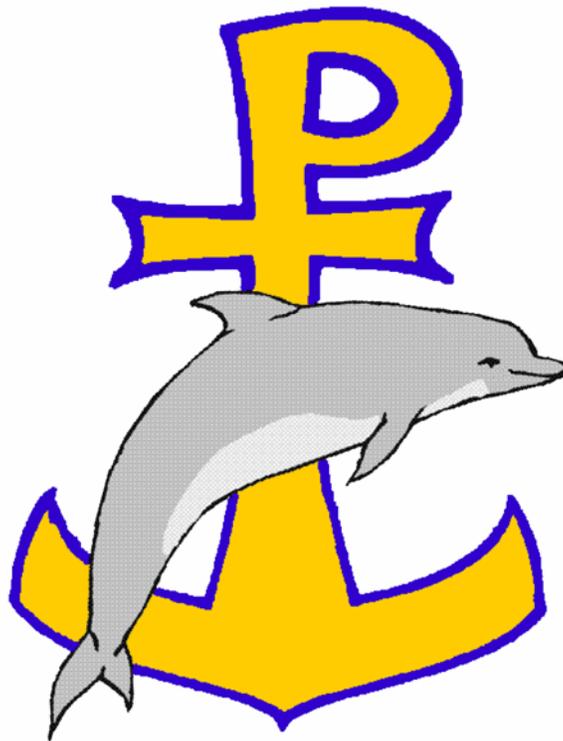


Anchor Lutheran School

PARENT & STUDENT HANDBOOK

Kindergarten - Eighth Grade



Mission Statement

The mission of Anchor Lutheran School is to proclaim the Gospel of Jesus Christ to the children and families whom we touch, and to provide quality, relevant education and Christian awareness that will prepare children to become life-long learners and successful adults.

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Welcome!

Anchor Lutheran School is operated by the Lutheran School Association of Anchorage (LSAA), which is a ministry arm of three local congregations of the Lutheran Church-Missouri Synod (Anchorage Lutheran, Beautiful Savior Lutheran, and Zion Lutheran). Our school provides an educational alternative for parents who want their children instructed in a warm Christian atmosphere by caring, committed Christian teachers. Anchor Lutheran is part of the largest Protestant Christian school system in the U.S., with nearly 2,400 schools at preschool, elementary, secondary, and collegiate levels. For over 160 years our Lutheran Schools have helped children prepare for life in this world while growing in their understanding and faith in Jesus as their Savior from sin.

Anchor Lutheran School offers the opportunity for children to receive instruction and training in five specific areas of development:

- Spiritual
- Academic
- Physical
- Social
- Emotional

God has created each child uniquely. Our curriculum is not simply academic teaching but is an effort to nurture Christian relationships, both with God and with each other. Our prayer is that students graduate Anchor Lutheran strongly connected to the Lord, ready for all challenges the future may bring.

Formal schooling is only one part of a child's education. We continually partner with parents in support of the children's complete growth and development. This handbook is an informational piece of that partnership, communicating the basic requirements, regulations, and procedures of our school.

Philosophy & Purpose

Anchor Lutheran School exists as an alternative to other programs in the community. We believe that many of the influences that affect development and character formation may be positively directed in a Christian atmosphere abounding in unconditional love and grace. In order to ensure healthy development in a Christian direction, we offer a quality academic educational program centered around Christ and His example for living in accordance with God's own command:

“Train up a child in the way he should go; even when he is old he will not depart from it.” (Proverbs 22:6)

Anchor Lutheran School exists as an extension of the Christian family, assisting parents with the religious instruction that is their God-given responsibility. It is our goal to provide the type of education and atmosphere that will allow healthy development of the whole child. We turn again to Scripture: “These words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.” (Deuteronomy 6:6-7)



Anchor Lutheran School is a ministry instrument of the Lutheran Church-Missouri Synod, intentionally operated by our School Association as part of what is known as the Great Commission: “Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you.” (Matthew 28:19-20a)

It is the purpose of Anchor Lutheran School to assist the home and church in developing the total child, mind, body, and soul. We will equip the child with tools necessary to carry on a life of confidence and security in a challenging world. The child will be better able to cope with the everyday problems of this world while keeping his/her sights on our Savior Jesus and the hope of eternal life.

Christian Beliefs

Christian beliefs, as understood and taught in the Lutheran Church-Missouri Synod (LCMS), pervade everything that is done at Anchor Lutheran. Christian instruction is not only carried out formally, but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, pastors, and staff members who strive to have their presence be a testimony to the Christian faith and the distinctively Lutheran manner of expressing that faith.

