

ALKALI CREEK ELEMENTARY SCHOOL STUDENT/PARENT HANDBOOK

2024 – 2025



Alkali Creek Elementary's Mission

Together we create a positive, high performing, learning community for all.

Billings Public Schools' Mission

Billings Public Schools community strives to inspire, educate and empower students to be responsible and innovative global citizens who achieve their full potential.

Table of Contents

DISTRICT POLICIES

SECTION 504 ANNUAL PARENT NOTIFICATION

ATTENDANCE

STUDENT TRANSFER

CHANGE OF ADDRESS/TELEPHONE

BICYCLES/SCOOTERS AND PERSONAL PROPERTY

CELL PHONE USAGE, WATCH PHONES & OTHER COMMUNICATION DEVICES

BIRTHDAYS AND SPECIAL OCCASIONS

BUILDING A POSITIVE RELATIONSHIP BETWEEN HOME AND SCHOOL

PTA Officers

BUILDING TIME SCHEDULE

Daily Schedule

Early Excusal

CLASSROOM VISITORS & VISITATIONS

CONFERENCES AND REPORT CARDS

GENERAL SCHOOL POLICIES

DISCIPLINE AND SCHOOL RULES

DRESS AND INCLEMENT WEATHER

EMERGENCIES

Emergency Evacuation Site

ENTRANCE REQUIREMENTS

NURSING SERVICES

Sick Children & Emergencies

INSTRUCTION

HOMEWORK

Kids Korner/Lost and Found

Library

Lunchroom

School Breakfast and Lunch

SAFETY TO AND FROM SCHOOL

School Pictures

School Related Off Campus Activity

VOLUNTEERS / FIELD TRIP CHAPERONES

School Telephone Use

Transportation

WELCOME BACK!

I am pleased to welcome you and your child to Alkali Creek Elementary School. The coming academic year promises to be full of new learning, fun activities, and challenges for all of us at Alkali Creek School.

Alkali Creek School is committed to the guiding principle that every student can learn and succeed. We work hard at Alkali Creek to create an environment that reflects trust, risk-taking, and respect for others. Alkali Creek has an excellent staff of educators. You will find that our teachers offer multiple approaches to learning, and that opportunities are available to accommodate students with differing needs and learning styles. I believe that optimum learning occurs when educators and parents work together as a team. We look forward to having you involved in your child's education and hope to see you at school often.

This "Parent and Student Handbook" has been prepared to help you be informed about school policies, procedures and schedules. I hope that you will take the time to review this important information and to keep it on hand for future reference.

I am looking forward to working with all of you. You will find that there are many opportunities for involvement at Alkali Creek School. You can take an active part in our PTA, help out with a special project, volunteer in the classroom or volunteer in our library. Please feel free to stop in or call if you have any questions, concerns or suggestions.

Let's work together. Our school has a proud tradition of academic excellence and with your help; I'm sure the present year will be one of the school's very best.

Lindsey Aldinger
Principal

Kaitlin Elliot
Assistant Principal

DISTRICT POLICIES

School Board policy dictates that all BPS students must be informed of certain policies annually. In the past, a [District-Wide Parent/Student Handbook](#) of those policies has been printed one for each student and distributed at the beginning of the year. Since the cost of this process is quite costly and since this handbook is now available on the District website along with ALL District policies and procedures, we no longer print a hard copy per student.

To access the District website go to www.billingsschools.org. Once you reach the home page, click on School Board, then click on Policies and Procedures. You will then be able to access a specific policy and/or procedure. For your convenience, listed below are some of the required policies/procedures that are included in the District-wide Handbook:

