

# Nordale Family Handbook

Fairbanks Northstar Borough School District

Ensuring that all students build a strong academic foundation, develop a desire to learn, and grow in self-confidence and compassion through a challenging curriculum in partnership with parents, family, and the community.  
School-wide Guidelines for Success: Kindness, Responsibility, Perseverance

397 Hamilton Ave • Fairbanks, AK 99701 • (907) 452-2696 Fax (907) 456-5608 • [k12northstar.org/nordale](http://k12northstar.org/nordale)

## Nordale Office Hours

Monday-Friday 7:30-3:30

## School Schedule

- Supervision provided and building open for students 8:00 a.m.
- Instruction begins at 8:30 a.m.
- Tardy bell 8:35, students must sign in at office!
- Dismissal at 3:00 p.m.
- Adult supervision ends promptly at 3:15 p.m.

## Attendance

Please call 452-2696 ext. to talk to our Attendance Secretary or leave a message about your child's attendance or special information that we need to know.

Attendance is very important for your child's academic and social development. The District has very clear policies regarding student attendance. At the elementary level, parents are responsible for the attendance of their children. Families who begin having chronic attendance problems (10 days absent) will be required to have a conference with the Principal to remedy the situation.

**ATTENDANCE MATTERS!**

## Contacting your Child at School

- Each classroom has a phone with teacher initiated rules for its use.
- The phone in your child's classroom will be forwarded to their teacher's mailbox during teaching times.
- Teachers check their phone several times throughout the day for messages.
- If you have an emergency and need to contact your child, please contact the main office for assistance. 452-2696 ext. 38502

## Nordale Office Staff- 452-2696

Brian Powell- Principal

Tammy Platt- Administrative Secretary, ext. 38501

Catherine Moore- Attendance Secretary, ext. 38502

## Important Numbers Quick Guide

Alison Casper School Nurse, ext. 38540

Lynn Harrison- Counselor, ext. 38520

Gretchen Czekaj Behavior Intervention, ext. 38522

DeEtte Burnett- Kitchen, ext. 38556

## Title I

Nordale is a Title I school, which is a federal designation determined by the percent of students that qualify for free/reduced lunch. As one of eight Title I schools in the District, we receive additional federal funds to be used to enhance and bolster student performance. These funds help us to provide supplemental academic support for our students, additional professional development for our staff, and increased parental involvement opportunities.

If you would like to learn more about our Title I program and funding, please contact the school office at any time. We would love to have your input and ideas as we continually review our plan and create a program that will provide our students great academic success.

## Homeless Education Program

- Provides free appropriate education, and students are given school materials that will help them succeed in school.
- Available for students of families that have lost their homes due to economic hardship, abuse, family conflict or other reasons.
- Includes families living temporarily in a shelter, motel, with a relative, friend or on the street.
- Contact the Nordale office or Federal Programs at 452-2000 ext. 11431

**Parent Notification (Highly Qualified)**

All of Nordale's teachers and paraprofessionals are highly qualified in the areas they teach. Please contact the school 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 other provisional status through which State qualifications or licensing criteria have been waived;
- The baccalaureate degree major of teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification of degree;
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**Student Dress Code**

Please help your student dress for success at school.

- No spaghetti strap tops, belly shirts, or low-rise jeans.
- No clothes that expose underwear or abdominal skin.
- No clothing that advertises alcohol, tobacco products, or other products or issues that are not appropriate at an elementary school.

**Playground Dress** (Outdoor Recess at -20 degrees and warmer) Please mark name on all winter gear.

- No flip-flops
- Winter gear includes hats, gloves, boots, insulated jackets and insulated pants or snowsuits.
- Parents will be notified when their children are without appropriate dress.

**Food Service Program** - Dette Burnett ext. 38556

Providing healthy, balanced meals in a supervised setting for all students.

