

BARNETTE MAGNET SCHOOL

An Exploratory Model

**2018-2019**

## Student & Family Handbook

*THE MAGNET SCHOOL SEEKS TO EMPOWER CHILDREN AS  
DESIGNERS AND INVENTORS, ENABLING THEM TO LEARN ABOUT THE  
WORLD THROUGH EXPERIMENTATION AND EXPLORATION.*

725 Tenth Ave, Fairbanks, Alaska 99701

Phone 456-6072

School Office Hours: 7:45 am – 3:15 pm

# MAGNET SCHOOL SNOWY WEATHER POLICY

WHEN THE TEMPERATURE OUTSIDE IS BELOW FREEZING:

- Warm Coat
- Gloves/Mittens
- Head/Ear covering
- Boots
- Snow pants recommended

**BELOW 0** (IN ADDITION TO THE ABOVE):

- Snow pants
- Face Coverings recommended

SLEDDING HILL REQUIREMENTS:

- Coats
- Hats
- Gloves/Mittens
- Boots
- Snow pants

\*\* PLEASE HAVE YOUR CHILD'S GEAR CLEARLY MARKED WITH HIS/HER NAME.

**\*\*PROPER WINTER GEAR IS MANDATORY FOR ALL STUDENTS TO HAVE ACCESSIBLE AT SCHOOL.**

# **Welcome to Barnette Magnet School!**

**A learning community of mutual respect**

Welcome to Barnette Magnet School!

We look forward to an engaging, productive year where each child is encouraged to reach their fullest learning potential. Barnette Magnet School was established by the Fairbanks North Star Borough School District in the fall of 2005 to provide another school choice for families in the community.

The K-8 exploratory model used at the Magnet School includes a core curriculum of reading, writing, and math in the mornings and student-chosen explorations offered in the afternoon. These classes are designed to allow exploration of strands such as technology, fine arts, fitness, history, science, languages and cultures. To ensure an optimum learning environment for all students, the Magnet School will enforce a clear and consistent code of conduct. The content of this booklet is not exhaustive, but reflects areas of importance to the Magnet School and reinforces critical items pertinent to the district. Please consult the Fairbanks North Star Borough School District policies for additional information.

We are a school of character and invite you to partner with us as we seek to elevate the humanity of our future generations. Our character program, Character Counts, focuses on the following traits:

Trustworthiness

Respect

Responsibility

Fairness

Caring

Citizenship

## IMPORTANT 2018-19 DATES AT THE MAGNET SCHOOL

### AUGUST

- 9<sup>th</sup> & 15<sup>th</sup> - Teacher Work Days
- 10, 13 & 14<sup>th</sup> - Professional Development
- 16<sup>th</sup> - First Day for Students

### SEPTEMBER

- 3<sup>rd</sup> - Labor Day Holiday
- Student Pictures
- 28 - Professional Development (no school for students)

### OCTOBER

- <sup>th</sup> – Exhibit Night
- 12<sup>th</sup> End of Quarter (early dismissal)
- – Picture Retakes
- <sup>th</sup> - Halloween Carnival (hosted by 7/8)
- 26-27<sup>th</sup> - P/T Conf. (No school for students)

### NOVEMBER

- 22-23<sup>th</sup> - Thanksgiving Holiday

### DECEMBER

- <sup>th</sup> - Exhibit Night
- 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup> - Last 3 Days (early dismissal for students)
- 21<sup>st</sup> - End of Semester 1
- 24<sup>th</sup> - Winter Break Starts

**Please note:** Dates are subject to change do to staffing and unexpected events.

## 2018

### JANUARY

- 7<sup>th</sup> - Last Day of Winter Break
- 7<sup>th</sup> - Teacher Work Day (no school for students)
- 8<sup>th</sup> – First Day of School 2018
- 16<sup>th</sup> – Applications for Lottery Available
- 21<sup>st</sup> - Martin Luther King Jr. Holiday – No School

## **FEBRUARY**

- 1<sup>st</sup> - Professional Development (no school for students)
- 18-19<sup>th</sup> - P/T Conf. (no school for students)