Contents of Student/Parent Handbook of Board Policies and Procedures

- Policy 3120 Attendance Policy and Removal of Student during School Day
 - Procedure 3120-P1 Compulsory Attendance
 - Procedure 3120-P2 Student Attendance and Removal of student during the school day
- Policy 3200 Student Rights, Responsibilities, and Code of Conduct
- Policy 3201 Freedom of Expression
- Policy 3202 Student Publications
- Policy 3203 Student Dress
 - Policy 3203-P1 Student Dress –Gang Activity or Association
- Policy 3204 Searches and Seizure
 - Procedure 3204-P1 Searches of Students and their Property
 - Procedure 3204-P2 Video Surveillance
 - Procedure 3204-P3 Video Surveillance - School Buses/Vehicles
- Policy 3205 District-Provided Access to Electronic Information, Services & Networks
 - Procedure 3205-P1 Acceptable Use Procedure
- Policy 3210 Harassment, Intimidation, and Bullying
- Policy 3220 Equal Educational Opportunity
- Policy 3230 Non-Discrimination and Anti– Harassment
- Policy 3235 Student Drug and Chemical Use and Abuse (on Billings Public Schools website)
- Policy 3240 Tobacco Free Schools
- Policy 3250 Gun-Free Schools
- Policy 3255 Bomb Threats and Threats of Hazardous Substances
- Policy 3300 Student Discipline: Consequences for Violations of Student Code of Conduct
- Policy 3350 Student Discipline: Due Process
 - Procedure 3350-P1 Detention
 - Procedure 3350-P2 Suspension and Expulsion
- Policy 3416 Administering Medicines to Students
 - Procedure 3416-P1 Administering Medications to Students
- Policy 3431 Emergency Treatment
- Policy 3520 Student Fees, Fines, and Charges (on Billings Public Schools website)

Policy 3600 Student Records Form 3600-FI FERPA Annual Notification
Procedure 3600-P1 Student Records
Procedure 3600-P3 Withholding Records
Procedure 3600-P5 Special Education Records

SECTION 504 ANNUAL PARENT NOTIFICATION

Section 504 protects qualified individuals with disabilities. Under this law, individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities. People who have a history of, or who are regarded as having a physical or mental impairment that substantially limits one or more major life activities, are also covered. Major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning. Please see the linked document, "[504 Parent/Student Rights](#)," for additional information.

ATTENDANCE

In cases of absence or tardiness, please communicate with the school by 8:00 a.m. to verify your child's absence. The school appreciates knowing that your child is safe and you are aware of his/her absence from school. If you do not have a phone, please find a way to let the school know of your child's absence. For all absences not called in by 9:00 a.m., parents will be contacted by automated call-service generated from PowerSchool. At the request of the parents, make-up work may be picked up at the office at the end of the school day. We also encourage you to plan vacations during school holidays.

If a child shows a pattern of excessively missing school, being tardy, or being truant, you will be contacted to seek your support in improving this situation. Detention and referral to the Billings Public Schools' Attendance and/or Truancy Officer are possible disciplinary actions for those who are chronically absent, late for school, or are truant.

For your information: If a student is late 10 minutes each day of school, s/he misses 1,800 minutes of instructional time. That is 30 hours of lost learning. There is no question that missing 30 hours of instruction impacts a student's academic performance. A Minneapolis study found that students who were in class 95% of the time were twice as likely to pass state language arts tests as students with attendance rates of 85%.

STUDENT TRANSFER

If a student transfers to another school, parents should notify the teacher and/or principal at least two weeks in advance. Library books and textbooks must be returned before leaving.

CHANGE OF ADDRESS/TELEPHONE

It is important that every student maintain an up-to-date address and working telephone number(s) recorded at the school. Please log into your Parent PowerSchool account immediately if you have a change of address or telephone number during the school year. Call the office if you need assistance.

BICYCLES/SCOOTERS AND PERSONAL PROPERTY

We recommend that these transportation items be limited to 2nd - 5th grade students. Students should follow the following regulations when riding a bike/scooter (any form of student transportation) to/from school:

1. Wear a helmet.
2. Only one child to a bike/transportation item.
3. Dismount when crossing the street.
4. Walk bicycles/scooters/transportation items on school grounds and sidewalks.
5. Do not ride bikes/scooters/transportation items on the school campus.
6. Park and lock bikes/scooters in the bike racks.

If students disregard the bicycle/scooter/transportation safety rules, the parents will be called and the student will not be permitted to ride his/her bike/scooter/transport to school.

Roller blades, skateboards and scooters might not be allowed because of safety, lack of storage, and possible theft depending on the ability to secure it to the bike racks.

