



# **Family Handbook**

**2008-2009**

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# EAGLE ACADEMY CHARTER SCHOOL

## FAMILY HANDBOOK

Eagle Academy Charter School is a part of the Anchorage School District. This handbook is meant to be used as an adjunct to the ASD Elementary Student Handbook and to clarify procedures and policies that may be unique to our school.

### **What is a "Charter" School?**

A "Charter" school is a school of choice that offers alternative teaching methods or curriculum and is governed by an Academic Policy Board. Charter schools in Anchorage are sponsored by the Anchorage School District. A Charter school requires parental involvement through a volunteer commitment.

### **Mission Statement**

Eagle Academy will offer an academically challenging educational program requiring students to master Eagle Academy's performance standards before progressing to the next level of curriculum.

### **Philosophy**

Eagle Academy will use the adopted "charter" as the guide for developing curriculum and school policy.

Language Arts and Math will be delivered in instructional groups that are based on the students' academic level rather than by grade/age level.

Students must achieve a rating of Proficient before moving to the next level.

Teaching of core subjects (language arts, math, science and social studies) will be given priority in scheduling and other areas of school operation. The Spalding method and curriculum will be implemented as prescribed by the Spalding Foundation.

Students will be given opportunities for public speaking, leadership, artistic expression and healthy competition through participation in student government, assemblies and other school sponsored programs and events such as Battle of the Books, Math Derby, Geography Bee, Spelling Bee, Reflections, and Science Fair.

Vertical planning (teachers aligning instruction with teachers in the levels above and below their grade levels) is a critical element in the success of Eagle Academy.

### **Curriculum**

Eagle Academy will use curriculum that meets or exceeds the Alaska State standards. The Spalding Method, a direct instructional method, will be used to deliver all core subjects.

### **Location**

Eagle Academy is located at 10901 Mausel Street, Suite 101, Eagle River, Alaska 99577. The school phone is 907-742-3025 and the fax is 742-3035. Our website address is: [www.eagleacademycharterschool.com](http://www.eagleacademycharterschool.com).

### **Academic Policy Board**

The Academic Policy Board consists of four parents, two teachers and a community member. These are volunteer positions, with parents being elected to serve. The Board governs the school and is responsible for the academic policies of the program, ensuring that the charter is followed and academic goals are met.

### **Parent Teacher Organization (PTO)**

The PTO consists of two parents, one non-certificated staff member, one community member at large (who may or may not be a parent), two teachers of Eagle Academy, and the principal. This group works together to oversee school events and facilitate non-profit fundraising for the school. This committee coordinates volunteers and promotes school communication and events. The parent positions are elected, volunteer positions.

*All parents are welcome to attend meetings of the Academic Policy Board and the Parent Teacher Organization. See the weekly school newsletter for dates.*

## Attendance and Tardiness

Regular attendance is essential for your child's success at Eagle Academy. Much of the curriculum is delivered through direct, sequential, multi-sensory instruction which cannot be made up outside of school. Active classroom participation is important for your child to receive the maximum benefit of the curriculum.

**Should your child be absent, please call the school office at 742-3025 by 9:30 a.m.** the morning of the absence or provide a note for the classroom teacher the day the student returns to class.

If a student misses more than fifteen (15) days in one semester or ten (10) days in a row, without a medical excuse, Eagle Academy will not guarantee to hold his/her spot.

### Excused Absences

**Excused absences include** student illness, family emergency, doctor and dental appointments, funerals or a death in the family, religious holidays, court appearances, and approved school activities. Please be aware that although your child's absence is marked "excused," it will still show as an absence on the school record and report card.

During excused absences that last more than one day, parents should e-mail the teacher to see if missed schoolwork is required. Please provide a full day for the teacher to assemble required schoolwork. Parents may pick up such assignments in the office between 8:30 and 4:00; please do not interrupt class to pick up work or discuss it with the teacher. **One day of make-up privilege shall be granted for each day of absence, up to a maximum of five school days, regardless of the length of absence.** It is the **student's** responsibility to turn in the missed work on time. A conference may be scheduled after the child returns to school if the student and/or parent feel it is needed.

If chronic illness is the reason for frequent absence, the parent should submit a letter from the child's physician for the school to keep on file.

