

UNIVERSITY PARK ELEMENTARY SCHOOL is a learning community built on partnerships between students, families, and staff. The mission of University Park Elementary School is to provide a positive educational environment in which each child is given opportunities to develop personal responsibility and to establish tools for lifelong learning. Our strong academic program is essential for the success of our fundamental mission.

This handbook not intended to be all-inclusive and is not exhaustive. It reflects areas of importance to University Park Elementary and reinforces critical items pertinent to the district. Please consult FNSBSD Student Rights and Responsibilities handbook for additional information concerning district practice and policy.

Attendance Policies (Refer to Board Attendance Policy 1030)

Students should be present and on time everyday unless they are ill. Students may NOT be dropped off until 8:30 a.m. when school doors open and supervision is available. School begins promptly at 8:45 a.m.

Absences

Absences require notification to the school by 9:45 a.m. from a parent by one of the following methods:

- a. Written or e-mail explanation from parent.
- b. Phone call from a parent. Call 479-6963 and press 1 to leave a msg.
- c. All absences must be excused within 48 hours.

In accordance with state and district policy, absences are monitored by the school principal and brought to the attention of parents when they accumulate to over 5 unexcused school days. Please communicate with the school office and your child's teacher to help track your child's attendance accurately.

Tardiness

Students arriving after 8:50 a.m. are considered tardy and should report to the office for a tardy slip.

Students Leaving School Early

Parents must come into the office to sign their child out, prior to going to the classroom to get them. To ensure the safety of your child and to maintain accurate attendance records, students will not be permitted to leave the classroom without a sign out slip.

Curbside Drop off/Pick up

Please do not park at the curb and vacate your vehicle when dropping off or picking up students. If you have to enter the building for any reason, please park in a designated parking spot.

Make-Up Work for Illnesses

Teachers will provide assignments for students who are absent from class due to illness and will indicate the length of time make-up work will be accepted.

Vacations

inform **both** the **classroom teacher** and the **attendance secretary** of planned absences. Pre-Arranged forms must be completed for absences of 3 or more consecutive days. Grades will be assigned for students who attend a minimum of 20 days.

Student Behavior Expectations

1. Respectfully follow directions of adults and the rules of acceptable behaviors within the various contexts of the school's settings.
2. Swearing, cruel teasing, put-downs and bullying will not be permitted.
3. Use hands, feet, and objects safely.
4. Walk quietly in the building.
5. Encourage respect and cooperation.
6. Respect the property of others.

Conduct that interferes with the educational process or the lawful activities of others is prohibited. Meeting with the principal and notification to parent/guardian may be required by the teacher or staff member. **We expect students to act responsibly, respectfully, and to take the opportunity to learn while at school.** You may find our school district's student behavioral expectations in the Student Rights, Responsibilities & Behavioral Consequences Handbook located on PowerSchool or ask the office for a hard copy.

Disciplinary action may occur for violation of school district policy. Each pupil is under the control and direction of the principal or teacher in charge of the school and is subject to district and school policy, regulations and rules:

*During the time he/she is being transported to or from school on school buses.

*During the time he/she is attending school or on school premises.

*During the time he/she is taking part in any school sponsored activity.

Student misconduct that occurs off school property or outside the school day, may be subject to school disciplinary action, provided that the misconduct is shown to be related to school order. Such determination will be made by the building principal.

Restricted & Prohibited Items at School

Cell phones, electronic games and devices, trading cards, cameras, video games, hats (indoors), and gum are all subject to restriction at school. In general, these items should not be used, seen or accessible during the school day. Exceptions may be made for special needs or activities, but we cannot be responsible for the

potential loss, damage, and/or friction these items cause. Students are discouraged from bringing large sums of money to school as we are unable to assure proper security.

Inhalants, explosives, laser pens, lighters, weapons, or objects that look like weapons, or any object used like a weapon, aerosols and breath fresheners containing alcohol are not allowed at University Park Elementary. This list is not exhaustive and any object used in misconduct or aggression may be confiscated. These items may be confiscated permanently and may carry disciplinary consequences depending on the situation. Students are advised to self-disclose if they have prohibited items at school.

