office if you have any questions regarding the qualifications of our staff. We strongly support Army families and strive to provide the very best education to our students. Please feel free to talk with the principal if you would like to learn more about their qualifications such as:

- Whether the teacher has met State qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching.
- Whether the teacher is teaching under emergency or provisional status through which State qualifications or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