We know that each of us sins daily, that we have a sincere need to repent of those sins, and that we need to be reconciled with God and with one another. We also know that Jesus Christ died and rose from death to forgive all sins. Not one of us is better than another. This said, we recognize there are sins that are more obvious (public) than others. We teach that when obvious sins are not dealt with in a Scriptural manner (repentance and forgiveness), they will seriously damage the Christian community.

The LCMS is a creed-based church body with defined beliefs on many points of the Christian faith. For instance, we affirm: the sanctity of human life from conception, the importance of a stable family life, faithfulness in marriage, and abstention from those things that would harm our physical bodies. We also recognize that cohabitation, homosexual relations, and sexual relations outside the marital relationship are not in accord with God's will as shared in the Bible. We will not shy away from any of these teachings, nor will we deny admission as a result of these sins. Anchor Lutheran is a place where all sinners may find relief.

At Anchor Lutheran School we expect that the families of our students will not act in a way that is directly in opposition of or disrupts the teachings of this school in matters of religious faith and personal conduct. Family members are not required to believe or confess the teachings or beliefs of the LCMS. However, family members may not act in a manner that may negatively affect the school, promote beliefs at the school or its activities that are contrary to those of the LCMS, or otherwise weaken or undermine the Christian atmosphere of Anchor Lutheran.



Program Information

Accreditation

Anchor Lutheran School is regionally accredited by the Northwest Accreditation Commission (NWAC - AdvancED) and nationally through National Lutheran Schools Accreditation (NLSA). NWAC is one of six nationally-recognized regional accrediting bodies that serve to ensure quality in public, private, and parochial schools. NLSA is the accrediting body of the Lutheran Church-Missouri Synod that, while also ensuring quality, makes it further its mission to ensure that Lutheran Schools are sharing the Gospel with boldness and purity, transforming lives with the love of our Savior Jesus Christ as an integral part of the school's mission.



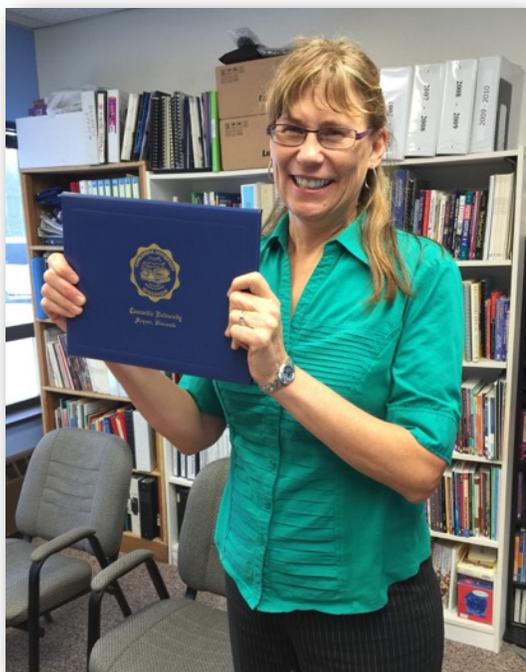
Curriculum - Academics

Our Kindergarten program is developmentally appropriate while engaging the students with a rich academic emphasis. Our students experience the social learning necessary for success in a school classroom as well as life beyond school. They are taught letters, numbers, colors, and shapes. Reading and math readiness is pursued. Children who master the basic concepts and who display a further interest will be taught to read as well as work further with basic mathematics.

1st through 8th Grade students are taught the standard subjects using textbooks, supplementary materials, technology, hands-on experiences, and field trip opportunities. Curricular materials are reviewed and updated regularly to stay current with today's educational trends and to ensure the high standards we wish to maintain. Supplemental materials are used in all grades to provide practice and variety, challenging the gifted student as well as encouraging the slower learner.

Curriculum - Spiritual

Faith (Bible) instruction at Anchor is taught using Christian materials, often specifically prepared for use in Lutheran schools. We feel that it is vital that children know and understand God's will as revealed in the Holy Bible, and how His will can and should affect their relationship with God and those around them. The children are involved in a variety of faith experiences throughout the school year. This includes a daily classroom devotional period as well as faith instruction as a regular daily subject at every grade level. An all-school Chapel service is conducted once each week. Service activities on both the classroom and school-wide level provide students the opportunity to put faith into action. Faith experiences are intended to develop Christian character and belief, and our hope is for children to recognize God's direction in their lives as they live in His grace and mercy. We expect all children to take an active part in the faith instruction classes and activities throughout the school year.



Teacher Certification

Anchor Lutheran only hires fully certified teaching staff for its K-8 classroom teaching and administrative positions. Faculty members either hold certification through the State of Alaska or another state. As we often hire from outside Alaska, faculty members may first hold out-of-state licensure while they pursue Alaska certification.

