

Anchor Lutheran School
PARENT & STUDENT HANDBOOK
Kindergarten through High School



Once a Dolphin, Always a Dolphin!

Mission Statement

A Christ centered community focused on the growth of the whole child by partnering with families to provide an inclusive environment where children flourish academically, spiritually, socially, and emotionally.

8100 Arctic Blvd., Anchorage, AK 99518
Phone: 907-522-3636
www.alsalaska.org

Greetings from the Anchor Lutheran School Principal



Dear Anchor Students and Parents,

We are delighted to welcome you to Anchor Lutheran School and look forward to working with you to support your children this year. Anchor Lutheran School prides itself on its strong and supportive parent community. We consider your child's education to be a collaborative process which requires close links between home and school. Anchor teachers are kind, supportive and nurturing. Please reach out to them if you have any questions or concerns about your child's learning.

This handbook is a tool to support the Anchor community and students. It contains information and procedures aimed at making the school a safe, friendly, and enriching place for students to learn. Be sure to read the Parent/Student Handbook carefully as you discuss the policy guidelines and procedures

at home with your children. While we attempt to ensure that this is a comprehensive document, situations may arise that will require additional clarification.

Please feel free to share any comments or suggestions with us throughout the coming year. We value your assistance in making this a rewarding year for the students at Anchor. We look forward to becoming better acquainted with members of our Anchor community this year.

In Christ,

A handwritten signature in blue ink, appearing to read 'Matthew Baxter', written in a cursive style.

Dr. Matthew Baxter
Director

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Important Contacts

Anchor Office Phone: (907)522-3636

Director: Matthew Baxter - dr.baxter@alsalaska.org

Early Childhood Director: Rebecca Finney - mrs.finney@alsalaska.org

Finance Department: Nancy Sarber - bookkeeping@alsalaska.org

Office Manager: Leah Campbell - office@alsalaska.org

FACTS Account Manager: Heather Arduser - harduser@alsalaska.org

Director of Athletics: Joe Dirksen - mr.dirksen@alsalaska.org

Technology Coordinator: Eric Frisco - mr.frisco@alsalaska.org

Student Support Coordinator: Sandi Goerisch - mrs.goerisch@alsalaska.org

Facilities Manager: Tim Skinner - mr.skinner@alsalaska.org

Secondary School Closure Location: South Anchorage Church of Christ - (907)344-3931

School Board: schoolboard@alsalaska.org

Purpose of this Handbook

The purpose of this Parent-Student Handbook is to help acquaint you with the Anchor Lutheran School history, curriculum, philosophy, structure, and to highlight some of the systems and procedures that are unique to the school. Please take the time to read this handbook as it contains some critical information.

Accreditation

Anchor is a Recognized Service Organization of the Lutheran Church Missouri Synod (LCMS), whose operations foster the mission and ministry of Jesus in harmony with his teachings. LCMS practices respect and are not contrary to the Bible. Anchor is fully accredited by the National Lutheran School Accreditation (NLSA), and in 2023 earned its highest possible accreditation term of five years. Anchor is a member of the Northwest District of the LCMS and the Alaska Mission for Christ.

Governance

Anchor is overseen by a Board of Directors, which is appointed consistent to the bylaws of the school's Articles of Association as a not-for-profit status as Lutheran School Association of Anchorage (LSAA). LSAA was established to promote Lutheran education and to establish, conduct, control, manage, and maintain Lutheran schools in the greater Anchorage area and the State of Alaska.

Anchor undergoes an annual audit, which is required by the **Internal Revenue Service**. This audit, and the finances in general, are also reviewed by the school's accrediting agencies, the NLSA. Anchor has been vetted and accorded a 501(c)(3) status (not-for-profit) by the International Revenue Service of the United States.

Campus Information

School Hours

Anchor Lutheran School is typically open from 7:00 am to 6:00pm Monday through Friday. The school day starts at 8:45 am for students Grades 6 through 12 and 9:00 am for students TK through Grade 5. The school day ends at 3:15 pm and 3:30 pm respectively. TK through Grade 5 students are expected to arrive at school between 8:45-8:55 so that they are prepared to begin instruction promptly at 9:00 am. Grades 6 through 12 students can arrive at school as early as 7:30 am and remain on campus as late 5:30 pm.