### Unexcused Absences

**Unexcused absences** include vacations, babysitting, private lessons, and other situations where the parent or guardian, by choice, removes the child from school. Absences without a phone call or note will be identified as **unexcused**.

If accumulated unexcused absences are sufficient to affect achievement, the student will be graded only on work completed at school and **a notation to that effect will be placed on the report card.**

Teachers shall not be responsible for providing missed schoolwork for unexcused absences. We encourage you to check the classroom newsletters on our school website to keep abreast of lessons completed during your child's absence. If the teacher does offer to provide schoolwork, it is for the purpose of helping you to keep your child up to date and not for a classroom grade. Quizzes and tests that were missed during an absence may be given upon the student's return to class at the discretion of the teacher.

### **Tardies**

Your support of punctuality is important. Being on time allows students to begin each day in a stress-free manner. Tardiness interrupts the classroom and disrupts the education of other students.

A child will be considered tardy if he/she is NOT in the classroom, **unpacked, seated, and ready for instruction to begin promptly at 8:30**. Tardies will be documented and noted on student report cards.

ASD policy states that eight or more tardies in one quarter constitutes chronic tardiness. You will receive a letter of notification after five (5) tardies are recorded.

### **School Hours, Arrival and Departure Procedures**

The school day will begin at 8:30 a.m. and end at 3:20 p.m. Transportation is solely a parental responsibility, but parents may choose to carpool.

Children may be dropped off as early as 8:10 a.m. (no supervision is available earlier) **at the playground entrance** and will be escorted into the building by staff members at 8:20. If students arrive after the playground has been vacated, they should be dropped off by the front door or walked in by a parent. If it is later than 8:30, a parent **must** accompany the student into the building and sign the child in.

At the end of the day, children must be picked up **no earlier than 3:20 and no later than 3:40**. The "pickup" zone is in front of the school building. Please do not line up in front of the building until after 3:10, as this creates problems for patrons and employees of other businesses in the building. While in line, please turn off your vehicle until the students begin exiting the building, as the exhaust from the cars gets into our air supply. If you find yourself here early, please park until time to line up.

The driver should not exit the car in the morning "drop off" or the afternoon "pick up" zones. **Students must enter and exit from the passenger side of the vehicle**. If your children need your assistance to load/unload from the car, please park in the parking lot and walk the children to/from the building.

Students may not cross into the parking lot without an adult. Please do not motion for your child to meet you at your car. As the crosswalk is the only safe place to cross, we ask that you do not walk in front of cars that are waiting in line.

### **Releasing Students During Regular School Hours**

For the protection of all students, and to prevent unauthorized persons from taking children from school at any time, the following procedures must be followed:

- Persons picking up students are to report to the office to sign them out.
- **Do not go directly to classrooms, playground, or lunch room to pick up students.**
- Do not call and request students to be waiting in the office.
- The person(s) routinely picking up the student must be on the authorized list of persons allowed to pick up the student from school. If the adult is not authorized by the parent or guardian, he/she will not be allowed to remove the student from school grounds.
- The adult must be prepared to identify him or herself if they normally do not pick up the student.
- Teachers and other staff have been instructed not to release students without authorization from the office.

### **Emergency School Closure**

Eagle Academy will follow Anchorage School District's closures for Eagle River area schools.

### **Student Transportation**

Parents or guardians of students at the charter school shall be responsible for their students' transportation to and from school.

#### **Walkers**

Eagle Academy is located by several busy streets and the danger level to pedestrians is extremely high. Parents must provide authorization in writing for their students to walk, along with the route they will walk to/from school.

#### **Bicycles/Scooters**

Due to safety issues surrounding our school premises, bikes and scooters are not allowed to be ridden to or from school.

## **Healthy Snacks**

Between the morning language arts and math blocks students have a short break during which they may eat a healthy snack of fruit, veggies, crackers and cheese, etc. Please encourage your child to choose and pack his/her own snack items, focusing on food with low fat (less than 33% total calories from fat), sugar (less than 35%) and salt (less than 600 mg sodium) content. (These content amounts come from the ASD Elementary Student Handbook.) We ask that you make sure the snack is not messy and doesn't require a spoon or fork to minimize time and effort involved.