Cell Phones

Phone calls on cell phones may be made in the office waiting area, or outside, before or after the school day, with direct permission from the closest supervising adult. Cell phones must be turned off and kept in student's pocket or backpack during the school day. All electronic devices will be put away at the first bell, 8:30. If students have them in their possession during the school day, they will be confiscated and may be returned at the end of the day. If an item is confiscated for a second time or any subsequent offense, it will be returned only to a parent/guardian in person.

School Phones

Students should not use phones to plan social activities or have someone else assume student responsibilities (forgotten homework, materials, notes, tennis shoes, etc.). Use of the school phones will be granted by permission from staff members only. Staff members are not able to take calls during class time. You are welcome to use the teacher's voice mail or email for communication, which may not be checked until the end of the school day. Our school phone number is 479-6963.

Computer Use

An "Appropriate Use Form" must be signed before a student may use school district computers. Computer and technology use in school is for educational purposes only and will happen with the direct supervision and direction of an instructor. Students wishing to bring their own technology for educational purposes must fill out a contract with the principal.

Bicycles

Bicycles on roadways are subject to state law. They must be ridden on the bike path or with the traffic on the roadway. Security of bikes cannot be assured. Students who cause safety concerns or who must repeatedly be reminded to follow rules, may lose their right to ride their bikes to school. Bikes may be confiscated and held

for a parent to pick up. Unauthorized motorized vehicles are not permitted on school property.

Bus Deviations/Afternoon Messages

Parents may send a written request for a bus deviation to the school office or call early in the day. Messages after 2:45 p.m. are **not** guaranteed to be delivered, as the end of the day is extremely busy and classes may not be in their room. Parents are encouraged to tell their children of any details regarding their after-school plans, before school starts.

Cold Weather and Winter Preparedness (Refer to School District Policy 960.6)

Students are expected to dress appropriately, for health and safety, and for all our weather. During recesses and before/after school, students are expected to remain outside when the temperature is above -20 degrees. Student will not go outdoors for recess when the temperatures or wind chill dips below -20 degrees. Students shall be dressed in appropriate clothing to accommodate warmth and personal comfort in an arctic setting, including proper footwear. This includes warm coats, snow pants, boots, hats and mittens/gloves. Shoes must be worn at all times. Children may be directed to come to the office if they are in danger of physical harm due to inappropriate dress. Parents will be contacted if this occurs.

Dress Code

District policy states that student's attire should not pose a threat to public or personal health and safety, or be disruptive or distracting to classroom activity or student behavior. Students should adhere to the following:

~ No spaghetti straps or bare shoulders, low necklines, halter tops, bare midriffs, bare backs, short shorts or clothing that reveals underwear.

~ Pants must be worn at the waist, no sagging.

~ No bandanas, sweatbands, do-rags, hats, hoods, or head gear of any type may be worn until the time student leaves school.

~ Articles of clothing that advertise, depict the use of, or condones inappropriate language, drugs, alcohol, tobacco, violence, sexual behavior/innuendo, or suicide, or that disparages or humiliates any group, individual, national origin, gender, race, or disability are strictly forbidden.

Each student will assume full responsibility for his/her complete mode of dress.

Health

Regular attendance at school is critical, but please do not send your child to school if he/she is ill. General health guidelines promote keeping a child home until they are fever free for 24 hours. Children who are in school will be expected to participate in class activities and recess. A physician's note or medical plan is required to modify a student's day or activities. A student who becomes ill during the course of the

school day will be permitted to contact the nurse. The nurse will determine whether the student should return to class or be sent home. If a student has had a significant medical procedure (i.e., surgery, broken bone), please contact our school nurse. Parents should pick up ill children promptly for the child's wellbeing.

Medication Procedures

Prescription medication can be given at school under the following conditions:

1. A "Request for Administration of Medication" form is filled out by the medical provider and signed by the parent/guardian.
2. The medication is sent in an original container with the student's prescription label complete and clearly legible.
3. The medication is brought in by a parent/guardian and clearly accounted for.