## **MARCH**

- 1<sup>st</sup> - Last Day for Lottery Applications
- - Exhibit Night
- 8<sup>th</sup> - End of 3rd Quarter (early dismissal for students)
- 11-15<sup>th</sup> - Spring Break
- 28<sup>th</sup> – Barnette Lottery Drawing 12 noon

## **APRIL**

- 1 – 30<sup>th</sup> - Testing

## **MAY**

- <sup>h</sup> Eighth Grade Celebration
- <sup>th</sup> - Eighth Grade Campout
- 15-17<sup>th</sup> - Last 3 Days (early dismissal)
- Kindergarten Celebration
- 17<sup>th</sup> - Last Day for Students
- 20<sup>th</sup> - Teacher Work Day

\*Dates are subject to change

## Magnet Schooling

### Barnette Magnet School Day

The school day at Barnette Magnet School consists of “Core” (reading, writing, and math) followed by electives referred to as “Explorations.” Fridays each have unique schedules depending on the Fridays in Fairbanks activities planned. The school offers after school activities as well. Families may extend their child’s day by enrolling in our fee-based after-school program. Please contact our After-School Coordinator for fees and schedules. The programs are popular and enjoyable!

### Daily Schedules

#### *Typical School day*

7:45AM	Doors open (breakfast available)
8:15–12:00	Core & Lunch for grades K–8
12:00–2:45	Explorations for grades 2–8
12:00–1:50	Explorations for grade 1 (after 1 <sup>st</sup> Qtr - 1st Qtr = 1 Exploration)
12:00–2:40	Continued Kindergarten program
2:45	Dismissal

#### *Fridays*

Lunches and recesses on Fridays are usually scheduled in the same time frame as weekday lunches, but each Friday can be different.

### Participation in Extra Curricular Activities/Field Trips

We cannot underestimate the value of extracurricular field trips. The teachers put much work and effort into providing an excellent experience for students. There are responsibilities on the student's part as well that must be fulfilled. In order to be able to go on an extracurricular field trip, a student must not have missing assignments and behavior referrals must be at a minimum. Safety is compromised if a child does not follow directions. The safety of other students can be jeopardized when the attention of staff is diverted to one student instead of the group. We will not compromise the safety or wellbeing of other students.

## **Fridays in Fairbanks**

Magnet School students are enriched with special field trips or activities each Friday afternoon. There are several choices for Fridays to best accommodate our students' needs. It is a privilege to be able to go out into the community on Fridays. When students are "out" they are representing our school. **Therefore, any misbehavior reported by FIF staff will result in a loss of FIF privileges.** We appreciate parent support regarding this attempt to build social etiquette and emphasize good manners! FIF monies will not be refunded for loss of privileges due to schedule changes or misbehavior.

## **All-School Quarterly Exhibit Nights**

Please note the dates! During the quarterly exhibit nights, students share what they have done in their explorations each quarter. "Dinner" will be offered during these family nights at a nominal fee as a fundraiser for various grade levels. Don't miss these wonderful opportunities to "eat and greet!"

## **FIF and Explorations Fees**

Please remember that there are extra costs involved in a program such as the one we are implementing at Barnette Magnet School. Guest artists, Fridays in Fairbanks supervisors, entrance and busing fees, as well as materials for the project-based explorations are not fully covered in the general budget. In order to provide these extras, students are assessed nominal fees. **It is realistic to plan on about \$100.00 per child per year for extra activity fees.** Fundraisers allow us to provide limited scholarships for families who are experiencing financial hardships. If you would like to request a scholarship to cover fees please visit the front office. It is important to promptly pay your fees the first week of each quarter. Students who do not pay class material fees may not be placed in future fee-based activities until all fees are paid. Alternative classes and activities are available if families do not wish to pay for special activities. In addition, report cards will be held until fees are paid or a scholarship is granted.