## **Birthdays**

In recognition of your student's birthday at school, parents may bring a special snack that does not require plates and utensils (e.g., cupcakes, cookies or a healthy snack). This special snack time will last about 15 minutes and will take place at a time convenient for the teacher. Parents must coordinate this with the child's teacher in advance.

If balloons (non-latex) or flowers are delivered for a student, they will be held at the office until the student can be sent to the office without interrupting instruction. After the child has seen the delivery, it will remain at the office until the end of the day. Singing telegrams, clowns and other performers are not permitted, as they disrupt the school day.

Hand delivery of birthday invitations at school is appropriate only if the entire class receives one, or if it is an all-girl or all-boy party and all of the given gender are invited. Please make all other party arrangements away from school.

## **Holiday Celebrations**

The ASD approves of three classroom parties during the school year. Eagle Academy will recognize a winter holiday & Valentines Day. Classrooms may individually host one additional party each year.

## **Cell Phones**

Students' cell phones must be turned off and left in the backpack at all times during the school day.

## *Field Trips*

Field trips at Eagle Academy must relate to the curriculum being taught. Permission slips must be obtained in order for a student to attend a field trip. A new permission slip is required for each trip.

## *Spalding Phonogram Cards*

Phonogram cards will be available to parents for \$10 per set. If parents attend a phonogram orientation, they may purchase them for \$5 per set. Replacement or additional sets will be at the regular \$10 rate.

## *Grading*

All students will receive a standards based report card to include effort grades. Letter grades will be available to students transferring out of Eagle Academy. Until the standards based report card is defined, the grading scale for Eagle Academy will be:

100-97=A	83-80=C+
96-93=A-	79-75=C
92-90=B+	74-70=C-
89-87=B	69-60=D
86-84=B-	59-0=F

Letter grades will start the 2<sup>nd</sup> quarter of 1<sup>st</sup> grade.

Assessments will reflect individual student effort and achievement. If group projects are assigned, each student will be assessed on his or her own performance.

## **Student Behavioral Expectations**

In keeping with Eagle Academy's standards, it is expected that parents will support high expectations for student behavior. In that regard, all students will demonstrate considerate, respectful conduct at all times. Appropriate behavior begins at home and continues at school.

Eagle Academy will expect students to follow these guidelines:

- Orderly, quiet behavior is required in the hallway, classrooms, and common areas.
- Rough, physical behavior, inappropriate language, and rude behavior will not be tolerated.
- All students, staff, and adults will be treated with respect, kindness, and courtesy. All students will obey the directives of any teacher, secretary, day custodian, noon aide, or other adult authorities in the school at all times. Disrespect will not be tolerated at any time or place within the school area.

Discipline issues will initially be handled by the teacher or immediate adult supervisor. Progressive consequences will be applied, first in the classroom, lunchroom or playground area, and then progressing to lunch-time detention, in-school suspension, and finally out-of-school suspension. If disciplinary measures progress beyond in-classroom discipline, the parents will be notified.

As an Anchorage School District school, Eagle Academy Charter School adheres to the disciplinary policies outlined in the ASD Elementary Student Handbook. (Refer to the ASD Handbook for more information.)

## **Homework**

Daily homework is a part of Eagle Academy's program. Parents are expected to support Eagle Academy's homework policy.

The goal of homework is to reinforce classroom instruction, develop good study habits and time budgeting strategies, foster self discipline and responsibility, and keep parents informed and involved in student progress.

Homework will be assigned Monday through Thursday. Homework will not be assigned on Friday (with the exception of Saxon Math in the intermediate grades). Long term assignments will not be due on Mondays or immediately after holiday breaks.

Homework:

- will reinforce concepts already taught
- will be evaluated, graded, or assessed
- will be returned within one week of being completed
- may include research, reading for book reports, and tasks for long term projects
- is expected to be neat and reflect the students best efforts.

Recommended average timeframes for routine homework:

Kindergarten	5-15 minutes per night
First-Second Grades	15-30 minutes per night
Third and Fourth Grades	30-60 minutes per night
Fifth and Sixth Grades	60 minutes per night

**Medications**

No medication shall be administered without proper written consent/permission by the parent/guardian and/or physician, depending upon whether it is prescription or non-prescription. The office will provide you with the proper form for the type of medication upon request.