After School Activities (ASAs) run on a schedule that varies according to grade level and activity. Parents must supervise children not attending ASAs after school or enroll them into the child watch program. Students may be unsupervised in common spaces if they are over the age of 12 and their behavior is inline with Anchor’s behavioral expectations. During evening events, the campus will be open based on the activities occurring.

Office Hours

School office is generally open Monday to Friday, 8:30 am to 5:00 pm.

School Calendar

The school year is divided into two semesters. First semester runs from mid-August until December. The second semester runs from January to mid-June. The school calendar is published by February for the following school year and can be found on the school website at alsalaska.org

Security on Campus

Security systems are in place 24 hours a day to ensure a safe school environment. The office manager, school administrators closely monitor and record visitor access on campus. Additionally, security cameras are installed in various locations throughout the school to monitor student movement and ensure student safety at all times. If you are interested in serving on the campus safety team, please let us know.

Entering Campus

On normal school days, campus is “open” from 7:00 am to 6:00 pm. Members of the school community and visitors are able to enter and exit when school is open. Students enter freely; faculty and staff enter using their ID card. Parents and visitors sign in on entry. Alumni are granted access to visit the school campus during after school hours and by invitation or appointment during school hours. The school reserves the right to refuse entry to any person deemed a risk to the learning environment.

Exiting Campus During the School Day

Students are not allowed to leave campus before the end of the school day without permission from administration. Students must be accompanied by a guardian to depart campus. High School students can leave on their own with parental permission.

Visitors

For security purposes, all visitors must sign in at the office and visitors need to wear a “visitor” name card during their visit. This will assist staff and students to help guide them.

Pick Up and Drop Off

Drivers of vehicles may drop students off between 7:30-9:00 am and pick students up between 3:15-5:30 pm after dismissal time. Drivers are expected to act in a courteous fashion and to follow the staff and faculty directions. Traffic is a one way loop. All vehicles should park facing

Parking on Campus

Arctic Boulevard except for the spaces next to the school. Drivers who break these rules may be barred from the school campus. Parents should park sensibly and avoid blocking the road or entrances to the school. Please take care while crossing the street and encourage your child to look out for traffic as they approach the school entrance. Children 12 years of age or younger must be accompanied by an adult when walking in the parking lot.

Bus Transportation

Anchor has routes to Campbell Elementary School for before and after school care. Additional bus routes can be added or taken away at any time. The school reserves the right to suspend or remove students from the bus service should they not adhere to the rules.

Health and Safety Measures

For the protection of all our students and staff, sick children are not to attend school. A sick child must be symptom free, without the aid of medication, for 24 hours before they can return to school. Parents will be **notified and asked that their child be taken home** if any of the following symptoms are present: listlessness, confusion, 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, lice, among others.

Lunch

Lunch is provided to Anchor families five days a week. The lunch menu is available through FACTS and may be preordered. Our team prepares menus that are well balanced and nutritional. Fruits and vegetable are available to all students. Please direct any questions or concerns regarding lunches to the office at office@alsalaska.org.

Lost and Found

Lost and Found items are stored at the front office. At varying points in the year, items are displayed for students and parents. We strongly encourage parents to have their child's clothing and personal items labeled with their name and grade whenever practical as this allows us to return lost items directly to the student. The school will eventually donate unclaimed items to a charity group.

Teaching and Learning

Mission Statement

A Christ-centered community focused on the growth of the whole child by partnering with families to provide an inclusive environment where children flourish academically, spiritually, socially, and emotionally.

Accreditation

Anchor Lutheran School is nationally accredited through National Lutheran Schools Accreditation (NLSA). NLSA is the accrediting body of the Lutheran Church-Missouri Synod. Its mission is to ensure quality within Lutheran Schools as they share the Gospel with boldness and purity, transforming lives with the love of our Savior Jesus Christ.