## **Schedule Changes**

Classes are scheduled to maximum capacity making it extremely difficult to switch after class assignments. Since most classes last only one quarter, we ask that your child remain in the scheduled class for the entire quarter. Schedule changes will be made only on a space available basis during the first week of the quarter. To discuss your child's schedule, please make an appointment to meet with the Program Secretary before the end of the first week.

### **Course Change Rules**

1. Limited quantities of exploration classes and essential class requirements may necessitate a student to be moved into other classes than those they choose.
2. At the beginning of each quarter, we will allow a single switch of classes for academic reasons only. The academic reason should be listed on the Course Change Form.

3. If a class needs to be changed, the Course Change Form must be signed by a parent or guardian. No forms will be accepted without a parent signature.

## **Student Support Teams**

### ***The Role of the Team***

The Student Support Team's primary function is routine, structured problem solving in conjunction with teachers or parents requesting assistance, and the resolution of student-centered problems. Teams collaborate to analyze student problems, and design interventions powerful enough to effect the desired change. The functions and services the teams provide vary with the needs of the individual student.

### ***Overview of the Process***

The process begins when a teacher or parent makes a request for assistance to the counselor, who will schedule the SST meeting. At this meeting, the team focuses on brainstorming, evaluating, and selecting high probability interventions and creating an action plan. An implementation period of a sufficient length of time follows with support provided to the teacher to assist with the interventions. The team reconvenes for a follow-up meeting to review the outcomes and determine the next steps. The problem-solving process continues until the intervention(s) is successful or until a determination is made that a more in-depth evaluation for special services is required.

## **Competitive Sports**

The Magnet School does not have a competitive sports program. Students may participate at their home schools on a "space available" basis. Please check with your home attendance middle school's athletic department.

## **Attendance, Absences, and Tardies**

### **Attendance**

To achieve academic goals in class, regular attendance is vital. Nothing can take the place of face-to-face time with a teacher. Frequent/chronic tardiness and absenteeism will result in loss of attendance privileges at the Magnet School as stated in the "Out of Attendance" policy. The school will notify parents/guardians when absences and/or tardies accumulate.

## Absences

### ***Absence from school***

Parent/guardian is requested to phone the school at 456-6072 before 9:00 a.m. if a student is unable to attend school that day.

### ***Absence after day has begun / leaving school***

Once reaching the school campus, students need to obtain permission from the office to leave the campus for any reason unless in the company of their parent/guardian. Students must sign out at the office when leaving and sign in upon returning to school. Please note the Tardy/Late Policy.

### ***Extended Absence from school***

After an extended absence of ten consecutive days, students may be dropped from our attendance. If proper notification and arrangements have not been approved for an extended absence, the vacated enrollment opening may be considered for the waitlist. For this reason, please plan vacations and other extended absences carefully around the FNSBSD scheduled holidays.

### ***Absence/returning to school***

If parent/guardian is unable to call, students need to bring a note from home the day they return to school. The note must list the student's full name, date of absence, reason for the absence, and be signed by parent/guardian. In case of extended illness, parent/guardian may request assignments through the office.

### ***Before and After-School Supervision***

Students may enter the building at 7:45 and should proceed promptly to the gym to wait for the school day to start. Students may not go to teacher's rooms or loiter in bathrooms or halls. Please do not drop off your child before 7:45 AM as there is NO staff supervision. Students are expected to leave for home at their appointed dismissal time unless participating in the After-School program. We do not have staff to supervise late pick up students. **If transportation becomes a problem, you will be referred back to your attendance area school.**

**Please ensure after school arrangements have been made clear to your child before he/she comes to school.** Students are not allowed to call home to plan social activities or to rearrange afterschool routine. If it becomes necessary to change afterschool arrangements for

your child, we ask that you call the office **BEFORE** 2:30 p.m. to ensure the classroom teacher receives the message.

Parents or other adults picking up students at times other than scheduled dismissal times (including cab drivers) must report to the office first.

Dismissal time is 2:45. **Students are to be promptly picked up at dismissal time unless you have enrolled in our After School Program.** We are unable to provide supervision for students who are waiting for rides. Students may not wait outside or in unsupervised hallways and entrances for late transportation. The Magnet School has provided after school program services for a fee of \$9.50 per hour for working families to accommodate late pick-up. Parents must pick up their children promptly at dismissal or they will be referred back to their attendance area school.