Enrollment Requirements

Admissions

Children entering Kindergarten must be five years of age on or before September 1st. Those entering First Grade must be six years of age by that date or be a graduate of an accredited Kindergarten program.

A wait list will be established if a class is filled to capacity. Placement on this list is determined by the date the application (with registration fee) is received in the school office, with the exception that preference is given first to children of current ALS families and then new children from families of our association churches. Parents will be notified when an opening for their child becomes available.



Entrance Requirements

Parents of children entering Kindergarten are required to provide a copy of their child's birth certificate, a current physical examination (dated less than 12 months prior to September 1st of that school year) and an up-to-date immunization record that includes a current PPD test (this last within 90 days of the start of school).

Parents of transfer students are required to provide a copy of their child's birth certificate, a copy of their current physical examination and an up-to-date immunization record which includes a current PPD test.

A transcript from the previous school attended will be required during the first month of attendance, typically requested directly from that school. A recent report card and a copy of the most recent standardized testing data submitted with enrollment application is appreciated. A placement test is administered as part of the admissions process for all new students for Grades 1-8. Results of placement

testing will be shared with the parents by mail, often along with a final admission determination.

All students are required to have a copy of their birth certificate, a current physical examination, and a current immunization record on file with the school's office prior to the first day of attendance. **All students in Kindergarten and 7th Grade, as well as any new-to-district students, are required to receive a PPD test within 90 days of the start of school.**

Fees

A detailed fee schedule for our programs, including payment options and any penalty fees, is set by the LSAA Board of Directors for each school year and is published in the enrollment packet. Changes to fees will receive a 30-day notice.

A **Registration Fee** for each child is due upon submission of paperwork for enrollment / re-enrollment. A student is only considered enrolled once this fee has been paid. This fee is non-refundable.



Tuition is due on the first of each month. **Child Watch Fees** (before and after school care) are requested in advance based upon estimated monthly usage. A statement of your account is sent out at the beginning of each month.

Financial Aid is available for tuition only. An Aid Grant applies only to the current school year; reapplication for financial aid is necessary for future years. Inquire with the school office for more details.

A **Wait List Fee** is charged per child for those placed on a wait-list when a classroom is already at capacity, PS-8. This fee will be applied to the Registration Fee upon enrollment if space becomes available. The fee is refunded **only** if a child ages out of either of our programs (Preschool or K-8) before we are able to accommodate enrollment.

A **Late Payment Fee** will be assessed for all accounts 15-days past due. This applies to tuition, Childcare and Child Watch charges, and any other fees on the families balance due. A **NSF charge** of \$25 will be assessed for checks returned for non-sufficient funds.

See the appropriate financial schedules for current year rates. All other financial questions or concerns should be directed to the Bookkeeper.

Fundraising

We encourage all families to participate in fundraising activities. Why have fundraisers? The tuition we choose to charge per student is intentionally insufficient to cover all expenses of the education, programs and activities we provide. We choose to fund some of our programs and opportunities for students through collective fundraising efforts rather than simply increasing tuition. We participate in only a few fundraising events each year, supporting overall program costs as well as some extra needs and benefits for our students. The primary fundraiser is the school auction. We also have an annual Christmas fund drive, and our Benefit Banquet in the spring attended by many school supporters. Additional smaller activities may be planned to raise funds for specific targets each year, such as a Book Fair to support our school and classroom library needs, and activities to help fund the Junior High East Coast Heritage Tour.

Parent participation and support of school fundraising efforts are vital to the continuing excellence and growth of our school.

Non-Discrimination

Anchor Lutheran School admits students of any race, color, creed, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Parent Conduct Guidelines

Parents are the single greatest role model in the life of a child. They are also a fantastic asset to the success of our school. Parental conduct that is not in accord with the mission and purpose of our school, however, can have a greatly detrimental impact on our environment. Accordingly, we ask all parents to abide by these guidelines when interacting with the Anchor Lutheran family (students, staff, and other parents), for the benefit of all:

- ◆ Act in a manner that reflects the Christian values of Anchor Lutheran.
- ◆ Treat others with respect and dignity.
- ◆ When expressing questions, concerns, and suggestions, speak calmly and listen with an open mind.
- ◆ To help ensure a teacher's full attention, request an appointment to meet.
- ◆ Everyone makes mistakes. As you show kind understanding over occasional staff errors and oversights, you can be assured that you will receive the same. We are on the same team, with the same focus - a great Christian educational experience for the children.
- ◆ Never directly confront or challenge a child not your own while such a child is under school supervision, unless as a volunteer you have been so empowered (i.e. field trip chaperone). If you otherwise observe behavior that concerns you as possibly inappropriate or unsafe, inform the proper school authority.
- ◆ Please refrain from indecent language in the presence of our students.
- ◆ The school is a drug-free zone. No smoking or drinking is allowed on campus. This carries over to chaperone activities.
- ◆ Please respect our dress code in regards to *your own attire* when choosing to be involved with school functions, out of respect for others of our school family.