Breakfast- 8:15-8:30 Student \$2.00 Adult \$3.75  
Lunch- Student \$3.50 Adult \$5.50

Free or reduced meals are available with application. Please see Mrs. Burnett or the school office for information. Application on-line encouraged.

Reduced meal prices: Free Lunch and .40 Breakfast

**Cell Phone Use (Off and Away)**

Students are allowed to have cell phone when:

- they are turned off and stored out of sight while on campus.
- they are not used during school hours or on campus for any means including calculator or photo functions.
- it is understood that the school is not responsible for their loss or theft and is not obligated to investigate their loss or theft.

**Nursing Services** Allison Casper RN  
452-2696 ext. 9113

- Nursing services provided full time to students.
- Services include: health screenings, vision and hearing screenings, nutrition education, medication administration, and general nursing care to students who are injured, ill, or have chronic health conditions.
- Ill students are examined by nurse and if needed, parents or emergency contact person will be called to pick up student.
- Children who are ill must be fever free without the aide of medications for 24 hours before they attend school to ensure their speedy recovery and limiting the exposure to other students.

**Medication administered at school**

- Must be prescribed by a physician
- Must be brought to school in its original labeled container by a parent or guardian
- Must have student's name on the label
- Must have medication's name on label
- Must have administration schedule on the label
- Dosage must be clearly stated on the label
- All medication is locked in Nurse's office
- Students are NEVER allowed to keep medications with them.

**Health Screening**

- All students are screened yearly by the nurse.
- If a student doesn't pass a screening, the nurse will contact the parent and provide a referral to another health care professional for more testing.

**Behavioral Support-**

- We provide behavioral intervention and teaching specific skills to individuals, small groups, or full classes of students experiencing behavioral concerns.
- Support includes creating behavior contracts, working with a class on bullying, practicing appropriate behavior with a struggling student, and being a caring adult for a student who needs to be heard.

### Grades and Progress Reports

- Teachers evaluate students in accordance with standards that have been established by the teacher, approved by the principal and are in conjunction with the policies of the School District.
- Teachers will provide parents with classroom grading policy within the first full week of school.
- Mid-Quarter Reports will be sent home for students working below grade level.
- Report Cards are sent home with students at the completion of each quarter. The final report card is mailed home at the end of the year.
- Powerschool allows parents to track their student's academic progress and can be set up to send email alerts on a regular basis. Check in with the office for instructions or follow tutorial on FNSBSD website.

Homework's purpose is to practice and apply skills learned in class, enrich the learning experience, extend educational experiences related to class and to complete daily class work.

- Teachers provide clear expectations for homework. Homework is an:
  - Integral element in the learning process
  - Not used for disciplinary purposes
  - Directly related to what is being studied
  - Regularly assigned in grades 4,5 and 6
  - Encouraged in grades K,1,2 and 3

Alaska Native Education – Misty Hopkins 38203 provides tutoring to those students in need during the school day and until 3:30 on most afternoons.

- The ANE tutor is available to make home visits to families in need and refer families to other support services in our community.

### Library – Sharon Woloshen 452-2696 ext. 38541

- Students visit the library at least one time per week.
- Students are allowed to check out books and continue checking out books as long as they return their books in the same condition they borrowed them.
- Families will be charged for destroyed or unreturned books.
- Library materials are checked out on the Destiny system and parents can track their child's library activity through an online portal with a secure ID and password.
- See the librarian for more information.

### English Language Learner Program Margaret Zody ext. 38128

- Academic assistance for students who speak a language other than English or whos parents speak another language.
- Focuses on helping students gain social communication skills and academic language proficiency in English.

### Band and Orchestra

- Eileen Gillette and Allison Mogenson
- Students in grades 4,5 and 6 are eligible.
- Students choose an instrument and learn to read and play music.
- Students learn about performance and are required to participate in two performances each year.
- Students are required to practice their instrument at home.
- All class work missed due to rehearsals must be made up.