### ***Late Drop-Off/Pick-Up Rules***

Late drop-off is defined as students entering the school doors after 8:20 am. Late pick-up is defined as students not being picked up by 3:00 pm.

#### Procedures

- 1) The front office and behavior aid will coordinate to track students who are dropped off or picked up late. A spreadsheet will be kept detailing the information on late drop-offs and pick-ups.
- 2) Notification of importance of dropping off and picking up on time will go out to parents once per quarter.
- 3) Parents of at risk/walking students will be contacted by the attendance secretary by noon each day they are tardy.
- 4) As students are tracked the following will serve as a protocol for actions to be taken with parents who habitually drop students off or pick them up late.  
10 occurrences\* = Phone call to parents  
15 occurrences\* = Meeting/Warning letter (Late drop-off pick-up parent letter)  
20 occurrences\* = 2<sup>nd</sup> warning letter  
25 occurrences\* = Revocation of OAA privileges and removal from Barnette Magnet School.

\*These numbers are cumulative throughout the year and do not reset with new quarters or semesters.

### ***Late/Tardy to Class***

Being on time to class is expected. Tardies are a serious disruption to an effective learning environment and school success. If tardy to school or class, students must obtain a late pass from the office. The office will track unexcused tardies. Excessive tardies will have consequences in compliance with the ***Students Rights, Responsibilities, and Behavioral Consequences Handbook***.

## **Behavior Expectations/ Behavior Plan**

We not only expect great behavior, we teach it. Our goal is to cultivate the Super Six Character Traits in all our students: Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship. These traits form the basis for classroom and interpersonal relations and help to build the foundation of an amazing human being. These pillars of character are emphasized throughout the school and are expected of all students Kindergarten through 8th grade.

Barnette has three broad, Golden Rules that form the foundation of our school community:

***Take Care of Yourself***

***Take Care of Others***

***Take Care of Our School***

***We also practice a restorative approach to school-wide student management.***

We believe that students must have opportunities to reflect on their behavior and understand the impact of their actions on themselves, their community, and their environment. We believe that as they do they will begin to own their behavior and become more responsible. A part of this process means that students are asked to discover ways to make poor choices right with others whom they physically or verbally harm. This process is called Restorative Justice.

Barnette Magnet School adheres and follows the district's policies and regulations that are laid out for parents and students in the Students' Rights, Responsibilities, and Behavioral Consequences Handbook. Students attending Barnette Magnet School on an out-of-area attendance waiver must continue to meet the attendance and behavior requirements of the contract.

### **School-Wide**

#### ***Assemblies***

Assemblies are an important part of the Magnet School. Students are to sit quietly facing the front, with hands to themselves, exhibiting respect to the speakers. Learning how to be a respectful audience is an important part of good citizenship. Students unable to show respect to the leaders and speakers will be sent to the behavior specialist.

### ***Computer Usage***

The use of computers is a privilege not a right. All students who plan to use a computer at school will be required to sign the FNSBSD computer usage contract in order to use a school computer. Computers are an expensive investment and must be used appropriately or students will not be allowed access to these tools. Visits to unapproved sites or mistreatment **will** result in a loss of computer privileges.

### ***Cell Phones and other Electronic Devices***

Electronic devices such as laser pens, radios, mp3 players, iPods, or other electronic games or equipment/toys should not be brought to school as they are disruptive to the instructional environment. **All** of these items will be taken to the office for the parent to pick up if seen out. Toys that resemble weapons (pop guns, water guns, pellet guns, etc.) are forbidden on school grounds and if brought by a student will result in consequences stated in district policies.

**Cell phones/iPads are not to be used in the classroom, *without teacher permission* and must be *under the supervision* of an adult. Remember not all teachers allow the use of phones.** Know the class rules. **Phones/devices may not be used in the hallways, on the playground, in the gym/dance studio in the morning, or anywhere in the building. At the end of the day, students may use phones once they exit the building.** Phones seen or inappropriately used during school hours will be held in the office for parent pick-up. Discipline consequences will be consistent with not following school rules, which can elevate to flagrant disrespect if it continues.