For prescription medications, a doctor's authorization is required on the form. These medications must be provided in the original container, labeled with the student's name. The school office or nurse may administer approved non-prescription medications for a limited period of time, not to exceed **five (5) days**. Approved non-prescription medications are limited to **Acetaminophen (Tylenol) and cold and cough preparations that do not contain alcohol**. Requests for Ibuprofen require a doctor's signature.

**Parents must bring in all medications to the office.** Students may not have any medications in their possession at any time. Refer to the ASD Elementary Student Handbook for clarification.

**Lunch**

At this time, no food service capabilities exist so children must bring lunches on a daily basis. If a child does not bring a lunch, the parent will be notified and is expected to bring the lunch before noon. **If no lunch is provided and the school must provide lunch for a student, parents will be invoiced and expected to pay for the food.**

School-provided student lunches will consist of a cup-a-soup and a granola bar with water to drink. The charge will be \$3.00 per lunch. If three lunches remain unpaid for a student, the school will not provide a lunch.

## **Recess**

An important element in Eagle Academy's philosophy includes some outdoor activity each day. Proper clothing will allow students to take full advantage of fresh air and physical and social activity. Please label ALL clothing items and check our lost and found regularly.

During the winter months, proper outdoor wear is required for all students to participate outdoors. Coats, snow pants or snowsuits, hats, gloves or mittens, and boots are required. Students will go outside each day unless the wind chill factor reaches minus 10 degrees Fahrenheit. It is expected that if a child is well enough to come to school, he/she should be able to go outside for recess. This is in keeping with ASD guidelines. Parental requests for students to remain indoors will not be considered without a doctor's written instructions.

## **Playground Guidelines**

1. Directions given by adults on the playground are to be followed immediately without any arguing.
2. Contact (tackle) games are not allowed.
3. No "King of the Mountain" type games that involve pushing, tripping, or other dangerous and rough play.
4. Do not bring playground items from home. Recess equipment is provided by the school.
5. Fighting/accepting a challenge to fight or "play fight" is strictly prohibited.
6. No snowball throwing except at designated targets when supervised by an adult.
7. Items such as the following, or anything of personal value, should be left at home. These items will be confiscated and must be picked up by a parent.

-gum	-electronic devices	-iPods, music players
-valuables	-weaponry	-skateboards
-toys and jewelry	-trading cards and/or other collectibles	-spending money

## **Parental Involvement**

Parents are an important part of the Eagle Academy Charter School program. Our school was founded on active participation of parents in the day-to-day efforts of the school.

**Each family is expected to commit at least sixteen service hours to our school per year. Parents are responsible for logging in their own service hours on their tracking card in the front lobby.**

The following is a partial list of ways in which each family may fulfill their service requirements:

- Working on the playground during recess
- Working in the multi-purpose room during lunch
- Working in your child's classroom with students, teachers, and teachers aides
- Working in another classroom
- Helping in the computer lab or art classes
- Working in the office
- Making copies
- Answering phones
- Providing transportation for field trips and/or being a chaperone for a field trip
- Volunteering to set up or work at a book fair
- Helping with one of the Family Nights or special events during the school year
- Serving on the Academic Policy Board or Management Committee

Parents may also fulfill their service requirements working away from the school by:

- Helping at home by preparing materials for special projects
- Participating as a classroom coordinator

Although we greatly prefer your active participation, if for some reason you can't serve all of your hours, you may buy out unserved time at \$10 per hour. Failure to complete or buy out your service hours may result in involuntary withdrawal from Eagle Academy at the end of the school year.

## **Sharing Your Talents and Skills**

Parents are also asked to share their talents and skills with students whenever possible. Attending class as a speaker/presenter or sharing your work skills and special knowledge that relates to our curriculum and program enriches the classroom on many levels.

Whatever talents you care to share with students and staff is greatly appreciated and makes our school a stronger family learning community.

## **Communication Between Parents and Teachers**

Good communication between parents, teachers and the principal is very important and assists the school in providing a positive educational environment for the students. For the good of our students, we ask that the following communication skills be modeled within the school:

- Good communication begins with mutual respect. This is demonstrated by speaking calmly and privately, keeping the other person's point of view in mind.
- Remember, there are often two sides to a story. Share your concerns and listen carefully to what the other person has to say.
- When discussing a concern, stay focused and avoid allowing past issues to cloud the matter.
- Make every effort to resolve classroom concerns with your child's teacher directly.
- Often misunderstandings can be avoided by sending a quick email or note to obtain clarification.
- If you wish to meet with your child's teacher, please schedule a meeting with him or her ahead of time by sending an email or leaving a message at the office. Please refrain from interrupting classroom instruction.