Your cooperation and support will help us maintain the Christian environment we all so value here at ALS.

Physicals / Immunizations

As per the **Entrance Requirements**, student physicals are required upon entry into the school program and a new physical is required every other year thereafter. For students participating in extracurricular athletics, physicals are required on an annual basis. Immunization records are to be kept up-to-date and are to include a current PPD test (required for students in grades K, 7, and those new to the district).



General Information

Policies, Practices, & Procedures

Attendance / Tardiness

School begins each full school day at 9:00 a.m. and ends at 3:30 p.m. Regular attendance is important for the greatest academic growth of a child. If an absence occurs, the child will need to make up missed work. If parents are aware of an upcoming extended absence, we ask that they notify the teacher in advance, two weeks ahead of time being best. The return of the child will go more smoothly if arrangements are made in advance for missed work, etc. Extended absences for reasons other than illness are discouraged. The educational experience of students will be diminished if they miss extended periods of time from school; there is no substitute for being present for full participation. **Parents are asked to inform the school when a child is or will be absent for any reason.**

A child is tardy if he or she arrives after 9:00 a.m. While an occasional late arrival is understandable, frequent tardiness will disrupt the class as well as have an adverse effect on the child's daily schedule. **When a student is tardy, a student is to first stop at the school office and receive an admit slip before proceeding to class.**



Church Membership

Anchor Lutheran School serves in partnership with the family, assisting in the God-given responsibility to nurture the spiritual development of children. Church attendance and involvement is vital for individual spiritual growth. Enrollment in a Christian school can never serve as a substitute for an active church life. Families without a church home are welcome and invited to worship at any of our school association churches. Beautiful Savior Lutheran shares our facility here at the Lutheran Center. Anchorage Lutheran is in Midtown (W 15th & N) and Zion Lutheran is at Boniface and 21st in northeast Anchorage. Our pastors welcome questions you may have concerning your family's spiritual needs.

Communication

Regular communication between the school and home is essential to the successful growth of our children. Accordingly, we have many different avenues for communicating at Anchor:

- ◆ Early in the school year we host a “Parent Classroom Information Night” for parents to meet with the teachers and learn about how things work in their children’s classrooms.
- ◆ Each week the office sends out a newsletter full of news and events relevant to the entire Anchor family. Classroom teachers also send out regular newsletters and notes to parents. These are emailed to parents, with paper copies available upon request.
- ◆ A calendar and other up-to-date and helpful information is maintained at the school website, ALSalaska.org.
- ◆ We utilize the FastDirect Online Student Information System as a way for parents to send messages to teachers, check academic progress by viewing online grade books and report cards, and review additional information. This is a secure, password protected site.
- ◆ Parents are welcome to contact the teachers as the need arises, even at home for urgent matters. We publish a directory of teacher phone numbers and email addresses. For less time-sensitive matters, you may also call the school office to leave messages for the teachers.
- ◆ Parents are welcome to visit classrooms. Please be aware that frequent visits may disrupt the learning in the classroom, but an occasional drop-in to see the class in action is welcome. We also love to have parent volunteer assistance!



We wish parents always to feel comfortable and appreciated when contacting the school and/or the teacher with concerns or questions. In general, teachers are not available before school, as their focus at that time is preparing for the day at hand and their time with the children. They will return phone messages as soon as they are able, but sometimes that will not be until the end of the school day. If you would like to meet with a teacher, we encourage you to make an appointment so that your concern/question may be given as much attention as is needed.

In the case of a disagreement or conflict with a teacher or another member of the staff, parents are asked to follow the following procedure:

1. Speak first with the teacher or staff person involved. If not resolved,
2. Speak to the School Administrator about the problem. If still not resolved,
3. Submit your concern in writing to the President of the Board of Directors. The Board of Directors will only address a matter of parent concern if it is determined that the School Administrator has not given appropriate consideration to the matter brought forward.

We encourage and value communication between home and school. Never feel that your concerns are too small or too frequent. Your child's well-being is a primary concern for everyone here.

