

**School Information:**

Klatt Elementary School office hours are from 8:30am-4:00pm daily.

Office Phone Number: 742-5750 Fax Number: 742-5757

Office Staff: Linson Thompson, Principal

Alison Young-Marquez, Administrative Assistant

Sara Allwood, School Secretary

Michelle McGee, School Nurse

Address: 11900 Puma Street, Anchorage, AK 99515

School Mascot & Colors: Puma, Red & Black

**Telephones:**

Students are allowed to use the phone only for business or in case of emergency. Students must have permission from their teacher and office staff to use the office phone. A student calling to see if they can go home with a friend is not considered business or emergency and permission may not be granted to the student. Urgent messages can be delivered to students but *please do not count on messages reaching your child or children if you call after 3:00pm*. Cell phones are not needed at school.

**Building Security:**

All exterior doors will be locked from 9am-3:30 pm. The only access will be the main entrance in which you will need to ring the doorbell to enter the school. Security cameras are recording at all times.

**Daily Schedule:**

8:30am: Teacher's Report Time

8:40am: Supervision Outside – Students should not arrive before 8:40am, as there is no supervision. Children arriving early must wait outside until 8:50am. This is according to ASD policy.

8:50am: Arrival Bell Rings

9:00am: School Starts/Tardy Bell

11:00am-1:00pm: Recess and Lunch According to Grade Level

3:30pm: Dismissal Bell

**Attendance:**

**Absences:** ASD considers school attendance extremely important therefore regular attendance is expected of all students. Teachers will provide makeup work for absences due to illness or family emergencies, but may not for vacations or voluntary absences.

**\*\*Please call 742-5750 before 10:00am to report an absence.** This will prevent the automated ASD call that goes out to parents at 11:00am for unexcused absences.

\*Students arriving after 10:30 am are considered absent for the morning and students that leave before 2:00pm are considered absent for the afternoon.

\*A pre-arranged absence form will need to be completed at the office for pre-approval of vacation or voluntary absences.

\* If you are leaving town and your child is staying with a friend or relative it is necessary to inform the school. Contact information for the person(s) responsible for your child in your absence must be provided to the school.

**Tardies:** ASD considers tardiness a serious disruption to the education process not only for the student but also for the teacher and the entire class. Students will be marked tardy after 9:00am.

**Our Philosophy Statement:**

We believe in providing a safe, nurturing learning environment for all students. In order to promote and maintain a positive school environment children are taught the responsibilities of self-discipline. A committee of administrators, teachers, and parents developed the following guidelines.

**Physical Expectations:**

- I will use safe, non-violent actions at all times.  
(No roughhousing, shoving, pushing or spitting. Keep hands and feet to one's self.)
- I will not be a part of a fight; real **or** play.
- I will not touch others inappropriately.

**Language Expectations:**

- I will use polite and appropriate language at all times.  
(No profanity, racial or gender slurs, verbal threats or inappropriate outbursts.)
- I will not participate in teasing, put-downs and name-calling.

**Respect Expectations:**

- I will speak and act respectfully to others.  
(No inappropriate gestures or back talk.)
- I will show respect for personal and school property.  
(No stealing, vandalism, or defacing property.)
- I will show respect to others and myself.  
(No willful disobedience with **any** adult in our school.)

**There is a zero tolerance policy** on violence, drugs/alcohol, harassment and weapons in the school district. We will follow District procedures concerning these issues.

The following behaviors will result in automatic out-of-school suspension:

- Fighting behaviors or assault
- Drugs or alcohol
- Racial/gender slurs
- Profanity directed at an adult or another child

**Behavior Expectations:** \*Be Safe, Be Responsible, Be Respectful\*

The ultimate goal of our discipline plan is that students take responsibility for their own behavior. We strive to treat students the way we expect them to treat others.

**Show respect for others, school property, and yourself.**

- Treat everyone with respect.
- Don't push, shove or fight.
- Students will keep hands, feet, and objects to themselves; play fighting is not allowed.
- Students will not use foul language, rude gestures, "put downs," or call people names.
- Racial slurs will not be tolerated.

**Be responsible.**

- Students will walk in the hallways and on the sidewalks; running could cause an injury.
- Talk quietly in the school. Shouting disturbs others who may be studying.
- Leave toys, skateboards, rollerblades, iPods, and other electronic devices at home.
- Rocks and snowballs and similar items are not to be thrown at other students.
- Do not bring dangerous items to school.