### ***Playground Expectations***

The playground will be a safe environment where kids enjoy themselves and treat each other with respect.

- Safety first!
- When the whistle blows, stop, look and listen!
- Keep hands, feet and objects to yourself.
- Use equipment appropriately and safely.
- Tag allowed on the ground only.
- Be kind, courteous and a good sport.
- Go up the ladder, down the slide, one at a time.
- Big kids, watch out for little kids.
- TELL an adult if you need help.

### ***Backpack Policy***

Students will not be allowed to carry backpacks from class to class (except for medical necessity). If brought to school, they are to be left in the area designated by their teacher. 6th

through 8th grade students must have backpacks that fit into their lockers. Part-time students in 6th through 8th grade will be assigned a locker. We would prefer no backpacks if at all possible.

### ***Lockers***

Having a locker is a privilege and it is to be used as assigned. Coats and bags need to be kept in lockers. Students are asked to treat all lockers respectfully. It is not a good idea to keep valuables or money in lockers. The school is not responsible for theft of items in lockers. Lockers belong to the school and may be inspected under certain circumstances. Students are responsible for all items in lockers and are to clean the outside and inside of lockers. Students need to keep lockers free from items that have a strong, smelly odor and should not write in or on lockers. If locks are not locked or improperly used, students will forfeit the locker.

### ***Specific Behavior Expectations for Barnette Middle School Students***

We are a unique school in that we house 5 year olds through 14 year olds. Our older students are held to high behavior expectations as role models for our younger students. In order to create a wholesome environment for all students, district and school student behavioral standards will be strictly enforced. It is **IMPERATIVE** that our older students have a willingness to nurture, protect and model good behavior for the younger students.

### **Safety**

As a student of the Magnet School, it is each child's responsibility to report unsafe situations immediately to an adult or the office. Reports will be treated with confidentiality. Careful enforcement of school rules and guidelines, a hall safety monitor, as well as a supervised and orderly end of day dismissal are all installed to increase student safety.

### **Bicycles, Rollerblades, Skateboards, Scooters**

In traveling to and from school, bicycle safety must be observed including wearing a helmet. Bicycles must be walked on and off campus. Campus begins at the stop sign on the corner of staff parking. Bicycles must be locked to safeguard property. They may not be stored inside the building! Loitering at the bicycle racks is not permitted. Because of the dangerous nature of skateboards, scooters, and roller blades, students are not allowed to use them on school property. If brought to school, they will be kept in the office.

### **Cold weather gear**

Students are expected to participate in our total instructional program including outdoor activities. Outdoor activities will not be canceled until the temperature reaches -20. Your child must **WEAR** a warm coat, snow pants, boots, hat, mittens and other appropriate outdoor gear during the cold season. Parents will be notified to bring in suitable clothing if their child does not

wear the proper cold weather gear. Students unable to participate in class due to failure to bring the appropriate attire will receive a zero for the day in that class. Please ensure your student/s come to school with appropriate winter apparel.

### **Parking Lot**

For the safety of students coming and going, the school has specific dismissal procedures:

- 1) Please use the **long** loop for dismissal pickups. Students may not be dropped off and picked up in staff and family parking areas / bus zones during these times. If there is not a parking spot available in the small loop area, DO NOT stop to wait at the sidewalk. This is a fire lane and you will be instructed to move.
- 2) Students must not dart across the parking lot to waiting cars.
- 3) Day Care Vans have pick up priority spaces in the small loop in front of the school.
- 4) Students may not use the office phones after school to call home to arrange new afterschool plans.

The Barnette Magnet School is tobacco-free, including the parking lot. Parents wishing to use tobacco, including e-cigarettes, should do so off school grounds.

## **Parents/Guardian Information**

### **Volunteers**

Anyone wanting to volunteer in the school is required to complete the district's volunteer packet that includes a background check. Packets are available in the school office.

