

# Ladd Elementary – Handbook '19-'20

601 F Street Fairbanks, AK 99701	8:30-9:00 Breakfast through recess door
phone: (907) 451-1700	8:45-9:00 Pre-cess supervision
fax: (907) 451-9137	9:00 Bell welcomes students
<a href="https://www.k12northstar.org/ladd">https://www.k12northstar.org/ladd</a>	9:05 Final tardy bell
First Student Bus Company 456-6921	3:30 Dismissal



**Welcome to Ladd Elementary!** We have been serving Fairbanks and Fort Wainwright families since 1992. Over 500 Ladd Leopards and 50 staff wear black and gold with pride. We strive to follow the Ladd Leopard "Pawsitive" Pledge: Be Safe, Kind, Respectful, and Responsible. By targeting instruction through data, developing student reflection and ownership, and providing leadership opportunities, we form relationships with students, helping to Build Resilient Leaders. 2019-2020 is a year of change and growth for us as we welcome our first class of 8<sup>th</sup> graders to Ladd.

Parents, as their child’s first and most influential teachers, are vital members of the Ladd family. We look forward to working with you and we encourage you to be involved with Ladd.

## 6 Day Rotation

At Ladd, we use a 6-Day rotation schedule. This means that your child's "Special" (whole class attends together for K-3) or "Encore" (individual selection for 4-8) will be held on different days of the week. This is done to ensure equitability of meeting times for each class and to avoid Monday/Friday holidays. To make it easier to remember, we will use the color of the rainbow to indicate the days. A color calendar is included here and available on the Ladd website. The space below allows you to track the color day on which your child needs to return library books.

Principal: Cori Anthony [cori.anthony@k12northstar.org](mailto:cori.anthony@k12northstar.org)  
 Attend. Sec: Rhonda Gottschalk [rhonda.gottschalk@k12northstar.org](mailto:rhonda.gottschalk@k12northstar.org)  
 Special Ed. Clerk: Debbi Blackburn [debbi.blackburn@k12northstar.org](mailto:debbi.blackburn@k12northstar.org)  
 Counselor: Kristy Weaver [kristy.weaver@k12northstar.org](mailto:kristy.weaver@k12northstar.org)

Admin. Sec: Joni Jackson [joni.jackson@k12northstar.org](mailto:joni.jackson@k12northstar.org)  
 Nurse: TBD  
 Behavior Aide: Alex Arndt-Brown  
[Alexandra.arndt-brown@k12northstar.org](mailto:Alexandra.arndt-brown@k12northstar.org)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Teacher \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Library Color: \_\_\_\_\_

Library Color: \_\_\_\_\_

Library Color: \_\_\_\_\_

This handbook is a supplement to the district’s Student Rights, Responsibilities, & Behavior Consequences Handbook (SRRBCH).

**\*ATTENDANCE:** Regular on time school attendance is important to help ensure successful academic and social development. If your child is absent, please call or email us, or our secretary will contact you. Excessive absences will result in notifying parents, a warning notice and potential citation. Parents should accompany late children into school or call the school to excuse the tardy.

**\*BEHAVIOR EXPECTATIONS & POLICIES:** Ladd's behavior goal is to help children take responsibility for their actions and learn to make wise choices, so that the focus can remain on learning. Following our "Pawsitive Pledge": Be Safe, Kind, Respectful and Responsible, may earn them a "Pawsitive Paw" helping to encourage exemplary behavior in these areas:

Each teacher has classroom expectations that are posted in the classroom, communicated with parents, and reviewed throughout the year. School Level Discipline Reports may be necessary when behavior warrants. Consequences may include: detention/time out, individualized instruction, loss of privilege, and/or referral to the behavior aide or counselor. If a student's behavior is regularly interrupting their own or someone else's learning, we will schedule a Student Support Team meeting. Parents are invited to attend these meetings to help develop a behavior plan for success.

Discipline is referred to the principal for the following:

- Illegal Behavior—possession of controlled substances, threats, stealing...
- Physically Dangerous Behavior—fighting, physical aggression, assault...
- Emotionally Dangerous Behavior – harassment, intimidation, bullying...
- Defiance – Overt and immediate refusal to follow staff's reasonable directions within a specific time.