**Follow directions.**

- Students are required to follow the directions of their Teachers and all other adults including: The Principal, Office Staff, BPO, Cafeteria Manager, and Noon Duties.

**Picking Children Up From School:**

For the protection of students, and to prevent unauthorized persons from taking children from school prior to dismissal or at the close of school, the following procedure will be followed.

- \* No child will be permitted to leave with anyone other than the parent or guardian unless permission from the parent or guardian has been secured.
- \* Any person or people picking up children from school are to report to the office first to sign them out. Do not go directly to classrooms to pick up children. Teachers have been instructed not to release children without authorization or documentation in the office. Be prepared to show ID to an office staff member.
- \* **Phone calls to the school must be made by 3:00pm when requesting early dismissal or to relay a message to your child.** Requests for picking up a student between 3:15-3:30pm is discouraged, if at all possible.
- \* Parents/Guardians with custody concerns need to provide a copy of the complete court documents to the school to be on file.

**Emergency Telephone Numbers:**

Should a child become ill or hurt at school, we will contact the parents. If we cannot contact the parents we will utilize the emergency contact numbers. We stress that this information is very important for the well being of your child. Should your telephone numbers change during the school year, please call the office to update your information.

Please notify the school in writing if you will be out of town and your child will be temporarily staying with a friend or relative.

**Bus Transportation:**

Riding the bus is a privilege. If a student's conduct is such that the health, safety, comfort, or well being of other students/staff is jeopardized, the privilege of riding the bus may be denied.

**Bus Rules:**

- Follow all the school rules while waiting at the bus stop and riding on the bus.
- Wait in line quietly and board when it is your turn.
- Fighting, yelling, & foul language are not allowed.
- Everyone must be seated when the bus is in motion and stay seated until reaching the bus stop.
- When walking on the sidewalks, stay clear of the curb area.
- ALWAYS be respectful of the bus driver and follow the driver's directions.

## Bus Rules Continued:

The consequences for the above rules are:

1st Referral: Warning letter from bus driver given to Principal for conference with student.

2nd Referral: Probationary status. May lose bus privileges.

3rd Referral: Bus suspension for 1-3 days.

4th Referral: Suspension for 5-7 days; possibly until end of the quarter

\*Fighting on the bus moves a student to step 3.

To ride the bus home with a friend for one day: The student must bring a signed note from his/her parent or the parent must notify the office. An office staff member will then give a bus pass to the student. The student will give the pass to the bus driver upon boarding.

## **Bicycles:**

If students have parent permission, they are welcome to ride their bicycles to school as long as they observe bicycle safety rules. Students who ride bicycles should be aware of the following:

- Before riding their bicycle to school, the student must have a signed bicycle permission form on file in the office.
- Helmets are required. No Exceptions!
- Bicycles will remain locked throughout the day to the bike rack.
- Upon entering the school grounds, bikes are to be walked directly to racks.
- If bicycle safety rules are not followed, permission to ride will be revoked.

\*Kindergarten students are not to ride their bike to school\*

## **Breakfast & Lunch at School:**

***Breakfast and lunch will be offered to all students for free this school year!***

Free or reduced lunch forms will not have to be filled out for your child to receive free meals.

Adults will still be charged for any meals purchased from the school. An adult breakfast is: \$2.60 and an adult lunch is \$4.45. Price of milk is not included. Breakfast and lunch menus can be viewed on the ASD Student Nutrition website.

\*Cold Lunches can still be sent to school with your child. Please be sure to clearly label your child's lunch box or bag. Food items that need reheating are not to be sent to school.

\*Parents are always welcome to come in and eat lunch with their child.

## **School Newsletters:**

Newsletters will be sent home with your child at least once a month. It will include dates of upcoming school events and important information. The lunch and breakfast menu will also be included.

## **PTA Board:**

Parents are encouraged to take an active part in PTA activities and meetings.

The 2014-2015 board is listed below:

President: Lisa Fletcher

Vice President: Sarah Massey

Treasurer: Sarah Alborn & Lisa Johnston

Secretaries: Kymber Dixon & Amy JauJou

Membership: Serena Raab

**Visitors & Parent Volunteers:**

Parents are always welcome to our school! All parents and visitors will need ring the doorbell at the main entrance to enter the school. We do ask that you sign in at the office and pick up a visitor's badge before visiting a class. Younger and older siblings (that do not attend Klatt) are not to be in the classroom, on the playground, or on a field trip during school hours. Please check with your child's teacher, at least a day in advance, if you'd like to volunteer in your child's class.