Disabilities

Anchor Lutheran School lacks the resources to meet the needs of children with certain learning disabilities, physical handicaps, and/or emotional challenges. When the teacher suspects difficulties of this nature, he/she may recommend that formal testing of the child be done, available through the Anchorage School District at no cost to parents (our tax money provides for this) or through private practice at the parent's expense (some health insurance policies cover this). The test results will be utilized in determining proper placement for the child, including whether or not continued enrollment at Anchor is appropriate. If the teacher and School Administrator feel that our classroom setting and resources cannot adequately meet the needs of the child, other agencies will be suggested through which the parents may be able to acquire more appropriate instructional resources.

Discipline

Christian concern for each other, accountability for one's own actions, commitment to turn away from improper behavior, and the grace of God's forgiveness are at the heart of our discipline philosophy. We utilize an approach of fairness, firmness, and consistency grounded in Christian love. Students are taught and expected to care for each other, treating the needs and concerns of classmates as at least as important as their own feelings. Corrective measures, when necessary, are designed to develop more favorable attitudes and to help with social and

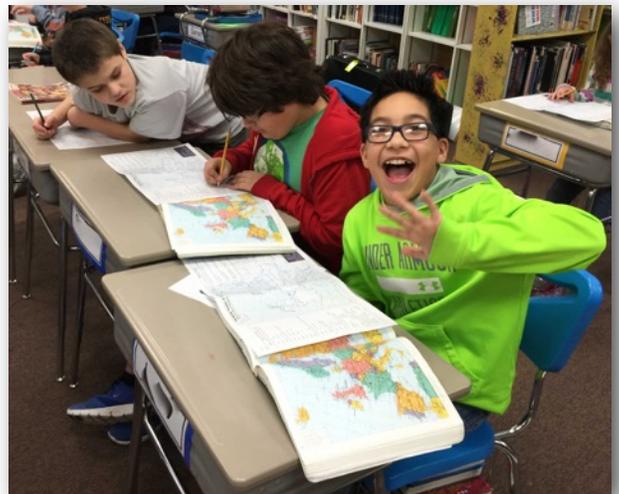
spiritual growth. Children will not be permitted to disrupt the class, be disrespectful of authority, or display improper behavior. Parents will be notified of major or repeated misbehavior and may be asked to meet with the teacher and/or the School Administrator to work towards resolution.

If improper behavior persists after discipline and consultation, the School Administrator has the option to initiate proceedings involving the Board of Directors. In such case, two members of the Board will meet with the teacher, Administrator, and the parents to determine further action, which may include expulsion.

Anchor Lutheran School does not administer physical or corporal punishment. Application of reasonable physical contact with students is considered an acceptable disciplinary measure when deemed necessary by the teacher to ensure order and safety.

Dress Code

Parents are asked to use their discretion in choosing appropriate clothing for their children considering weather conditions, floor activities, etc. Keep in mind that all children go outside for at least one recess, at lunch time, weather permitting. In other matters of dress, we ask that clothing and styles are neat and modest, keeping in mind that children represent the school they attend as well as the family of which they are a part, including God's family.



Clothing may not have holes (including intentional “style” holes), may not be frayed or torn, and must fit properly. This means extremely tight, extremely baggy, or extremely loose clothing may not be worn to school or to school events. Clothing may not contain logos which advertise alcohol or cigarettes, contain rude or offensive language, or contain inappropriate or sexual connotations. Please choose your children’s clothing for school with these things in mind: **Christian Values, Modesty, Safety, Neatness, and Cleanliness.**

Specific Details:

Pants: Extremely baggy pants (overalls or jeans) may not be worn. Pants may not be worn in a sagged fashion or be cut extremely low (such as low-rise). Properly fitting overalls and jeans are appropriate. Leggings and yoga pants may not be worn uncovered as pants, and for students **5th Grade and higher** may only be worn **under other attire** (shorts, skorts, skirt, dress).

Shirts/Tops: Hemmed sleeveless shirts and tops may be worn. Tank tops are not permitted. The midriff (stomach) area may not be exposed. Necklines must be cut modestly. Undergarments must not be exposed at any time.

Shorts: When students wear shorts to school, the length is to be mid-thigh or longer. These are commonly referred to as Bermuda or walking style shorts. Cut-offs or the shorter athletic style shorts are not permitted.

Dresses/Skirts: Dresses and skirts must be at least mid-thigh in length. Please remember to focus on modesty.

Shoes: Proper shoes must be worn to participate in the activities of the day, both in the classroom and outside. In the winter, students must have proper footwear for outdoor play. Winter footwear may be left at school during the week. Each student is required to have a separate pair of gym shoes that provide proper foot support. Shoes with black soles and slip-on style shoes are not acceptable as gym shoes. **Sandals are seasonally reserved for 5th Grade and above, and must have a heel strap (no flip flops).**

Socks: Socks and/or tights must be worn with shoes. Students are encouraged to have an extra pair at school during the winter months.