Extreme behavior will result in suspensions or expulsions as outlined in the SRRBCH.

**\*BREAKFAST & LUNCH:** Applications for free and reduced meals are available at the front office and online <https://meals.k12northstar.org/Register.aspx>. It is worth a review because your family may qualify. Full cost breakfast: \$2.00. Full cost lunch: \$3.50. Only Milk: 75¢. 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> graders will have juice included and a possible entrée choice; therefore, lunch will be \$3.75. Cash, check, or pay online. Also, since 6/7 grade will be eating together in the commons, we will provide a microwave that can be used for no longer than 30 seconds.

Breakfast is available at 8:30. Students are not allowed to bring food outside. All students need to be in their classroom at 9:00. If food remains, they will put any leftovers in their backpack to be consumed at a time determined by their teacher.

**\*DRESS CODE & WINTER GEAR:** Detailed information can be found in the SRRBCH. Non-adherence to guidelines will result in a call home to have parents bring proper attire. It is important that they dress warmly, as children participate in outdoor recess until -20°F, as well as wait for busses, and/or walk to/from school.

Clothing Tips – LABEL EVERYTHING:

- A coat or parka with hood is preferable.
- Mittens are warmer than gloves. You can add a set of glove liners.
- Heavy snow boots are needed and warm socks help. Boots should not be worn inside because they cause feet to perspire and then be chilled once outside.
- Non-marking indoor shoes may be kept in the classroom & worn for class & PE.
- Layers of clothing are preferable for ease and warmth.
- A scarf, neck gaiter and/or facemask keep children safe.
- Two-piece snowsuits can be separated out at different temperatures and last longer when students grow.

**\*EXTRACURRICULAR OPPORTUNITIES:** Our most popular activities are cross-country running and skiing. Specific information will be provided. The number and type of before and after school activities is dependent upon student interest, adult sponsorship, and budget restrictions. School policies are applicable to extracurricular activities. Timely transportation is the responsibility of the parent. 7<sup>th</sup> & 8<sup>th</sup> graders are permitted to participate at Tanana and are expected to adhere to their policies.

**\*FAMILY SUPPORT & EVENTS:** The principal, school counselor, and staff members are here to assist you and offer support; feel free to contact us. We are happy to meet with you as a Student Support Team if you have academic, social, or behavioral concerns about your child.

Not only do we work together, we enjoy many special family events to include, but not limited to: Open house, picnics, classroom celebrations, holiday programs, music programs, breakfasts, volunteer appreciation, dance nights, and family fun night.

Although we support students' out of school activities, outside fundraising with other students while at school is not permitted. Students can approach staff members for support outside of the school day. Please be understanding of the numerous requests of staff.

**\*FIELD TRIPS:** Classroom field trips may take place during the year. All academic trips are related to the curriculum and serve to enrich students' learning. Notification will be sent home for these events. Non-academic field trips require parent permission. Sometimes parents may be asked to help with the cost of an event or transportation. If this presents a difficulty, please contact the office. Parental assistance is welcome during many of these activities. A volunteer form, found on the website, is necessary if you will be out of sight or sound of a district staff member. Although it is tempting to forbid your child to attend a field trip due to behavior at home, please consider the educational and social gains designed by the teacher when developing the trip. If a child's recent behavior causes safety concerns, you may be asked to chaperone.

**\*MEDICAL ISSUES AND MEDICATIONS:** For all students with medical issues, please contact our nurse to help develop a plan of care. Forms need to be completed for daily, "as needed" or short term prescribed medications to be given at school.

No medication of any kind may be carried by a child. The only over-the-counter medications that can be given at school (with parent permission) are Acetaminophen (Tylenol), Ibuprofen (Motrin/Advil), Tums, Diphenhydramine (Benadryl), & cough drops. If criteria are met and a school permission form is signed by the health care provider and parent, a child with certain types of conditions (asthma, anaphylaxis), may carry an inhaler or auto-injectable epinephrine.

**Illness/Injuries:** For any illness or serious injury, parents may be asked to pick up their child from school. If necessary, an ambulance may be called. Please provide accurate, up to date contact numbers.

Generally, a contagious disease such as strep throat or pink eye, which may require medication, should be kept home for 24 hours. Other factors to consider when determining whether a child should remain home include: temperatures of 100°F or higher, lethargy, vomiting, or a serious persistent cough.