**Personal Items:**

It is strongly recommended that students do not bring valuables or money to school as they may be lost or taken. The school will not be responsible for personal items. Toys should be left at home. Electronic games, iPods & iPads, and trading cards are not permitted at school. These items may be given to the Principal and a parent or guardian will need to pick the item up from the office. *Cell Phones are discouraged and are not to be used during instructional time.*

**Lost & Found:**

Each year we accumulate a large amount of unclaimed clothing items. A large red box is by the office for the purpose of keeping the lost and found items. We send unclaimed items to one of the social agencies in town about twice a year. If your child cannot find a glove, hat, boots or other items, have him/her check for two or three days and it will likely show up in the lost and found box. Check with office staff for smaller items such as jewelry, watches, glasses and keys. Please be sure to mark your child's belongings with his/her name.

**Books and Materials:**

Any textbooks, library books, band and orchestra equipment that is issued to students, on a loan basis, becomes the responsibility of the student for care. In case of loss or unreasonable care and damage, the student will be asked to pay for the book or materials. Students are asked not to write in textbooks, other than names, as it damages the book for further usage.

Children may also check out books from our school Library. These books are loaned on a short-time basis to allow more children to have use of the materials. We ask that children return books on or before the due date so they are available to other children. Students are to treat books kindly to prevent excessive wear and damage. If a book is misplaced or lost, please notify the librarian and a bill will be sent to cover the replacement cost of the book. If the book is found, a refund will be made to you.

**Report Cards:**

There will be 4 report cards this year: 1 for each quarter. The report cards will be sent home with students in January and May. The October and March report cards will be given to parents at the Parent & Teacher Conferences.

**Parent Teacher Conferences:**

During the year many situations arise which may be handled most efficiently in a conference with your child's teacher. Parents are encouraged to call or write their child's teacher to schedule a conference. Teachers are not available to discuss your child or answer questions during class time. Therefore, in order to avoid disappointment at not being able to see the teacher, please send a note or call so that a time and date can be arranged for the conference. Student progress reports will be sent home after each quarter during the school year.

**\*\*Parent/Teacher Conferences will be held at Klatt after the 1<sup>st</sup> quarter and midway through the 3<sup>rd</sup> quarter.**

**Field Trips:**

Classes may have the opportunity to take educational trips to various locations in the community. In order for a student to participate in a trip, it is mandatory that a signed parent permission slip form be on file in the office. If a student does not return the signed permission slip back to school, the student will remain at the school. Students who do not maintain appropriate behavior expectations may also lose their privilege to participate.

Parents may be asked to drive on field trips. If you wish to volunteer you must have the appropriate insurance coverage. The coverage required is liability insurance in the minimum of \$100,000/ \$300,000; bodily injury and property damage insurance in the amount of \$10,000. Seatbelts are required. Parent drivers must also have a current Alaska driver's license and fill out the necessary form in the school office before the scheduled trip. One form per driver is good for an entire school year.

**Classroom Parties:**

Classrooms are allowed 3 parties per year. They are held during the last hour of the day. Note: If on special occasions a parent would like to bring refreshments for an entire class, prior arrangements should be made with the classroom teacher. Treats shall be given at the end of day with no loss of instructional time. To avoid hurt feelings, we also request invitations to private parties not be distributed at school unless they're given to the entire class.

**School Dress Code:**

The purpose for a dress code is to protect the right of each student to an education and maintain an effective learning environment in the school. The following dress codes must be observed:

- 1) Hats, hoods, caps, bandanas, and other head coverings must be off in the school at all times.
- 2) No sagging pants dropped below the waistline.
- 3) No Pajamas or pajama like pants should be worn, except on Klatt spirit days.
- 4) No clothing that displays alcohol, drugs, tobacco, or inappropriate pictures or messages.
- 5) No short shorts, short skirts, midriff shirts, low cut shirts, or shirts exposing one's back are to be worn at school.
- 6) Belts must be worn appropriately. Chains hanging from the belt, pant loops, or wallet are not permitted.
- 7) Zero Tolerance for gang-related dress, body markings, and tattoos.
- 8) Shoes must be worn at all times.

Children must be dressed for Alaska's weather conditions. In the winter, a warm coat or jacket, a hat, mittens or gloves, and boots are required. Snow pants are strongly recommended especially for younger students. \*Boots are essential for cold winter days. Students should have a pair of shoes kept at the school for changing into. It is not healthy to wear boots inside all day.