Caps/Hats: These may be worn outside. They may **not** be worn inside the building.

Facial Make-up: The wearing of facial make-up is reserved for girls in the 7th & 8th Grades. Make-up is to be modestly and tastefully applied.

Hair: Hair styles are to be modest and appropriate for our school setting. Extreme hair styles and coloring are not permitted. Only natural hair colors are accepted.

Jewelry and Accessories: These must be in good taste. Items and fads that are potential safety hazards will not be permitted. Earrings may be worn by girls, but other forms of body piercing are not accepted at school.

Outside Attire: Requirements during winter months for outdoor play include a coat, hat (or coat with hood), boots, gloves/mittens, and snow pants or snow suit. Summer requirements are dependent on weather conditions and planned activities.

The dress code is always subject to interpretation by the School Administrator.

Electronic Devices

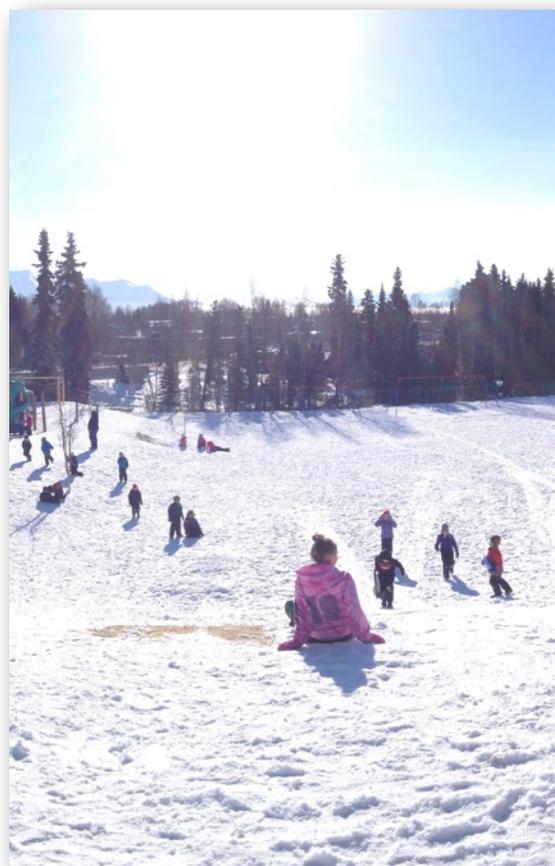
Electronic devices of a personal nature such as cell phones, video games, MP3 players, iPads, etc., are generally not to be brought to school. This includes our Child Watch program. Junior High students may bring cell phones for use before and after school, but **only** for communicating with parents. Cell phones used for other purposes will be confiscated, available for parent pickup.

Individual teachers may make occasional exceptions to this policy for specific educational purposes. They will let parents know directly when such is the case. For most school technology needs, Anchor will be providing the equipment used (Junior High laptops, iPads in other grades, etc.).

Emergency School Closures

Anchor Lutheran School will usually close for emergencies in conjunction with the local public school system. We will close in the case of hazardous weather conditions, volcanic ash, or other natural catastrophe. If the decision is made to close, the announcement will be made on the school's website and Facebook page, via email, and on the radio and TV stations that pass along such announcements to the community.

In case of fire or other emergencies impacting our facility during program hours, students will be walked to the Village Inn Restaurant (Dimond & Arctic) one block south of the school. Parents will be notified as quickly as possible. Children will be kept at that location until pick-up by a parent or other authorized person.



Please contact the school office for further information regarding Anchor's Emergency Management Plan.

Extracurricular Eligibility

In order to participate in school extracurricular activities (athletics, for example), students must maintain a “C” or better in all subjects. Exceptions to this requirement may only be made by decision of the School Administrator, and will only be considered for highly unusual extenuating circumstances.



FastDirect Online Information System

Anchor Lutheran utilizes an online information system to provide parents 24/7 access to academic progress, financial records, lunch menus, classroom and school information, and communication from and to the classroom teachers and school office staff. Referred to as “FastDirect”, this web-based password-protected site is accessible to all K-8 parents using uniquely assigned ScreenNames and Passwords (contact the school office if you do not know or remember your log-on information).

Field Trips

The primary purpose of field trips is to extend classroom learning through “real world” experiences and service opportunities. Each child must have a parent-signed permission slip in order to leave campus for any field trip. Students without signed permission slips will not be permitted to attend. Parents may be asked to help transport and/or supervise students on such trips. If parents agree to drive, a proof of insurance form (available in the office) must be completed. This form states that the minimum state-required insurance coverage is in force for the driver of the vehicle. The school’s insurance policy covers limited liability in excess of personal coverage.