### **Parent-Teacher Conferences**

The school district sets aside two full days per semester for parent/teacher conferences.

Parents are encouraged to schedule conferences with teachers any time they have questions or concerns about their child or concerns about classroom procedures or policies. When parents skip that vital connection with the teacher to go directly to the principal, they will be "rerouted" back to the teacher.

### **Visitor Check-in**

All visitors, including parents, need to check in at the office and obtain a pass or badge before continuing on through the building. This is for your child's safety.

### **Classroom Visits**

Parents are welcome to visit their child's classroom at Barnette Magnet School, however they are *required* to arrange a time with the teacher previous to the classroom visit occurring.

## **Deliveries**

Deliveries of balloons, flowers, candy, etc. will not be delivered to the classroom. They may be picked up in the office after school.

## **Digital Communication**

Good communication between home and school is a priority for Barnette Magnet School. It is very important for parents and guardians to keep the office updated with current phone numbers, email addresses, and address changes. In addition to mail, teachers and office staff will use email and telephone as well as the district website, teacher websites, and the district's app to make announcements and post news. *The best place for parents to get information about their student/s is Power School.*

**Power School Premier** is a web-based resource for teachers, students and parents offering secure access to student information such as school calendars, announcements, assignments, absences, tardies, and grade information. Students and parents have a 24-7 communication link to our school, class assignments, and their student's performance. Parents need to check their child's progress on a regular basis as this is the school's way of informing parents of low grades. **If you do not have access to a computer**, please inform the office, so that grade reports and or notification of missing assignments can be sent home with your child. Power School can also be accessed through the district's app.

## **Counseling and Guidance Services**

The Magnet School has a counselor to work with students and parents. If students need to see the counselor, they may request permission from teachers or make an appointment. The following are just a few topics that a student may want to talk about with our counselor:

- Schedule questions
- Grades or help with homework
- Problems with peers
- Concerns about school
- Changes in family

## **Lost and Found**

Our lost and found is located right outside of the nurse's office where it develops a life of its own and grows to gigantic proportions! Please check it often. Items left over at the end of each quarter will be donated to a local agency. Label your child's gear to help assure return.

## **Lunch and Breakfast Programs**

Children may purchase breakfast and hot lunch through our Food Service program. Children who prefer to bring lunch from home may purchase milk separately. Please be sure to check with your child to see that they know their student ID#. This number will remain the same for your child as long as they are enrolled in the FNSBSD.

## **Nurse/Medications**

Students need a pass to see the nurse. Emergencies are handled when they occur. All medication, whether prescription or over-the-counter, taken during school hours **must** be given to the nurse. All prescription medication must be brought in by a parent/guardian in the labeled bottle with the name of the student, doctor, medication, dosage, and frequency. The nurse will explain the district safety procedures for medications. The nurse can dispense over the counter medications such as Tylenol or Ibuprofen with a parent consent form. Students are not to be in possession of prescription or OTC medications(s) at school, at a school activity, or on the bus. OTC's are considered drugs and student distribution of these medications will have consequences the same as distribution of a controlled substance as per district policy.

**\*Please review this handbook with your student/s. It is important that all family members work together to make Barnette the most successful and safe learning environment possible. Please sign and return the following page acknowledging your acceptance of expectations of the terms set forth. Barnette is a school of choice; therefore you always have the opportunity to return to your attendance area school.**

Barnette Magnet School Family Handbook

I have read and agree to the standards and expectations stated in the Barnette Magnet School Family Handbook 2017-18. I understand that violations of Barnette standards and policies may result in changes to my student/s enrollment status.

---

Parent Signature Date

---

Parent Printed Name

---

1<sup>st</sup> - Student Signature Date

---

Student Printed Name

---

2<sup>nd</sup> - Student Signature Date

---

Student Printed Name

---

3<sup>rd</sup> - Student Signature Date

---

Student Printed Name

---

4<sup>th</sup> - Student Signature Date

---

Student Printed Name

**This signature page is due in the Barnette office no later than Friday, September 21, 2018.**