

Parent Student Handbook



5112 Arctic Warrior Drive
JBER, AK 99506-1145

Principal Cindy Strupulis

Admin Assistant Brittany Propst

Secretary Terri Beacham

Arrival

- ❖ Please arrive no sooner than 7:45 am.
- ❖ Playground supervision available from 7:45am - 8:05am & 2:30 pm - 2:45 pm to allow for arrival and pick up. We are a secured building. The morning bell rings at 7:50am. Back doors are locked at 8:00am.

PLC Mondays

- ❖ Please arrive no sooner than 8:45 am.
- ❖ Playground supervision available from 8:45am - 9:05am & 2:30 pm - 2:45 pm to allow for arrival and pick up. We are a secured building. The morning bell rings at 8:50am. Back doors are locked at 9:00am.

Absences

- ❖ Please call in absences before 9:00am. Absence can be reported in Parent Connect as well.
- ❖ Contact the teacher prior to picking up homework when the child is absent.
- ❖ Children need to be walked into the building to check into the main office prior to reporting to class if they are tardy.

Academic Progress

- ❖ Parent-teacher conferences for all students are held at the end of the first quarter and in the middle of the 3rd quarter. All students will receive a report card at the end of each quarter and a mid-quarter progress report.
- ❖ Parents are encouraged to contact the teacher at any time to discuss their child's progress.
- ❖ Please secure a username and password for Parent Connect to view grades in real time.

Attendance

- ❖ Students, parents, and educators recognize the importance of attendance and punctuality at school. Key reasons for regular and punctual attendance are educational benefits, safety of students, success that builds self-esteem and employability.
- ❖ Regular and punctual patterns of attendance will be expected of each elementary student enrolled in the Anchorage School District.

Bicycles

On occasion, some of our students may choose to ride their bicycles to school. Bicycles must be parked neatly in the designated area. They must be locked by the student. The school will not be

held liable for theft or damage. Due to the possible hazards that are inherent when riding bicycles, we request that parents assume the responsibility for their child's safety and strongly encourage the use of safety gear. Students who ride bicycles should be aware of the following:

- ❖ Know the laws and safety rules for bicycle operation and obey them.
- ❖ Upon entering the school grounds, walk your bicycle and take it directly to the appropriate parking area.
- ❖ All bicycles should be equipped with locks to prevent theft and unauthorized borrowing.
- ❖ Equip bikes with reflective devices.
- ❖ Do not leave bicycles overnight or on weekends.
- ❖ Kindergarten students are not allowed to ride bicycles to school.
- ❖ **HELMETS ARE REQUIRED.**

Due to the aspects of Alaska State Law and Safety, elementary students are not to drive motorized vehicles to school at any time. A.S.D. policy bans the use of skateboards on school grounds due to inherent safety problems.

Bullying

“Bullying” behavior by any student at Orion Elementary School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Bullying” means the repeated use by one or more students of a written, verbal, or electronic communication, such as cyberbullying, directed at or referring to another student or physical act or gesture by one or more students repeatedly directed at another student attending school that:

- ❖ Cause physical or emotional harm to students or damage to such students' property.
- ❖ Places such student in reasonable fear of harm to themselves or damage to their property.
- ❖ Creates a hostile environment at school for such student.
- ❖ Infringes on the rights of such student at school.
- ❖ Sustainably disrupts the education process or the orderly operations of the school.
- ❖ Bullying shall include, but not be limited to, written, verbal, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

“Cyberbullying” means any act of bullying through the use of the internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Bus Zone

- ❖ **Please do not drive cars or park through this area, as it can be dangerous when loading and unloading students in buses**
- ❖ Students are to be dropped off or picked up on the west side of the school on Bullard Avenue. If you are dropping off your child in the morning, or picking them up after school please do NOT park in the front parking lot. Use the Parent Pick up Zone to the back of the school.
- ❖ **PLEASE DO NOT PARK IN THE BUS LOADING ZONE.** No unattended vehicles, please.
- ❖ Students who live 1.5 miles or more from school are eligible for bus transportation to and from school.
- ❖ For bus transportation concerns, please contact Bus Transportation at (907)742-1200

