Last Modified: September 2026

Inlet View Elementary School IB PYP Admissions Policy

Purpose of Policy

The purpose of this Access and Admissions Policy is to outline the school's procedure and expectations as they pertain to admissions and students' and families' access to our Primary Years Programme. The goal is to make our access to the programme and admissions transparent, equitable, and fair.

Applying to our Primary Years Programme (PYP)

At Inlet View Elementary, students kindergarten through grade 5 within our zoned neighborhood area are eligible for admission to Inlet View Elementary and participation in our schoolwide IB programme. Students out of our zoned area may apply through the Anchorage School District (ASD) lottery program.

For more information on attendance boundaries see Board Policy 5116 School Attendance Boundaries

Anchorage School District Lottery Process

The ASD lottery is an online application system used to provide equitable access to schools and programs that are outside a student's neighborhood boundary. Families of students who anticipate residing within District boundaries for their desired year of attendance may apply for enrollment in any District school using the lottery system. When the number of applicants exceeds available seats, a randomized lottery determines placement.

Approval or denial is based on space availability per grade level. Lotteries are held twice a year. **The ASD lottery is a randomized draw. Submitting early does not increase your chance of selection.**

ASD uses a lottery system to provide an equal opportunity.

For more information on lottery procedure see:

AR 5116(a) LOTTERY ADMISSION PROCEDURES FOR ALL SCHOOLS & PROGRAMS

AR 5116(b) MONITORING AND DOCUMENTATION PROCEDURES FOR LOTTERY COMPLIANCE

Attendance

In order for students to get the most out of our programme, students must be at school on time, daily. When a student misses school, they miss out on learning and important connections that make moving forward with their class's learned skills and concepts more challenging.

Excused and unexcused absences

This **School Board Policy 5113 ABSENCES AND EXCUSES** reflects what constitutes an excused absence from school.

Excused Absences

The Superintendent or designee may excuse student absences for health reasons, family emergencies, participation in religious activities, or other reasons the Superintendent or designee determines constitute a good cause.

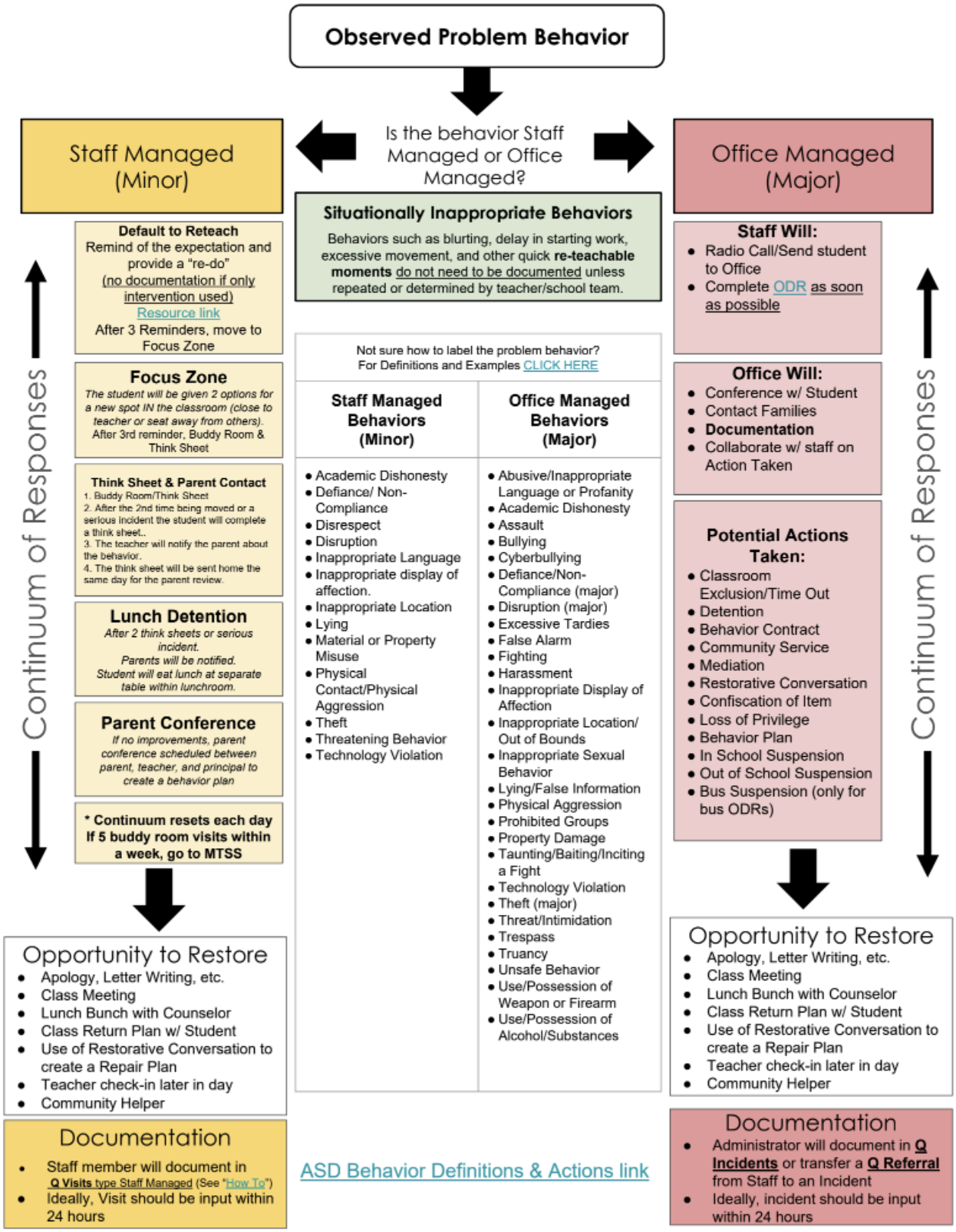
Unexcused Absences/Truancy

The School Board is committed to keeping students in school. Truancy is defined as the absence of a student from class without the knowledge or prior consent of the parent/guardian. The Superintendent or designee shall implement all steps appropriate to reduce student absences and to ensure that all children residing within the district are receiving appropriate educational services as required by law.