If you feel that your concerns were not adequately resolved, contact the principal to discuss your concerns. The principal will work with you to determine a solution in a fair and timely manner.

## **Weekly Folders**

A weekly folder is sent home at the beginning of each week. These folders contain:

- Checked work
- Newsletter from the office
- Newsletter from the teacher
- Regularly scheduled progress reports and/or report cards
- Field trip permission slips or other dated materials

It is the responsibility of the parent to read and review these folders weekly. This is the first line of communication between teacher and parent. Your careful attention to these materials is important. We ask that you review the materials and return the folder promptly; on many occasions materials require your signature. Assessments may also be included in these folders and are important as notification of student progress.

## Uniform Dress Code

The school uniform at Eagle Academy Charter School is based on items that may be seen at Frenchtoast.com. The acceptable styles and colors are listed below. Student uniforms at Eagle Academy may be homemade or purchased at another store, as long as they are like the ones listed in form, color and basic materials. Clothing may not have a manufacturer's logo visible.

### Girls' Basic Uniform:

The basic uniform clothing for girls shall consist of a long or short-sleeved button-up collared blouse or polo shirt with a skirt, slacks, skorts, or jumper. The turtleneck shirt must be a full turtleneck, not a mock turtleneck. Skirts, skorts, shorts and slacks must be worn at the waistline. Skirts and jumpers must be no shorter than two finger widths from the top of the knee cap. Walking shorts may be worn after May 1<sup>st</sup>. A sweater or vest may be worn over the uniform shirt or blouse. All clothing items must be in a like style and color with the items listed below from French Toast. Only the school monogram will be allowed on blouses, shirts, sweaters or vests. No other messages or advertisements are allowed on the uniform. All clothing should fit properly. Footwear will be black or brown shoes with no open toes. Non-marking tennis shoes are required for P.E. Solid color tights or socks matching the uniform colors must be worn at all times.

#### Acceptable Jumpers, Skirts and Skorts:



1124  
Navy



1275  
Navy



1046  
Navy, Khaki



1047  
Blue/Red



1070  
Navy, Khaki



1298  
Navy, Khaki



1068  
Blue/Red



1270  
Navy, Khaki



1268  
Navy, Khaki



1065  
Blue/Red



1066  
Navy, Khaki



1064  
Navy

#### Acceptable Girls' Shirts and Polos:



1262

Blue, White



1012

Blue, Navy  
Red, White



1009

Blue, Navy,  
Red, White



1261

Blue, White



1077C

White, Red,  
Navy



1033

White



1038

White



1034

Blue, White



1040

Blue, White

*Acceptable Girls' Pants and Shorts:*



1273

Navy, Khaki



1055

Navy, Khaki



1126

Navy



1127

Navy



1263

Navy

*Acceptable Girls' Sweaters and Vests:*



1120

White/Navy



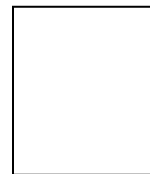
1072

White/Navy



1029

Navy/Black



**Boys' Basic Uniform:**

The basic uniform clothing for boys shall consist of a long or short-sleeved collared shirt, such as a polo, an oxford, or a dress shirt, and long pants. The turtleneck shirt must be a full turtleneck, not a mock turtleneck. All cargo pants must be purchased

from French Toast. Walking shorts may be worn after May 1<sup>st</sup>. A sweater or vest may be worn over the uniform shirt. All clothing items must be in a like style and color with the items listed below from French Toast. Only the school monogram will be allowed on shirts, sweaters or vests. No other messages or advertisements are allowed on the uniform. Slacks must be worn at the waistline. All clothing should fit properly. Footwear will be black or brown enclosed shoes with no open toes. Non-marking tennis shoes are required for P.E. Socks will be worn at all times.