### Physical Education Jim Balke 452-2696 ext. 102

- *Children must provide a pair of non-marking shoes for there P.E. class.*
- All students attend P.E. class twice per week for 40 min.
- Goals include teaching students to use their free time by doing physical activity , improve skills including gross motor, ball handling, ball and hand-eye coordination.
- Students regularly practice basketball, floor hockey and volleyball.
- Exposure to the climbing wall, cargo net, scooters and rollerblades are included.
- Students who are recovering from an illness may be excused for one day without a doctors note. Additional days require a physician's note.

### Music Eileen Gillette 452-2696 ext. 109

- All students have general music instruction twice per week for forty minutes.
- Students learn different types of music, explore using their own voices to sing specific pitches, learn to play various musical instruments, sing and move to music and learn the basics of reading music.
- Instruction is guided by the District Music Curriculum adopted 2010.

### Special Education

- Services include: resource for learning disabilities, speech and language, physical therapy, and occupational therapy.
- Referrals are made through the classroom teacher and Student Support Team.
- Contact your child's classroom teacher or the principal for more information.

## Driving and Parking Tips for Parents....

Parking is welcome in the South lot near the playground. The South door remains locked for security reasons so please walk around the front and enter the building using the Front Door.

Pick-Up and Drop-Off Lane is one-way and located in front of the building.

DO:

- follow the directions of the Lane Attendants to ensure quick and safe transport of all our children.
- remind your child to be careful and look both ways when exiting your car.
- observe the posted signs. NO DOUBLE PARKING
- immediately exit the lane to make room for others waiting to enter.

DON'T

- at any time leave your car unattended in this lane during the busy arrival and dismissal times.
- park your car on Hamilton Ave; law enforcement will ticket those who do.
- use the bus lane to drop off or pick up your child.

## Your Children's Safety

### How **we** make it a priority

1. All doors except the main entrance are locked during school hours.
2. All adults are required to check in at the front office and may be asked for identification at any time.
3. All children must be signed out at the front office by an adult if they are picked up outside normal dismissal times.
4. Children will only be released to those adults identified and registered on the child's registration paperwork.
5. Children and staff practice emergency procedures throughout the year to include drills for fire, earthquake, stranger in the building, and emergency lock-downs.
6. Please provide the school with current Emergency contact information for your family.

## Parent Teacher Association (PTA)

nordaleptatigers@yahoo.com

- **Nordale's PTA** provides support to teachers and students at the school by sponsoring Book Fairs, a bike rodeo, parent training, field trip funds, fundraisers, Movie Nights, teacher appreciation activities, Artists-in-Residence and the Back-to-School social to name a few.
- **Memberships** are available at any time and all are encouraged to join.
- **Elections** of leadership positions occur in the Fall.
- **Parent Room** is open daily for parents to use while they work on PTA projects or volunteer work for a teacher while providing a safe place for your preschooler.
- **Safety considerations** don't allow children in the teacher work rooms at ANY time. Please make this a priority so safety is maintained and situations don't arise where staff are required to enforce the rule.

## After-School Programs Tentative Start 10/2

Nordale provides a grant funded After School Program to qualified students. Homework help, enrichment activities, physical activities, parent workshops, Family Nights and daily snacks are provided by highly qualified teachers and support staff.

## Computer Use Policy

- Children at all grade levels access instructional technology. (laptops, iPads, iPods etc.)
- Prior to using any technology, students are required to complete the "Appropriate Computer Use" contract and have it signed by their parent.
- Misuse of school computers and other technology will result in the loss of that privilege.

## Counseling Program Lynn Harrison 38520

- Assistance students in the area of social and emotional growth and academic achievement.
- Uses specific District approved curriculum that is appropriate for students at different age level.
- Counselor makes classroom visits, works with children in small groups and one-on-one and focuses on teaching children to make healthy choices that will affect their lives.
- Please feel free to contact the Counselor if you need information or have questions about the program.