Because the school cannot assume responsibility for damage or theft of personal items such as TOYS, ELECTRONICS, etc... students are to leave these items at home.

CELL PHONE USAGE, WATCH PHONES & OTHER COMMUNICATION DEVICES

Students may have cell and watch phones at school but they must be OFF and in the backpack. If it is a disruption, the device stays with the principal for the day. The second time, parents are called. Student phones may be used once the student is OFF school grounds or by requesting permission from school staff and using the phone while staff is present.

BIRTHDAYS AND SPECIAL OCCASIONS

In general, birthday treats are welcome in the classroom anytime during the last 20 minutes of the school day. If there is a request to provide treats at some other point in the school day, please contact the classroom teacher first.

At Alkali Creek we have incorporated some practices on eating healthy snacks and are asking parents to send healthy treats and snacks to school. Examples would be raw vegetables, fruit, nuts, and

crackers. Please do not send cookies, candy and chips for snacks during the school day; those may be lunch options for students who bring a lunch from home.

Please do not plan activities or events that would be disruptive to the learning process and cause other children to have hurt feelings because they may not be receiving the same privileges. Examples are: balloons being delivered, limousines picking up or dropping students off at school, etc.

To avoid hurt feelings, we ask that you send invitations for parties, etc., directly to the homes rather than distributing them at school. Students will not be allowed to pass out invitations during the school day unless all students in the class will receive one.

BUILDING A POSITIVE RELATIONSHIP BETWEEN HOME AND SCHOOL

A child's success in school greatly increases when there is a positive relationship between home and school. Parents can help cement a positive relationship with the school by utilizing the following suggestions:

- Take an active role in the school's PTA
- Attend open houses, school programs and functions
- Get to know your child's teacher
- Volunteer to help in your child's class or on field trips
- Attend parent/teacher conferences regularly
- Be supportive of the school and school projects
- Encourage your child to complete all homework
- Develop an open line of communication between the school and home
- If a problem arises, deal with it in an appropriate manner, never speak negatively about the school or a staff member in front of your child
- Make sure your child gets enough rest and arrives at school on time
- Provide necessary school supplies

PTA Officers

Beth Johnson	President
Holly Szillat	Vice-President
Kristine Wagner	Treasurer
Megan Lachman	Secretary



The Alkali Creek PTA is an integral part of our total school program and a large reason for our school's success and outstanding reputation. We are blessed with such an association of dedicated, hard working people who serve the students in many ways and thus serve the school. They provide a variety of volunteer help and activities to make Alkali Creek School a happy, productive place for our children to learn and grow. Your participation is both welcomed and encouraged. We urge all parents to become involved. For more information, please call the school office at 281-6200 or go to <https://www.facebook.com/ACESPTA>.

BUILDING TIME SCHEDULE

Teachers arrive at school by 7:55 a.m. The best time to contact them is from 7:55-8:20 a.m. or from 3:20-3:55 p.m. We ask children to arrive no earlier than 8:10 a.m. unless they are eating breakfast which begins at 8:05 a.m. In addition, some classes have a morning recess from 8:10 a.m. until the bell rings at 8:25 a.m, while other teachers may choose to have students enter their class immediately upon arrival. In case of inclement weather (heavy rain or below zero wind chill temperature), the students will be brought in for their protection. Office hours are from 7:30 a.m. to 4:00 p.m.

It is expected that primary children (K-3rd) be picked up promptly at their dismissal at 2:25pm. They are not to wait until the intermediate dismissal for older brothers/sisters. Teachers use after school time to participate in grade-level meetings and prepare for the next day, and the end of the day is one of the busiest times at the office. It is not possible to supervise children after dismissal.

Daily Schedule

Grades	1st Bell	Tardy Bell	Dismissal Bell (M, T, Th, F)	WED Dismissal
K-3	8:25 a.m.	8:30 a.m.	2:25 p.m.	1:25 p.m.
4-5	8:25 a.m.	8:30 a.m.	3:10 p.m.	2:10 p.m.