Homework

While sufficient class time is generally allotted for children to complete classroom lessons, students work at a wide variety of speeds. It may be necessary to take some classwork home to be completed. Separately, some assignments are intentionally designed as homework for the purpose of reinforcing and extending the content introduced in the classroom. Due to the unique learning styles and needs of each child, homework may be more frequent for some children than for others. We ask that parents partner with the teacher by providing the time and environment at home necessary for successful homework completion, and further by encouraging the children to give sufficient effort to their work. If you come to believe that the homework load your child is experiencing is too great or too frequent for your child, you are encouraged to contact the teacher to discuss the situation.



Homework may be requested in advance of planned extended absences. We request that you speak to the teacher at least two weeks ahead of time when possible. In case of illness, parents may request student work to be prepared and waiting in the school office *at the end of the school day*.

Hygiene

As students grow, it becomes necessary for them to utilize increasing hygiene practices to maintain a healthy appearance and socially acceptable body odor. Students are encouraged to bathe regularly. Parents should make certain the children properly use deodorant starting around the 5th Grade level. Students should also practice daily dental care as recommended by their dentist. Failure to impress good hygiene practices upon your children may result in otherwise avoidable social difficulties for your child in peer interaction, so please help **us** to help **them**.



Illness

If your child is absent as a result of illness, please notify the school office of the nature of the illness. We care about the welfare of our students and will wish to pray for those who are ill. When advisable, a release from a physician will be necessary for the child to return to school. When we are able and aware we will notify parents of any communicable diseases to which children may have been exposed. For the protection of all our children, sick children are not to attend school. Parents will be notified and asked that their child be taken home if any of the following symptoms are present: listlessness, confusion and/or unusual behavior; severe runny nose, cough, and/or sore throat; fever; red eyes with discharge; abnormal irritability; nausea and/or vomiting; diarrhea; unknown rash/itching; difficult or rapid breathing; pain or discomfort; skin lesions/patches; swollen joints/glands; stiff neck. If any of these symptoms are present in your child at home, **please** do not send him/her to school. In the event a child becomes ill while at school, an effort will be made to contact a parent or responsible adult. The child will be made comfortable until the parent or responsible person arrives.

Medication

ALS teachers and caregivers may not dispense either doctor-prescribed or over-the-counter medications. If a child needs to take medication during the day, a formal request must be filed with the school office (forms are available in the office). All medication is to come to the office in its original container with instructions printed on the label. Prescription medication is to include physician's name and phone number, special care needed (such as refrigeration) and dosage. All medications will be kept in the office and administered by office personnel. Medication will be dispensed as noted in the instructions printed on the label, and will be documented by school personnel regarding date, time and dosage. Any dosage change must be accompanied by a physician's note. Long-term medication also needs to be accompanied by a physician's written order. Additionally, a physician's written order must accompany any sample medication and is to include all of the information needed for the administration of the medicine. **Medications must not be kept/left in a child's bag, backpack, or classroom.**

Parties

Class parties are planned each year in conjunction with Christmas and Valentine's Day. Specific details are shared with parents in advance by each classroom teacher. Room Parents (parent volunteers) are commonly asked to make arrangements for games and refreshments, as well as to help coordinate supervision of the party (along with the teacher). Expenses for class parties are shared by the children/families.

Many students enjoy bringing in a classroom treat to celebrate their birthdays. Parents are welcome to send such treats in with their child, but are asked to consult the teacher **at least** the day prior to sending in such treats. **Please, do not simply surprise the teacher with food the day of the birthday.**

If parties of any kind are planned outside of school hours, invitations should only be passed out at school if **every** child, **every** girl, or **every** boy is included. If you wish to invite only a few students, or even students from another classroom, please use the school's family directory for mailing party invitations. *Leaving students out can be emotionally devastating, so thank you in advance for your intentional sensitivity.*

Recess

All children go outside for recess. The temperature cut-off we utilize for outdoor recess is 0°F, including taking wind chill into account. Teachers on recess supervision will observe common sense when it is close to 0°F, making recess adjustments as deemed appropriate in their judgment. Exceptions to being outdoors at recess are made through the School Administrator, and in most cases would need a physician's note or other extenuating circumstance. Children must have appropriate clothing for outdoor play.

Of course, the occasional moose does interfere with the ability to go outside for recess.



Report Cards

Report Cards are prepared four times per year. These are distributed typically within two weeks of the end of the quarter, and are available online via FastDirect. You may monitor ongoing academic progress via FastDirect throughout the school year. Academic grade scores and behavior marks are intended to show a measure of progress, growth, and effort. It is not necessary to wait until report cards are issued to ask to speak with a teacher if you are concerned about your child's progress (see **Communication**). A paper copy of the signed report card will be sent home at the end of the year; the other quarters are published for viewing (and printing) from FastDirect.