**Gym Shoes:**

For your child's safety and health, we require special shoes for gym use. These should be soft, white rubber soled shoes, and should be kept clean for gym use. These gym shoes should be well marked with your child's name as they are to be left at school, in your child's classroom.

**Recess:**

All children will be expected to play outside during recess as long as the wind chill factor is not lower than -10 degrees Fahrenheit. Weather conditions will be monitored in the office before sending students outside for recess.

**Recess Restriction-Health:**

If your child is ill in the morning before school, it is in his/her best interest to remain at home. Students should stay home from school when they have, for example, abnormal temperature, undiagnosed rashes, colds, sore throats, red or running eyes, abdominal pains or nausea. If your child is returning to school after an illness, a note from the doctor is necessary for the child to remain indoors during recess. "Written excuses from doctors will allow a child to remain inside during cold or inclement weather, but any child well enough to come to school is generally well enough to go outside." ASD EAM Policy 342.31

**Medication:**

Medication cannot be dispensed in the school unless a written request to do so is submitted to the principal and nurse from the child's physician. This includes aspirin and cough drops. All medication is to be kept in the school nurse's office, NOT in the classroom or with the child. If at all possible, medication schedules should be arranged to dispense the medicine at home. If you have a question regarding this matter, please contact our school nurse.

**Animals & Pets:**

Any animals visiting classrooms must have:

- The permission of the Principal/Teacher
- Adequate cages
- Adequate food and water supplies

Due to the possibility of danger to children, we cannot allow pets to run loose on the school grounds, and will be forced to call the Municipal Animal Control Officer. Please attempt to keep family pets from following children to school.

The following animals are prohibited in the school:

**Birds** (Parrots, Parakeets, Cockatoos: they can spread Psittacosis)

**Rats** (Municipal Ordinance)

**Ferrets** (Any animal in the weasel family)

**Turtles** (Can spread Salmonella)

Any animals, which cause an allergy to a child, will be immediately removed from the school.

**Safety:**

Please discuss these rules with your child:

- Be sure your parents know where you are at all times
- Always walk in a group or with a friend to/from school
- Go directly home when school is dismissed
- Don't talk to strangers. Walk away!

**Ice Skating:**

During the winter an attempt will be made to maintain the ice rink for physical education classes and afterschool skate nights. Students who bring ice skates to school must have skate guards.

The skates and guards should be clearly labeled with the child's name.

**Band & Orchestra:**

Any student in the 6<sup>th</sup> grade may enroll in band or orchestra for the purpose of learning to play a musical instrument.

**Emergency Drills:**

We will be holding several emergency drills monthly, including building evacuation drills.

These drills help us learn the most efficient procedure to move children safely out of the building in case of an emergency. Every class has a designated emergency exit. When hearing the alarm, students leave the room in a single file line to a safe area in an orderly manner. *In the case of a real emergency, and we need to evacuate the building, we will walk to Ocean View Elementary School, 11911 Johns Road.*

**Emergency School Closure:**

All radio and TV stations will broadcast any emergency school closures by 6:00am. Detailed information pertaining to the closures can also be seen on the ASD website.

**Weapons on School Grounds:**

The Anchorage Assembly Ordains: Section 1:

It is unlawful for any person to have in his/her possession or control within the grounds of or on a parking lot immediately adjacent to public or private preschool, elementary, junior high or secondary school:

- A revolver, pistol or other firearm or
- A switch blade, gravity or any knife other than a folded pocket knife (one which requires the bearer to physically pull the blade from the handle before it can be used), or a dirk or dagger or
- A slingshot, metal knuckles, club, billy, black jack, or other instrument whose intent/purpose is use as a weapon.

**Knives, Guns, and Other Dangerous Objects at Klatt:**

At Klatt, knives, guns of any type (play or real), including water pistols, or other dangerous objects such as firecrackers, caps, cigarette lighters and matches are forbidden at school. If brought to school, they will be confiscated until such time as parents come to get them. For those items whose possession is against the law, we must, by law, report their possession to the proper authorities.

**Drugs and Look-a-like's:**

The actual or attempted sale of, use of, or possession of intoxicating liquor, illegal drugs or substances designed to look like illegal drugs or substances purported to be illegal drugs while under the jurisdiction of the school shall be subject to appropriate corrective action including suspension and/or expulsion from school. The first offense is a seven-day suspension from school to a drug program. The second offense is a 45-day suspension from school. The principal may take disciplinary action regardless of whether or not criminal charges or prosecution result. Students and their possessions may be searched for contraband.