Early Excusal

A request to have a student excused from class early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. The parent, or authorized person, must report to the office and check the child out. When possible, medical and dental appointments should be made outside of school hours.

CLASSROOM VISITORS & VISITATIONS

Visits during the school day should be prearranged. Conferences and visits must be planned with the teacher. Observations must be scheduled with the principal. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume and hinder the educational program.

For the protection of students, all visitors and guests must check in at the school office and pick up a Visitor Badge. During the school day students may ONLY be checked out through the office. We would prefer that the office staff deliver late lunch boxes, money, books, etc., to the classroom for the parents, so as to cause minimal interruptions in instructional time. Visitors are to use the check-in bell at the front doors to be let into the school. **Visitors must present their ID and provide their purpose for visiting the school.** Parents who wish to have a relative visit the school on a very special occasion may do so only during the lunch hour or at lunch recess. Please call the teacher and office ahead of time.

CONFERENCES AND REPORT CARDS

A Parent Night is held in the fall to allow parents and teachers to establish early communication, to become better acquainted, to set goals for your children and to discuss curriculum plans for the year.

Trimester Report cards are sent home three times during the year. See the [BPS Calendar](#) for end of trimester dates.

Individual Parent/Teacher conferences are scheduled on the [BPS Calendar](#). In general, these conferences will target student progress. The purpose is to help parents understand how they can help their child develop to their full capabilities. Clarification of expectations, strengths and areas in which more practice is needed are discussed.

The conferences are scheduled ahead of time so you will have an opportunity to reschedule if it is necessary. However, most teachers have around 25 conferences to schedule, so please make every effort to come at the time assigned to you. In addition, please feel free to contact the school any time you have a question or concern about your child's education.

GENERAL SCHOOL POLICIES

1. Recent legislation requires that our students say the Pledge of Allegiance daily.
2. Teacher hours are generally 7:55 am-3:55 pm. Each teacher will be asked to share his/her classroom schedule with parents in the fall. The best time to call or visit with teachers is just before or just after school, since they are in their classrooms the remainder of the time.
3. Students should arrive at school between 8:10am & 8:25am, as this is when supervision is provided. Upon arrival some students/grades will remain outside while others may go directly to their classrooms. Any early arrivals into the building, other than for breakfast, must be pre arranged with the classroom teacher. After school classes will exit using the exterior door nearest their classroom, teachers will escort their students to the front of the school for dismissal.

4. Students will leave school promptly after dismissal. For safety reasons and because we do not provide after school supervision, we do not allow children to wait for friends or siblings for more than a few minutes. Occasionally, an emergency will arise and parents will not be able to arrange for the timely pick-up of their children. In that event the office should be contacted for assistance at 281-6200.

DISCIPLINE AND SCHOOL RULES

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Students should behave in a manner that will be a credit to our school.

Students are to refrain from the following:

1. Snowball throwing
2. Fighting
3. Bringing coffee, hot chocolate, candy, pop, or gum to school except on special occasions with teacher permission
4. Wearing hats in the building
5. Playing tackle or "keep away" games at school
6. Running inside the building
7. Using inappropriate language
8. Bringing any item that can be considered a weapon to school
9. Displaying disrespectful behavior toward staff members or students
10. Destruction of school property
11. Bringing or using tobacco, alcohol, or drugs not prescribed by a licensed physician at any time on the school grounds
12. Bringing toys or personal items except for 'Show and Tell' (We cannot assume responsibility for damage or loss of these personal items.)
13. Using cell phones while on school property unless given permission from staff
14. No facial tattoos as they are quite distracting to other students

Students should do the following:

1. Maintain safe play and work practices
2. Maintain good behavior to and from school
3. Arrive at school after 8:10 A.M
4. Stay on the school grounds or in the building, leaving only with permission of the parent and teacher
5. Go directly home or to daycare after school

Playground Rules:

We believe that every Alkali Creek student is entitled to a safe, pleasant environment in which to work and play. The following playground rules will help us ensure that happens:

1. Follow directions.
2. No name calling or teasing
3. No fighting
4. Stay in designated areas
5. Use equipment properly
6. Follow safe play rules
7. Keep hands, feet and objects to self

Classroom teachers and lunch supervisors review a more specific list of rules.