Arrangements for short-term medications, such as antibiotics, can be made through the nurse, as can permissions for a student to carry and keep his/her own inhaler or other emergency medications. The nurse has a limited supply of non-prescription medications - acetaminophen, ibuprofen, Benadryl and Tums - that can be given by the nurse as needed, with parent/guardian permission. Homeopathic and herbal formulations, vitamin supplements and aromatherapy can NOT be administered to students by any staff, including nurses, while at school. As a rule, **all medications are to be administered through the nurse's office**. For everyone's safety, please help us uphold this rule. For needed paperwork or clarifications, please contact the nurse.

Insurance (Medical)

The school district does not provide automatic coverage if your child is injured at school. If your child is not covered by parent or 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. Our school nurse can also help with Denali Kid Care applications.

Homework

The district believes that homework is an integral element of the learning process. As per school board policy, homework shall be assigned regularly in grades 4-6. Homework shall be encouraged in grades K-3. Each classroom teacher will inform students and parents about homework expectations and grading policies for their class. In the intermediate grades, families should familiarize themselves with PowerSchool Premier to regularly monitor assignments and grades online.

Supplies and Equipment

Students are expected to come to class prepared and to provide their own supplies (paper, pencils, etc). Individual teachers may indicate additional supplies needed for their classrooms. These lists will be provided to students at the beginning of school.

Textbooks

When textbooks are furnished to students, the book's condition is noted. The student's name should be put in the book to facilitate return if lost. Students are expected to treat school property with respect. If a student loses or damages a textbook or a library book during the course of the school year, he/she will be required to reimburse the school for the cost of replacement or repair the book, according to district policy.

Desks

Desks are provided for the convenience of the students. The district reserves the right to search lockers/desks for the purpose of securing property, maintaining adequate sanitation, and inspecting for prohibited articles.

Lunch Program

Students will have a 30-minute lunch period. Applications for Free/Reduced lunch are available from the office or online at the district web site. Applications must be submitted annually, and are due within the first 20 days of the current school year. Students may not charge more than two lunches. We encourage nutritious choices for lunch and snacks.

Parent Input Regarding Class Placement

University Park Elementary accepts timely input concerning class placement pursuant to School Board Policy 1154.1. Placement is based on total numbers in each class, ratio of boys and girls, cultural backgrounds, range of ability levels, special academic and/or behavioral needs, and learning/teaching style. Firsthand input from your child's current teacher and staff is utilized. As per School Board Policy, the principal makes the final decision concerning student class assignments. Out of Attendance Area (OAA) applications are available the first week of May. OAA acceptance decisions will not be finalized until the second week of school.

Parent/Teacher Association (PTA)

University Park Elementary is affiliated with district, state, and national PTA. Information regarding membership, meetings, and activities will be available early in the year and is also available on the University Park Elementary website. Families are encouraged to become members.

Parent Volunteers

University Park Elementary's vital group of volunteers can assist classroom teachers in tutoring, field trips, and additional classroom activities. Persons interested in volunteering should contact the classroom teacher or the office. Parents can find a Volunteer Information Pack on the University Park Elementary website. Parents and guests working within the school are asked to sign-in at the office. The very act of caring for your child, getting him or her to school regularly, following up on school work, and communicating is a tremendous help to our program.

Pets and Animals

Animals are not to be brought to school nor kept at school, without permission from the office. Permission will be granted under carefully supervised circumstances to assure the safety and health of students and the pet.

Records

It is imperative that parents provide current addresses, phone numbers, and emergency contacts to the school. Pertinent court orders, custody agreements or legal documents must be properly signed, dated, and in the office for us to be responsive to the terms. If changes in address, phone numbers or emergency contacts occur, please notify the attendance secretary so records can be maintained with current information.

Nondiscrimination Notice

~ The Fairbanks North Star Borough School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation or veteran status.

~ The Fairbanks North Star Borough School District does not discriminate on the basis of sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities which it operates.

~ The Fairbanks North Star Borough School District does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities. Individuals requiring further information should contact the designated compliance director:

Director of Employment and Educational Opportunity
520 Fifth Avenue
Fairbanks, Alaska 99701
(907) 452-2000 ext. 11466: Fax (907) 452-3172

University Park Elementary Staff and Parent Handbook Revised August, 2018
District Policies and Administrative Regulations are available in their entirety at www.k12northstar.org. Calendars of school events and other school specific information is available at University Park Elementary's website, located through the district's website.