Candy, Soda, Coffee & Gum

- ❖ Students are not allowed to chew gum at any location on the school grounds, unless authorized by staff.
- ❖ Students should not bring gum, candy, soda or coffee, caffeine, or energy drinks to school.
- ❖ Students may not buy, sell, or trade gum, candy, or drinks among each other at school

Cell Phones/Electronic Communication Devices

The school board recognizes that many students possess and use cell phones and other electronic communication devices (ECDs). ECDs include, and are not limited to the following: cell phones, smartphones, music players, gaming devices, smart watches, earbuds, and other wearable technologies, etc.

Student access to ECDs should vary by age and school level, as these tools become more essential for performing adult tasks as students progress through school. Elementary and middle school students are not permitted to access ECDs during the school day, but may do so before and after school hours. High school students are not permitted to access ECDs during class time, but may do so during passing periods and at lunch.

For all ASD students, when ECD use is prohibited, all devices will be put away and not visible and will be either turned off or the ability to receive and transmit data will be disabled. Administrators may require ECDs to be placed in a secure location such as a student locker or other specified location within the school. ECDs may be approved on a case-by-case basis for student use during the school day by the building administrator when required as an approved medical device or for specific academic needs such as those documented in an IEP, 504, or for language translation support. Please see Bring Your Own Device (BYOD) Guidelines in Section 1 of the Student Handbook for more information regarding the use of electronic devices for academic purposes.

Conditions of Use:

Depending on the grade level, the principal may establish, and school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of the ECDs as appropriate to campus needs. No student may use a cellular phone or ECDs in a manner that interferes with or is disruptive of other student's instructional time. During school and school-sponsored activities, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn ECDs over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

The contents of any ECD may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or District rule or law has been violated. An ECD that has been confiscated by the District and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the ECD may be returned directly to the student. The District assumes no responsibility for loss or damage to personal property of students, including ECDs, whether in the possession of students or if it is confiscated by school personnel pursuant to this policy. Administrative Regulations shall be developed to promote the safe storage of confiscated ECDs.

Prohibited Conduct:

Possession of an ECD by students is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of the device so as to violate the law or any other school or District rule. In addition to those conduct rules set forth elsewhere, the following actions are strictly prohibited and may result in disciplinary action:

1. Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
2. Sending an e-mail, text message or other communication that harasses, intimidates, threatens, bullies or discriminates against another individual.

3. Taking, sending, generating, downloading or uploading a harassing, threatening or inappropriate photograph and/or video of anyone.
4. Using an ECD or camera to take photos and/or videos in a restroom, dressing room or locker room or to take a photo and/or video of any person who has requested that you not do so.
5. Using an ECD to record, capture and/or share the content of tests, assessments, homework, or class work without express permission from the instructor.
6. Hacking or intentionally obtaining, accessing, or modifying files, passwords, or data belonging to others.

In addition to ASD Policy Technology, students at Orion Elementary may not use electronic devices in the following way/circumstances:

- ECDs may not be used to take photos anywhere on school grounds or on school property.
- The previous policy regarding ECDs also applies while the student is on the school bus.

Should students need to contact parents during the school day, they are to request this to the teacher, and the appropriate steps will be taken to have the student call if it is deemed necessary at the time. Should parents need to access their students during the day, they may do so by either calling the front office or contacting the teacher directly using the method determined by the teacher.

Classroom Parties

Each classroom has scheduled party dates. Parents can volunteer to help with refreshments, crafts, games, and clean up after the party. Please follow the Anchorage School District Wellness Guidelines when providing treats for parties/birthdays. Be mindful of student allergies in the classroom where posted.