Appropriate and Expected Classroom Behavior

Includes but not limited to:

1. Being present and on time
2. Exhibiting respect for other people and their property
3. Being prepared to participate...having all classroom supplies
4. Doing assignments to the best of their ability
5. Following classroom rules and regulations established by the classroom teacher

Appropriate and Expected Behavior in the Halls

Includes but not limited to:

1. Walking...no running.
2. Keeping hands and feet to yourself
3. "Quiet voices" for hall conversations
4. Being respectful of other people and their property

Appropriate and Expected Behavior in the Lunchroom

Includes but not limited to:

1. Keep hands and feet to self.
2. Remain seated until you are dismissed
3. For the safety of all students, there will be no throwing of anything in the lunchroom. Students are expected to clean up their eating area when they are finished with their lunch.
4. Talk quietly so that all students may enjoy their conversation during lunch.

Appropriate and Expected Playground Behaviors

Includes but not limited to:

1. Talk, Walk, or Squawk to settle all problems on the playground
 - a. *Try to talk it out: if that doesn't work, walk away from the problem; if that doesn't work, tell an adult (aide, teacher, principal) on playground

2. "Rock it Out" Rock, Paper, Scissors to settle disagreements during recess games and/or activities
3. Playground equipment is not to be used before school and there are to be no active games during that time
4. Students are expected to quickly and quietly enter the building upon the ringing of the bell and/or blowing of the whistle.
5. Children are not to leave the school grounds at any time without written permission of the supervising adult. Please inform the office.
6. Throwing rocks, snowballs, or other objects is not allowed.
7. Personal toys, games, or athletic equipment are not to be brought to school.
8. Gum, candy, and soda pop are allowed only in the individual classrooms at school for special occasions and are not allowed in hallways, bathrooms, and lunchroom or on the playground.
9. Children are not to play on bike racks or fences.
10. If a ball leaves the playground, adult permission is needed to retrieve it.
11. No profanities or "put-downs" are allowed.
12. Keep hands, feet, and objects to yourself. Respect others personal space.
13. Snow and ice hills are off limits.

DRESS AND INCLEMENT WEATHER

We believe that attention to appearance and a student's attitude toward self and school are related. Good taste, good grooming, and appropriateness of attire are a part of learning for both boys and girls. However, we recognize that students' mode of dress and grooming is a manifestation of their personal style and individual preference. Below are some guidelines, however, our main goal is to keep the focus on the learning process. Appearance that disrupts this learning process will result in further communication between home and school.

We believe that students and parents can freely choose apparel that demonstrates individuality, as well as maintain the standards of appropriateness. With this in mind, students must dress in a manner that supports a serious, business-like, and safe environment for learning. Dress that is disruptive or contrary to school rules is not permitted. Therefore, the following rules shall be followed in reference to students' dress:

- Shorts need to be fingertip length or longer.
- Undergarments (briefs, shorts, bra, etc.) must not be visible.
- See-through and fishnet fabrics are not permitted.
- Students may not wear skirts that are shorter than mid-thigh.
- Students must wear shirts/blouses. Off-the-shoulder, halter-tops, muscle shirts, tube tops, low-cut tops, high-cut tops, or spaghetti strapped shirts are not allowed.
- Short skirts that show the torso, stomach, or midriff are not allowed. (Skirts must meet the top of the waistband so that when walking the midriff is not showing.)

The teacher and/or principal reserve the right to consider a student's attire inappropriate or distracting to the learning process. Students who violate the dress code will be asked to change their clothes or will be sent home to change. Persistent dress code violations will result in disciplinary actions.

EMERGENCIES

We believe that sick children cannot do their best learning at school. If your child is not feeling well or has not recovered sufficiently to carry out the daily activities, including recess, please keep him/her at home. Likewise we are quick to contact parents to pick up children who become sick at school. This is not only for the child's protection to receive care immediately, but to keep other students and staff from contracting an illness.