Behavior

Anchorage School District and Inlet View Elementary implement Positive Behavioral Interventions and Supports (PBIS), an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health.

Within the PBIS framework, essential agreements are developed to define expectations in classrooms and shared spaces throughout the building. The PBIS framework supports the IB's Approaches to Learning assisting students in developing social, thinking, communication and self-management skills.


Observed Problem Behavior
Is the behavior Staff Managed or Office Managed?
Staff Managed (Minor)
Office Managed (Major)
Situationally Inappropriate Behaviors
Behaviors such as blurting, delay in starting work, excessive movement, and other quick re-teachable moments do not need to be documented unless repeated or determined by teacher/school team.
Continuum of Responses
Default to Reteach
Remind of the expectation and provide a "re-do"
(no documentation if only intervention used)
Resource link
After 3 Reminders, move to Focus Zone
Focus Zone
The student will be given 2 options for a new spot IN the classroom (close to teacher or seat away from others).
After 3rd reminder, Buddy Room & Think Sheet
Think Sheet & Parent Contact
1. Buddy Room/Think Sheet
2. After the 2nd time being moved or a serious incident the student will complete a think sheet..
3. The teacher will notify the parent about the behavior.
4. The think sheet will be sent home the same day for the parent review.
Lunch Detention
After 2 think sheets or serious incident.
Parents will be notified.
Student will eat lunch at separate table within lunchroom.
Parent Conference
If no improvements, parent conference scheduled between parent, teacher, and principal to create a behavior plan
* Continuum resets each day
If 5 buddy room visits within a week, go to MTSS
Opportunity to Restore
Apology, Letter Writing, etc.
Class Meeting
Lunch Bunch with Counselor
Class Return Plan w/ Student
Use of Restorative Conversation to create a Repair Plan
Teacher check-in later in day
Community Helper
Documentation
Staff member will document in Q Visits type Staff Managed (See "How To")
Ideally, Visit should be input within 24 hours
Not sure how to label the problem behavior?
For Definitions and Examples CLICK HERE
Staff Managed Behaviors (Minor)
Academic Dishonesty
Defiance/ Non-Compliance
Disrespect
Disruption
Inappropriate Language
Inappropriate display of affection.
Inappropriate Location
Lying
Material or Property Misuse
Physical Contact/Physical Aggression
Theft
Threatening Behavior
Technology Violation
Office Managed Behaviors (Major)
Abusive/Inappropriate Language or Profanity
Academic Dishonesty
Assault
Bullying
Cyberbullying
Defiance/Non-Compliance (major)
Disruption (major)
Excessive Tardies
False Alarm
Fighting
Harassment
Inappropriate Display of Affection
Inappropriate Location/ Out of Bounds
Inappropriate Sexual Behavior
Lying/False Information
Physical Aggression
Prohibited Groups
Property Damage
Taunting/Baiting/Inciting a Fight
Technology Violation
Theft (major)
Threat/Intimidation
Trespass
Truancy
Unsafe Behavior
Use/Possession of Weapon or Firearm
Use/Possession of Alcohol/Substances
ASD Behavior Definitions & Actions link
Staff Will:
Radio Call/Send student to Office
Complete ODR as soon as possible
Office Will:
Conference w/ Student
Contact Families
Documentation
Collaborate w/ staff on Action Taken
Potential Actions Taken:
Classroom Exclusion/Time Out
Detention
Behavior Contract
Community Service
Mediation
Restorative Conversation
Confiscation of Item
Loss of Privilege
Behavior Plan
In School Suspension
Out of School Suspension
Bus Suspension (only for bus ODRs)
Continuum of Responses
Opportunity to Restore
Apology, Letter Writing, etc.
Class Meeting
Lunch Bunch with Counselor
Class Return Plan w/ Student
Use of Restorative Conversation to create a Repair Plan
Teacher check-in later in day
Community Helper
Documentation
Administrator will document in Q Incidents or transfer a Q Referral from Staff to an Incident
Ideally, incident should be input within 24 hours

Rights of children with disabilities (*ASD Child Find Notice)*

IDEA provides for a "Free Appropriate Public Education" to all children experiencing disabilities. This means a no-cost education that addresses each child's unique needs through an Individualized Education Program (IEP), provided in the Least Restrictive Environment (LRE). Based on LRE, each child must be educated with non-disabled peers to the maximum extent appropriate. Any removal from the general education setting must be necessary and justified based on the child's individual needs. IDEA places a responsibility on parents to become actively involved with their child's education. It also establishes rights to which parents are entitled, known as the Procedural Safeguards. Physical therapy, counseling, specialized nursing services, audiology services, and transportation.

Anchorage School District Non-Discrimination Statement:

The School Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, gender identity, sexual orientation, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, good faith reporting to the board on a matter of public concern, or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all District activities.

If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or: *https://www.asdk12.org/Page/3293*