Contagious Diseases

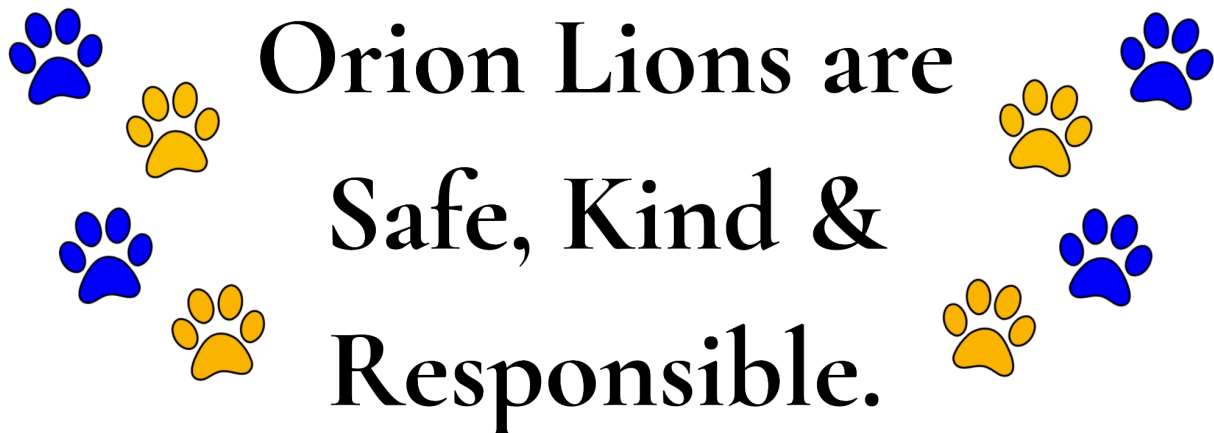
- ❖ Students with contagious diseases (for example, chickenpox, pink eye, measles) need to remain at home for the duration of their illness.
- ❖ If a student becomes sick at school, a parent will be notified to pick up their child as soon as possible.
- ❖ If you are unsure as to whether you should keep your child home, please contact the school nurse for guidance.
- ❖ Please keep emergency contacts updated.

Discipline

Discipline is the process of helping a child to develop desired character traits and habits. No student shall interfere in the instructional process either by interfering with another student's right to learn or by preventing a teacher from doing their job.

We believe that:

- ❖ Teachers have the right to teach and students the right to an excellent learning environment.
- ❖ Parents and teachers should maintain open communication, mutual support, and constructive involvement.
- ❖ All students are required to behave in a positive manner that does not interfere physically or mentally with their own educational welfare or the educational welfare of others.
- ❖ All students will attain a level of self-discipline that is motivated from within the student.



That's How We ROAR!

Dress Code

At Orion Elementary, we believe that students perform better when they feel good about themselves. Part of a student's self-image is expressed through their appearance. We encourage students to dress in a way that reflects the importance of their education and does not interfere with the learning process. The following are **unacceptable**:

- ❖ Clothing that depicts alcohol, tobacco, gangs, drugs or any other inappropriate material
- ❖ Spaghetti straps or half shirts

- ❖ Sheer clothing
- ❖ Halter tops, tank tops, or short shorts
- ❖ Hats inside the building (unless it is a designated spirit day)
- ❖ When wearing hoodies, the hoods are to remain down during the school day.

Drop Off/Pick Up

Drop off/Pick up is in the back of the school on Bullard Ave. Students are released through the back exits of the school for pick up on Bullard. Please do not drive or park your car in the bus lanes at the front of the building. This is a safety issue for students and staff coming into the building for work. Please use caution with speed and watch out for our little ones. Students should not be arriving on campus before 7:45. Staff is not on duty until that time. If your child is later than 8:05 please accompany your child into the building and sign them in.