It is important that the school be able to contact parents in the cases of an illness, emergency or accident. Therefore, it is important that our school records include current home phone numbers, the phone numbers of a designated relative or neighbor and numbers where parents may be reached at work. If these numbers change during the year, please let the secretary at the school know your new number.

Emergency Evacuation Site

In the event of a tragedy, emergency, or other major incident that would require us to evacuate the school for any length of time, the children and staff would go to either our primary or secondary evacuation location. Parents would be notified.

ENTRANCE REQUIREMENTS

Kindergarten students must be five years old or older on or before September 10 to be eligible for school. They must present an official birth certificate and proof of Montana required immunizations at registration. All immunizations must be completed before a child will be placed in a classroom. (See Health Services section for immunization requirements.) First graders must be six years old or older on or before September 10 according to Montana law.

Only children who live in the Alkali Creek Elementary School attendance area may attend this school. Exceptions are granted when certain requirements allow. These requirements are prompt and regular attendance, good student behavior, parent cooperation, and availability of classroom space.

Health Services

Health services in Billings Schools are provided on a very limited basis. Each nurse serves many schools and is not available for minor injuries and illnesses. Therefore, a guideline for procedures for first aid have been developed by the health department and adopted by the school district. First aid is immediate and temporary and parents are responsible if further care is required.

Parents should advise the school of any allergies, chronic illnesses, or serious physical or emotional problems of their child. Upon request, the school nurse is available to provide parents with information on medical and financial resources available in the community.

According to state law, all children must be up to date on their immunizations and be able to show proof of birth date with an official birth certificate. If these documents are not available, your child will not be admitted to school until such documents are provided.

NURSING SERVICES

MEDICATIONS: All medicine kept at school must be in the original prescription container and clearly labeled with the child's name, the name of the medication, and the dosage given. Parents must make arrangements with the school office if their child needs to take medication at school. We will keep medication at the school office for your child. He/she is responsible for taking it at the right time.

1. Parents are required by state law to fill out a medication dispensing release form (forms are available at the school office).
2. Medication must be in a clearly labeled, original container with the following information.
 - a. Name of student
 - b. Name of medication
 - c. Name of physician
 - d. Amount of medicine needed
 - e. Time medicine is needed
3. Medicine must be kept in the office and the student is responsible to come in to take it.
4. The student must be able to dispense or pour the required amount of medication under supervision.

If you have any further questions or concerns regarding medication at school, please contact our secretary and/or school nurse.

Sick Children & Emergencies

Sometimes it is difficult to tell if your child is not well enough to come to school. If your child is not able to participate in usual classroom activities (including going outside), s/he should not come to school. Please keep your child home if s/he has any of the following symptoms:

1. Fevers of 100 degrees or greater. Children should be kept home
or will be sent home until the next day for running a fever.
2. Vomiting and diarrhea. Children should be without vomiting and diarrhea for 24 hours before they return to school. Vomiting includes two or more episodes in the previous 24 hours.

3. Bacterial infections. Children with bacterial infections should be treated with antibiotics for 24 hours before they return to school and should be free of symptoms (sore throat, rash, fever, etc.).
4. Generalized rashes. There are rashes covering multiple parts of the body or involve more than one member of the family. Rashes are difficult to identify. Children with rashes may need to be checked by a physician before returning to school.
5. Chickenpox. Children with chickenpox should stay home until their sores are dry (usually 7 days following outbreak of the rash).
6. Head lice or scabies. Children with head lice or scabies must be treated with an appropriate product before they can return to school. Please let the school know when there is a problem.
7. Symptoms of serious illness. Examples would include uncontrolled coughing, breathing difficulty, wheezing, stiff neck, irritability, poor food or fluid intake, or a seizure. Children with these symptoms should receive an evaluation from a health provider.
8. Thick green or yellow nasal discharge. If the discharge is persisting longer than three days and is accompanied by any of the following symptoms, the child should stay home: fever, persistent cough, eye drainage, or ear pain.