Testing

Placement testing is administered to all new enrollees for Grades 1-8. An informal readiness assessment is administered to Kindergartners who are not simply moving up from our own preschool program.

A nationally recognized, norm-referenced standardized achievement test is administered to the 2nd-8th Grade students near the end of each school year. This is noted on our school calendar; we request that parents work to avoid planned absences during this two-week testing period. We utilize the annual achievement test as another objective means to measure student growth. Testing results and explanations are provided to parents.



Classroom teachers use a variety of grade-level appropriate subject-matter tests throughout the school year to both measure growth and to guide ongoing instructional choices. Tests are only one of many evaluation tools utilized by our teachers, growing in significance toward impacting reported academic scores as students advance through the grade levels.

Extended Care Programs

The purpose of our extended care programs is to provide a safe and nurturing environment for children while fostering healthy social, emotional, spiritual, and physical development. These programs offer experiences through the use of art, music, free play, science, and Bible stories, as well as physical activities that are age appropriate yet challenging for each child.

Child Watch

Anchor Lutheran offers a well-organized, established, state-licensed before and after school program for children enrolled in Kindergarten through Grade 6. This program is open to all children throughout the school year, as well as most days that school is not in session. This also includes an enhanced summer program. Parents may drop off their children at school as early as 7:00 a.m. They are offered crafts and activities as well as a nutritious breakfast-style snack and are supervised until they are released to their classrooms at 8:45 a.m. Children who arrive before 8:45 a.m. are to be signed into the Child Watch program. If a parent or other authorized person has not arrived within 15-minutes of the end of the school day to pick up a student, the child will be signed into Child Watch and supervised by a staff member. The program closes at 6:00 p.m.



Child Watch use is billed on actual usage time based on the recorded sign-in and sign-out times, with a minimum one-half hour charge per use. Please see fee schedules available in the school office or in the enrollment packet for current rates, including late pick-up and other fees associated with the program. Parents wishing to regularly use the Child Watch program, or those wishing to reserve space on teacher in-service days or other “by reservation only” days, must fill out usage forms available in the school office.

Our Child Watch program shares some facilities, and even some staff, with the Child Care program (see below). Both of these programs are under the direct supervision of our Child Care / Child Watch Director, who serves under the supervision of the School Administrator.

Child Care

Anchor Lutheran also offers an all-day early childhood education and child care program for children 3-5 years of age. This program is state-licensed as a care and educational center and focuses on providing developmentally appropriate educational experiences. Further information is available in the school office.



Glossary

Common Terms at Anchor Lutheran School

Anchor Lutheran Church (ALC)

One of the three local Lutheran churches that operate and support the Lutheran School Association of Anchorage, Inc. Anchor Lutheran is located on the corner of 15th and N Streets.

Anchor Lutheran School (ALS)

The school owned and operated in the Lutheran Center facility by the Lutheran School Association of Anchorage, Inc.

Beautiful Savior Lutheran Church (BSLC)

One of the three local Lutheran churches that operate and support the Lutheran School Association of Anchorage, Inc. This church holds services in the Lutheran Center, sharing this facility with ALS.

Caregiver

This is the title given to employees of Child Care and Child Watch who directly supervise the children.

Child Watch

This is the name given to the before and after school program operated for students of Anchor Lutheran School as well as students from Campbell Elementary School.

Lutheran Church - Missouri Synod (LCMS)

The Christian church denomination in which the LSAA and its owner congregations all hold membership. LCMS congregations operate nearly 2,500 schools just like Anchor Lutheran.

Lutheran School Association of Anchorage (LSAA)

The owner and operator of Anchor Lutheran School and all programs run by the school. The Association is composed of Anchorage, Beautiful Savior, and Zion Lutheran churches.

Multipurpose Room (MPR)

This room serves as a worship, drama, fellowship, and gymnasium facility. Students sometimes call it the “gym”; church members sometimes call it the “church”. This room is frequently used for recess, P.E., sports practices, Chapel, music and theatre productions, and many other activities.

Program Director

This is the administrator of the Child Care and Child Watch programs. The Program Director is responsible for the direct supervision of caregivers in these programs.

School Administrator

This is the chief administrative official of Anchor Lutheran School and is the direct supervisor of the teaching faculty, Program Director, and all other school staff.

Zion Lutheran Church

One of the three local Lutheran churches that operate and support the Lutheran School Association of Anchorage, Inc. Zion Lutheran is located at 2100 Boniface Pkwy, on the east side of Anchorage.