Emergencies

- ❖ IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE THE OFFICE WITH AN ACCURATE LIST OF EMERGENCY CONTACTS FOR EACH STUDENT. CONTACT THE SCHOOL OFFICE IMMEDIATELY WITH ANY CHANGES OR UPDATES OF INFORMATION. Please ensure anyone picking up your child is added to permissions in our database
- ❖ If a student needs to be contacted during school hours due to an emergency, please inform the school office, and the appropriate school personnel will contact the child.

Homework Policy

Most schoolwork should be able to be completed during the school day. Should your child not complete classwork that is assigned, it can be sent home for completion. We are mindful of the child's *total* day. Rest, free play, and other activities considered to be essential to growth and are taken into consideration. When homework is assigned, it is constructive, within the student's skill level, and relevant to what is being learned in class. **Unless it is an assignment to be completed from the school day, homework will only be graded with an effort grade.**

Field Trips

Formal permission slips signed by parents are required for all field trips. Most trips are bused, but occasionally walking field trips may occur. All children will go on these trips except those whose

parents return a written statement indicating that they do not wish their children to participate. Field trips are learning opportunities.

Food Services

For your convenience, you may pre-pay for any number of meals in advance at the Anchorage District Website or by sending money with your child. You may also do so with cash or check, payable to *Anchorage School District*. If you pay with cash, please send exact change as we do not have cash to send change back to families. Please put the check or cash in a sealed envelope with the child's name, teacher, and grade on the front of the envelope. The Anchorage School District participates in the National School Lunch and School Breakfast Program. This allows families the opportunity to apply for Free and Reduced Price Meal Benefits. Applications are available through the front office or online.

Breakfast

Breakfast will be served in the cafeteria between 7:30-8:00am.

Cafe menus can be located online at <https://www.asdk12.org/studentnutrition/>

Lunch

Our cafe offers a balanced hot lunch. Monthly menus are emailed in the school's newsletter or can be found on <https://www.asdk12.org/studentnutrition/>. Students who bring their own lunch may buy milk.

The cafe manager will send out a reminder when a lunch account has a low or negative balance. Parents may also check on student balances by checking Parent Connect.

Inclement Weather

When the weather is inappropriate for students to be outdoors, we allow them to remain inside. As a school staff, we recognize the difference between "uncomfortable" temperatures and those that present a health hazard to our students. We have found that when students are able to go outside during recess time, the fresh air and change of environment gives them a break that helps them feel renewed when they come back in. The cutoff temperature for outdoor recess is -10 degrees.

- ❖ Please prepare your child for Alaska weather by dressing him/her properly for the day.
- ❖ If your child is ill, the best place for them is at home. It is our general policy that if your child is too ill to be outside, then the child is also too ill to be in school.
- ❖ We will not accept a long-range request for staying inside unless accompanied by a doctor's request.

Lost & Found

- ❖ Personal items such as coats, sweatshirts, gloves, etc. which are found and have no identification will be placed in the Lost & Found bin located near the Library. Students who are missing items are encouraged to check this area.
- ❖ Lost glasses or other small items are located in the Front Office.
- ❖ Lost & Found items will be donated to local agencies at the end of each semester
- ❖ *Please label your child's clothing and lunch boxes.*

Medication

- ❖ Students who receive medication during the school day must have the medication brought to the office by a parent, who will then complete a form indicating the medication, dosage, and duration of the time the medication will be administered.
- ❖ ALL MEDICATION MUST BE PROVIDED IN THE ORIGINAL PRESCRIPTION CONTAINER WITH PROPER LABELING.
- ❖ NO MEDICATION OF ANY TYPE WILL BE ADMINISTERED BY ANY SCHOOL PERSONNEL WITHOUT BEING PROVIDED BY THE PARENT AND ACCOMPANIED BY WRITTEN PERMISSION.