INSTRUCTION

Required instruction (including but not limited to lessons, readings, texts, discussions, etc.) is part of our district curriculum. Billings Public Schools continues to follow Senate Bill 99 as well as board policy 2310 procedure 2 which states that when selecting materials, teachers, and administrators must review their content and consider the issues of violence, profanity, prurient subject matter, cultural concerns, and historical accuracy in the selection process. Objections to lessons and/or materials must be brought to the teacher's attention in writing, using the District Alternative Material Request Form. Alternatives may be available within district guidelines. If an objection is submitted, the teacher will then select an alternative option from the appropriate course/grade level guidelines to provide the students with an independent study opportunity as allowed by state law and local policy.

In addition, students may have access to a classroom teacher's library. If you have any questions or concerns, please contact your student's teacher for more information.

HOMEWORK

Homework should be the practice of skills that students have learned in school. We will use the general guideline of 10 min. x grade level (for example, a 4th grader would expect to have 40 minutes per night). Again, we want homework to be work that is previously taught (students can do independently). Sometimes this can be daily work that may not have been finished. It is the student's responsibility to make up work missed when being absent from school. Any amount of time

more than an hour per night is probably too much. At that point, please stop and write a note to the teacher or contact them directly.

If your child has been absent from school and you wish to collect some homework, please call the school as early in the day as possible. The teacher will collect homework as instruction progresses during the day and have it on the front counter in the office for you to pick up at/after dismissal time.

Kids Korner/Lost and Found

Kids Korner is located near the front of the office. It has announcements posted, brochures, forms, and registrations for out-of-school activities. Announcements can also be found at the office desk. Lost and Found is located on a table between the gym doors. Students are encouraged to check Kids Korner and Lost and Found on a weekly basis for information and whenever a personal item has been lost. A couple of times a year, all lost and found items are placed on tables in the hallway for students and parents to look over, and any unclaimed items are sent to local charities.

Library

Classes are scheduled for a basic thirty-minute time period once a week (for primary) and a one-hour time period once a week (for intermediate grades) for the library. All grades check out books for a one-week period. The librarian and classroom teacher determines the number of books and other library materials each student may check out at any one time. Additional large and small groups visiting the library are scheduled on an individual basis as the need arises. Library grades are given to classroom teachers to use in the appropriate subject areas. Students are responsible for the cost of repairing and replacing lost or damaged books.

Lunchroom

Parents are welcome to eat lunch with their child. If you plan on ordering school lunch, please plan ahead and order by 8:30am with the lunch clerk on days you will be visiting.

The purpose of the following procedures is to provide an orderly, healthy, and pleasant lunchtime atmosphere at the school. Children are expected to use good table manners while showing respect and courtesy for others. Eating in the lunchroom with peers is a privilege. Parents will be informed if there are persistent problems. In extreme or consistent behavior cases and to ensure the safety of other students, arrangements may have to be made for the student to eat in an alternative setting.

Lunchroom Procedures

- Be courteous to all
- Talk quietly
- Respect others' food and space

- Walk in lunchroom
- Clean up after yourself
- Say name clearly to check in
- Stay in seat
- Raise hand for help
- Sharing food is discouraged
- Drinks limited to water, milk, or juice

Lunch Supervision

Lunch supervisor's responsibilities include:

- Monitoring designated areas of the playground so that all students are following playground rules.

The lunch supervisors' job is difficult and often thankless. Fortunately, our Alkali Creek students make their job easier since the majority of them follow playground rules and interact positively with each other and the noon supervisors. For those times this doesn't happen, early intervention is very important. Often severe discipline problems progress from minor problems. Early parental involvement is also important. If a severe problem occurs, the student is accompanied to the school office.

School Breakfast and Lunch

Breakfast and lunch funds may be added to your child's lunch clerk between 8:00 and 8:15 a.m., by sending money in a sealed envelope with your child's name on it or at mymealtime.com. Please make checks payable to 'Alkali Creek School'.

Charges are not allowed. Parents are welcome to join their children for lunch any time it is convenient.

Free and reduced breakfast and lunches are available to eligible families. Information is sent home with children, and a new application needs to be filled out each year. Breakfast is served every morning from 8:05 to 8:20 a.m. and students taking advantage of this program must enter the building using the doors nearest to the kitchen and go directly to the gym. For supervision purposes, breakfast students will not be allowed in the building until 8:05 a.m.