If your child is unable to participate in outdoor recess or physical education classes, a doctor's statement to that effect noting the limitations and duration of restrictions, should be given to our nurse. In emergency situations, or until your child can be seen by your health care provider, the nurse can waive recess and/or P.E. for three days. Otherwise, if your child is able to attend school, they should plan on attending recess and participating in P.E.

**\*PARENT INVOLVEMENT:** Helping your child succeed can include: arriving on time each day, a good night's rest, and a healthy breakfast – we serve at 8:30 for \$2.00.

**Communication with School:** Teachers have various means of frequent communication and most utilize the Bloomz App. Communication from the office to parents will primarily be through the Ladd website, monthly emailed newsletters, emailed bulletins, PowerSchool, and text messages. Automatic grade reports via email can be set up through PowerSchool. Parents are encouraged to call, stop by, or email the office. Appointments may be necessary to find a common time to meet.

**Homework Completion:** Your child's teacher will communicate how long homework should take and how involved you should be as a parent. Children may need assistance with organizing their work space, time, folders, and backpacks. Reading with younger children is encouraged. As children become independent readers, it is still important to read to them, with them and discuss reading.

**Ladd's Dads:** We are excited to invite dads into our school for the whole day or for just a few minutes. You can do just about anything: say the pledge, eat lunch with your child, play ball at recess, and/or read in a classroom.

**Parent Teacher Conferences:** Thinking of questions, concerns, and success stories ahead of time will help the Oct. conferences be more productive. Feb. conferences will be led by students to showcase their goal setting, leadership and reflective skills,

along with content mastery. There is no need to wait with concerns; contact your child's teacher anytime.

**Volunteer:** Ways that parents can help in school: join in during large group or small group time, prepare materials, make copies and/or displays, complete work at home, and/or supervise a classroom lunch time.

**Fundraising:** There are several fundraising projects that help provide monies for school activities and needed equipment. Supporting your child with these endeavors helps the school, too. Save those Boxtops!

**PTA:** Finally, join the PTA and become involved in the wide variety of programs. All ideas are welcome.

**\*PERSONAL ITEMS: TOYS, ELECTRONICS, & LOST & FOUND:** Toys distract from learning, can cause disputes, and we cannot guarantee their safekeeping, so please leave them at home. During recess & open gym (6/7/8), it is too difficult for us to supervise games with home equipment; therefore, the school will provide the sports equipment. Cell phones and/or other electronic devices must be off during the school day and stored in backpacks, while on school grounds or on the bus. To reach your child, please call the school by 3:15 and a message will be relayed to your child.

Items will be confiscated and either returned to the student at the end of the day or kept in the office for parent pick-up, depending on the circumstances.

Articles of clothing and school materials should be clearly marked so that they can be retrieved from the "Lost and Found" (located near the gym). Check often!

**\*RECESS:** We will enjoy recess outside until -20°F. Please refer to our clothing guidelines for help with winter gear. Students will contact home when unprepared. We have recess aides on duty helping to promote good choices and supervising. They remind students of the school-wide behavior guidelines: Be Safe, Kind, Respectful and Responsible. At recess:

- 1 Whistle = nearby children should look to adult for redirection
- 2 Whistles = everyone line up
- 3 Whistles = emergency (moose/lightening) Aides will direct students

Stay out of the road	Play tag on the ground, not equipment
Hands and feet to self	Use equipment as designed
Stay within sight of the adults	Ask the adults for help with disputes
Ask the adults for permission to leave the playground for any reason	

**Rule infractions:** Depending on the severity and frequency of the behavior, warnings or time-outs on the benches are given. Time-outs generally last 2-10 minutes. When ready, students speak with the adult about the rule or guideline that was broken, and point out individuals who are successfully following the specific rule. Conversations are delivered with equal parts empathy, instruction and expectation. Behaviors that are more severe are documented on Discipline Reports and the Behavior Aide or Principal addresses the situation.