Acceptable Boys' Shirts and Polos:



1020

Blue, White



1012

Blue, Navy,  
White, Red



1009

Blue, Navy,  
White, Red



1017

Blue, White



Turtleneck

Navy, White, Red

Acceptable Boys' Pants and Shorts:



1004

Navy, Khaki



1005

Navy, Khaki



1104

Navy



1205

Navy



1024

Navy, Khaki

Acceptable Sweaters/Vests:



1029

Navy/Black



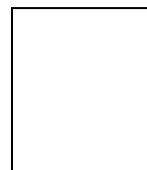
1027

Navy



1025

Navy



**Note: Sleeveless fleece vests that zip up the front and have no monogram other than our school monogram are allowed for both boys and girls in navy or black.**

### Exceptions:

Exceptions to the uniform dress code shall be permitted when:

- a. A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days;
- b. Students entering the school system during the school year shall be granted a grace period of one (1) month before being required to comply with the uniform dress code.
- c. A student wears a button, armband, or other accouterment to exercise the right of free speech guaranteed by the United States Constitution, unless the button, armband, or other accouterment signifies or is related to gangs, gang membership, or gang activity or would otherwise violate the dress code policy.
- d. A student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the Principal;
- e. The wearing of clothing in compliance with the uniform dress code violates a student's sincerely held religious belief.
- f. After Student Council has been elected, they may choose up to one "school spirit day" per month during the school year where students may wear alternate items of attire instead of the standard uniform. The description for alternate attire for spirit days shall be broad enough for all students to participate. If a student chooses not to participate in a "spirit" day, they must wear their uniform. Holidays will not be used as themes for any spirit days, including Halloween.

### Outer Garments:

The uniform dress code does not prohibit students from wearing coats, jackets, sweaters or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons. No monograms other than the manufacturers or the school design will be permitted on outer garments. During cold weather, appropriate coats, hats, gloves, boots and snow pants will be required for outside activities.

### Face/Head:

- Students may not use any type of unnatural hair dye or coloring (pink, blue, purple, green, yellow, orange, etc.).
- Haircuts will be of a conservative cut that will not draw undue attention to one's self. No irregular shaving of the head, such as Mohawks, one side shaved, etc.
- Hair should be clean, well-kept and not obstruct vision or distract from learning.
- Makeup is not permitted in kindergarten through fifth grades. Minimal make up, with natural colors only, is allowed in sixth grade.
- No piercing of any kind *except* in the ears will be allowed during school hours.
- No headwear, hats, caps, scarves, bandanas or similar items shall be worn in the building.
- Noticeable hair restraints such as scrunchies and headbands must match uniform colors.

## Eagle Academy Staff Roster 2008-2009

Phone Number	742-3025	Fax Number	742-3035
Mary Meade-Olberding		Principal	
Venita Moore		Admin Assistant	
Molly Deming		Kindergarten	
Anne Ogden		1 <sup>st</sup> Grade	
Missy Timberlake		2 <sup>nd</sup> Grade	
Jeffrey Shepherd		3 <sup>rd</sup> Grade	
Jessica Cook		4 <sup>th</sup> Grade	
Judy Pogue		5 <sup>th</sup> Grade	
Mindy Edison		6 <sup>th</sup> Grade	
Julie Gorham		Special Ed	
Laura Rowlands		Technology/7 <sup>th</sup> Level	
Heather Seidler		Music	
TBA		P.E.	
TBA		Art	
Pam Miller		Nurse	
Steve Sommerfeld		BPO	
Santiago Macedo		Teacher Assistant	
TBA		Teacher Assistant	
Jacqueline Prather		Noon Duty Attendant/Office Assistant	

## **Eagle Academy Daily Schedule 2008-2009**

8:10-8:30 am	Students arrive, prepare for beginning the school day
8:30 am	School day begins
8:30-8:35	Students in homeroom for attendance, lunch check, pledge, and announcements
8:35-10:35	Spalding Language Arts Block
10:35-10:45	Transition to Math Block, snack and bathroom break
10:45-12:00	Saxon Math Block
12:00-12:25	K-2 Lunch/ 3-6 Recess
12:25-12:50	3-6 Lunch/ K-2 Recess (3-6 graders may be dismissed back to their homerooms anytime after 12:40)
12:50-2:10	3-6 Science and Social Studies
2:05-3:20	K-2 Science and Social Studies
1:05-2:05	K-2 Rotational Classes
2:15-3:15	3-6 Rotational Classes
3:20 pm	Students dismissed