SAFETY TO AND FROM SCHOOL

Safety is most important. Children should be encouraged to practice good safety habits. Safety instruction is given at school and safety measures are practiced in the building and on the playground. You can help your child develop good safety habits by providing safety instructions at home.

Suggestions for the students include:

1. Learn the safest route to and from school.
2. Use intersections when crossing the street rather than the middle of the block. Where crosswalks are provided, stay between the lines. It is the child's, and ultimately the parent's, responsibility to make certain that traffic from both directions has stopped.
3. If there are no sidewalks, walk on the left side off of the street, facing oncoming traffic.
4. Cross Alkali Creek Road with the crosswalk guard before and after school.
5. Go directly home immediately after school is dismissed. If an expected ride did not show up, go to the school office and ask for assistance.
6. Please...
 - a. Never accept rides from strangers.
 - b. Report to the office, teacher, crosswalk guard, or parents any strangers seen loitering on foot or in a car near the school, playground, or other places where children assemble. Try to remember the license number of the car and write it down. Try to remember what the stranger looked like and what he was wearing.
 - c. Contact a police officer any time help is needed.

School Pictures

School pictures are taken twice each year. Individual pictures are taken in the fall and spring (if purchasing), and a class picture is taken only in the spring. Please watch our newsletter for information on exact dates for this year.

School Related Off Campus Activity

When school related off campus activities are scheduled, you will be sent a permission slip informing you of the activity, its purpose, a description of the supervision, how the children are to be transported, requirements for the children, times and dates, etc.

The students are expected to follow all school rules, as instructed by the supervisors, and any additional rules pertaining to this activity. Parents will also be able to insert special instructions or information (ie. medical, allergies, etc.) on the permission slip. By signing the document, you are acknowledging that you are aware of the off campus activity.

VOLUNTEERS / FIELD TRIP CHAPERONES

Many of the teachers welcome help from volunteers in their classrooms, projects to do at home, etc. All volunteers will be required to complete a form consenting to a "Background Check."

If you would like to volunteer, please contact the office to complete the background check. Then simply contact your child's teacher and/or the PTA.

School Telephone Use

Parents should feel free to call the school concerning any matter dealing with their children and the school. Please call 281-6200 for all questions or concerns.

Only in very special cases will students be called from their classrooms to answer a telephone call directed to them. Also, only in cases of serious need, will students be allowed to use the telephone. This practice can interfere with conducting school business in the office and may prevent us from receiving important calls from parents or others.

If you wish to meet with a teacher, please call or message them directly to make an appointment. When contacting a teacher by phone, it is best to leave your name and number and ask them to return the call when they are not providing instruction. This will cause the least amount of classroom disruption.

Transportation

Parents who transport their children should be aware of and observe the special signs in the area around the school. When entering the school zone, and the Alkali Creek School entrance, please slow down and use caution. As a reminder of city ordinance, refrain from using cell phones while driving.

If you drop your child off on the west side of Alkali Creek Road, please ensure that the child crosses the street at the crosswalk guard.

The area in front of the school, marked by signs, is a bus zone only and parking is not permitted. We may have as many as eight buses transporting students to school. The area directly in front of the building is NOT a drop off and pick up zone. If you need to walk your child into the school, or come into the school for any reason, please park in a designated parking place.

In summary, we need your help for the safety of all. Therefore, we ask everyone to exercise their best driving skills while dropping off and picking up their children.

1. Remember that curb parking is for pick up and drop off only. If you need to leave your vehicle, please park in the designated parking areas marked on the map.
2. Please utilize your turn signal when pulling away from the curb while looking out your rearview mirror.
3. Even though cars should not be double parked, please do not pass them in the parking lot!
4. When using the designated parking lot, please escort your child across the street at the crosswalk. Do not allow him/her to jump out in front of traffic unescorted.

5. DO NOT PARK at the curb within the bus zone.
6. DO NOT let students get into or out of vehicles in the middle of the circular drive. It creates congestion and more importantly is not safe for students to be walking in between vehicles as they are pulling in and out.