**\*REPORT CARDS:** Progress reports are issued half way through each nine-week quarter for students performing above or below grade level. Report cards are issued following each quarter. A report card will not be written for a child enrolled less than 20 days. Please refer to individual teacher's communication for grade determination. Grades reflect learning of curriculum materials. The state department of education has a helpful website to explain the Alaska State Standards, on which the district curriculum is based. There is also a portion of the report card that reflects students' behaviors. Parents may check PowerSchool anytime.

**\*SAFETY:** Ladd has a formal, written procedure for emergency protocols. Safety drills are held on a regular basis to practice various situations. If the school is evacuated, students will be taken to Tanana Middle, where reunification with parents will occur.

**Child Protection:** For their own protection, children will be released only to their legal guardians or designee. ID is required at the office. In addition, school employees are required by law to report suspected cases of child abuse or neglect to authorities.

**Safe Environment:** Maintaining a safe school environment for children and adults is of vital importance. Items which could potentially cause harm or which are commonly considered as weapons are prohibited. Items will be confiscated and appropriate disciplinary action will be taken. Threats that may cause genuine concern are taken seriously. Children should inform any adult so that appropriate action may be taken. Adults can contact the teacher, counselor and/or principal.

**\*SPECIAL PROGRAMS:**

**Counseling:** Our counselor is an advocate for students. In addition to individual and small group meetings, she teaches life skills class (program to assist in directing lives toward academic and personal growth for successful adulthood.) She also assists with the health curriculum: prevention of substance abuse, personal safety, and human growth and development. She helps teachers, parents, and administrators by linking home-school-community communications, resources and services. Our MFLC supports military dependent children with a wide variety of concerns. A permission slip is needed in order to meet with the MFLC.

**English Language Learner:** Mrs. Sanchez serves students who speak a second language to such an extent that intervention (pull-out, individual tutoring, &/or classroom support) may be necessary for success in the classroom.

**Extended Learning Program:** Mrs. Harlamert utilizes educational programs to provide enrichment, curriculum differentiation, social and emotional support, and awareness of community opportunities for qualifying students.

**Library:** The library program encourages students to read for pleasure and to support ongoing programs, research projects, and individual or family needs. The

library is scheduled for regular class use and students are responsible for books checked out to them. Parents are welcome to visit.

**Multitiered System of Support:** All students are taught through differentiation by Highly Qualified Teachers in the classroom. A screening tool will be used three times a year to help determine student need and placement in an appropriate skill group/teacher. Students requiring more support will be monitored regularly to determine progress and instruction will be adjusted accordingly.

**Special Education:** Parents and teachers are both instrumental in identifying students who may be eligible for special education services. A team (parents, school staff, and special education teachers) will meet to determine interventions, assessments and next steps. Ladd is also home to three districtwide special education classrooms.

**\*TRANSPORTATION:**

**Walking:** During the dark months, carry flashlights, mark clothing with reflective tape, and have younger children walk with older ones. No one should walk alone.

**Bus:** For safety purposes, bus rules must be followed at all times. Misconduct citations are completed by the drivers and addressed by the school. Riding the school bus is a privilege. For bus deviations from regular route, please contact the office.

**Parent Pick Up:** For the Stop, Drop & Go, enter the main entrance and make an immediate left. Remain in your vehicle and pull as far forward as possible to help alleviate congestion in the intersection. Our traffic pattern was designed with safety in mind. Use one of our 3 designated crosswalks. If you live in Shannon Park, it is more convenient to pick up your child on the other side of the walking bridge. Parking is located in the back of the building or on F Street.

**\*VISITORS:** We encourage visits and active involvement at Ladd; however, it may be necessary to schedule an appointment to meet with a teacher or principal in private. For safety, stop by the office first and sign-in before going to rooms. To ensure that students will be in the room at the time you want to visit, it is a good idea to contact the teacher to check his/her schedule.

**\*WITHDRAWALS & TRANSFERS:** Notify the office ASAP when you know you will be withdrawing your child. This will enable the staff to prepare paperwork and your child the opportunity to say goodbye. Cumulative records will be sent upon request of the receiving school once you reach your destination. We recommend that you hand carry any Special Education paperwork to ease with transition.

**PUBLIC NOTICE OF NON-DISCRIMINATION:**

FNSBSD is an equal employment and educational opportunity institution. David Rucker, Director of Employment & Educational Opportunity 907.452.2000 ext. 11466. david.rucker@k12northstar.org