Messages For Students

- ❖ If it is necessary to reach a student with emergency information during the school day, please contact the school office. We will do our best to get the information to the student prior to the end of the day, but please understand that the end of the day is very busy in our front office, so if you need to change plans, call prior to 2:00.
- ❖ Messages received near the end of the school day may not be delivered due to time constraints. Thank you for requesting delivery of messages only in critical situations.
- ❖ **We appreciate you refraining from having deliveries such as flowers, food or balloon bouquets made to your child at school. Their delivery proves to be disruptive to the entire classroom.**

Parent Teacher Organization (PTA)

Orion has an active PTA that coordinates and sponsors many fine activities benefiting our students. Feel free to contact the school office for information on how to become involved in our PTA.

Personal Property

- ❖ Students are discouraged from bringing personal property to school (e.g. soccer balls, cell phones, hand-held games, toys, trading cards like Pokemon cards).
- ❖ The school is not responsible for any of these items.
- ❖ If confiscated, parents will be notified and may pick these items up at their convenience and they will not, as a general rule, be returned to the students.

Prohibition of Weapons

The Anchorage School District has “zero tolerance” for students who bring weapons, look-alike weapons, or other objects/substances to school which are or can be perceived as a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process. Possession and/or use of these objects/substances at Orion Elementary School or any sponsored activity without prior permission of school officials will result in disciplinary action.

Safe Schools

Providing a safe learning environment for students is the utmost priority at Orion Elementary. To better accomplish this we need to know who is in the building at all times. Orion is a secured building. Please buzz the intercom for entry. **All visitors are required to sign in and obtain an identification badge upon arrival at the building. Visitors are asked to sign out before leaving. This is done to ensure the safety of our students and staff.**

Safety Drills

Students will participate in regular fire, earthquake, hold, secure, lockdown and other drills throughout the year. All teachers and students will be given information about safety procedures appropriate for such situations. Students are required to become thoroughly acquainted with the procedures for all emergency drills.

Street Crossing Safety

Children must respect and use the crosswalks provided by JBER. Help your child select the safest route to and from school and insist that it be followed.

Special Classes

Physical Education

Instruction in a variety of developmental physical education activities is provided to all students. All students are required to participate in physical education classes unless excused with a note from a physician. Children are asked to wear clothing appropriate for physical education activities on P.E. days. Non-marking sole shoes are a requirement. Shoes can either be worn or brought to school on P.E. Days.

Music (Spring Semester)

Students receive weekly instruction in music. There are at least 2 performances students can participate in throughout the year.

Art (Fall Semester)

Students will engage in a variety of art projects and activities as well as science activities during the STEM weeks. We recommend that children not wear their best clothes on days when they will be having art class.

Library

Each class has a scheduled period in the school library each week to check out materials and books. Books are checked out for one week. Students having overdue books must turn them in before checking out other books.

Counselors

Orion School Counselor and Military Family Life Counselor (MFLAC) are involved with many aspects of the school and education program. Our counselors are available to work with individual students as needed and can refer parents to outside resources if a child or family has a particular need.

Student Transfers

Please inform the office in advance if your child will be transferring or PCSing to another school. Students do not take their permanent school records. If enrolling in another Anchorage School, the receiving school will contact Orion after enrollment is complete and the records will be sent. If enrolling at a school outside of the Anchorage School District, the records will be transferred to the new school once Orion has been contacted by that school.

Title IX Policy Statement

It is the policy of the Anchorage School District, in subscribing to and promoting the principles of equal protection under the law, that neither the Board of Trustees, nor its designated agents will discriminate in employment or in the equal delivery of the educational services and opportunities

against any person because of race, color, sex, religion, age, birth, ancestry, national origin, family relationship, personal or political patronage, or handicap.

Volunteers

Orion welcomes and encourages parent volunteers. Parents can enhance their child's education in numerous ways both at home and at school. For more information on how parents can become involved, please contact the school office for information on ASDs volunteer procedures. All volunteers are required to complete a volunteer application.