Philosophy

Anchor Lutheran School assists the home and church in developing the total child - mind, body, and soul. At Anchor, we equip the child with tools necessary to carry on a life of confidence and security in a challenging world. Our hope is that your child will be better able to cope with the everyday problems of life while keeping their sights on our Savior, Jesus Christ, and the hope of eternal life.

Schooling should provide a multifaceted experience resulting in students learning to think creatively and critically to gain practical skills which will equip them for the ensuing stages of education and life in general. Students should explore areas of interest and learn to appreciate and cooperate with other people. In addition to preparing students for each successive stage of their education, we recognize that schooling forms a significant chronological segment of a person's life and, therefore, has its own intrinsic value and importance - a value beyond simply preparing for the next chapter or the next grade level.

Our aim is to create a dynamic and interactive learning environment within every classroom, complete with challenges and expectations appropriate to the complex world our students will inhabit. We focus on the development of each student's sense of logic, skills, general academics, and social discipline within a Christ-Centered educational platform. Most importantly, we aim to foster a lasting love of God and learning that will extend outside the school curriculum and beyond the students' years at Anchor.

Christian Beliefs

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 Lutheran Church Missouri Synod (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 School.

Associated Churches Information

Anchorage Lutheran Church

Sunday Services at 8:30 and 11:00 in Downtown Website: <https://www.anchorage.lutheran.org/>

Beautiful Savior Lutheran Church

Sunday Service at 10:30 in Midtown Anchorage Website: <https://bslc.org/>

Zion Lutheran Church

Sunday Service at 9:30 in East Anchorage Website: <http://zionanchorage.org/>

Our Redeemer Lutheran Church

Sunday Service at 10:00 am in Chugiak, Website: <https://www.orlc-ak.org/>

Curriculum - Academics

Our program is centered on students developing the attributes of a life-long Christian learner. These values form the culture and ethos of our school and apply not only to our students, but to our whole school community. The attributes of Christ-centered learners are:

Emotional	Spiritual	Social	Academics
<ul style="list-style-type: none">• Advocate	<ul style="list-style-type: none">• Confident	<ul style="list-style-type: none">• Communicator	<ul style="list-style-type: none">• Collaborator
<ul style="list-style-type: none">• Balanced	<ul style="list-style-type: none">• Reflective	<ul style="list-style-type: none">• Courteous	<ul style="list-style-type: none">• Evaluator
<ul style="list-style-type: none">• Courageous	<ul style="list-style-type: none">• Reverent	<ul style="list-style-type: none">• Empathetic	<ul style="list-style-type: none">• Inquirer

Recognizing that knowledge is not static, Anchor seeks to uncover understanding through a conceptual based, inquiry-driven curriculum framework. Important features of this framework are the explicit teaching of skills, the development of personal attitudes, and student engagement in self-initiated, responsible action.

The Anchor framework is guided by six transdisciplinary conceptual themes of global significance:

Lower School - Grades K through 5

- Who We Are
- Where We Are in Place and Time
- How We Express Ourselves
- How the World Works
- How We Organize Ourselves
- Sharing the Planet

Upper School - Grades 6 through 12

- Scientific and Technical Innovation
- Personal and Cultural Expression
- Fairness and Development
- Identities and Relationship
- Orientation in Space and Time
- Globalization and Sustainability

Knowledge and Understanding

The subject areas identified within Anchor program are language and literacy, writing, language acquisition (Mandarin Chinese), inquiry, social studies, mathematics, arts, science, technology, projects and leadership, engineering, theology, design, physical and health education.

Agency

The Agency component involves students thinking and acting responsibly by taking thoughtful and appropriate action. The value is in the action being initiated by the students whom take ownership of the process and lead themselves forward. Action may extend their own learning and can take many forms which has a wider impact, and often looks different depending on the age group.

Curriculum Standards

The Anchor content standards were chosen to serve our learning community. The standards include competencies, concepts and skills in our subject areas and transcend academic disciplines. These standards are based on research and are being continually developed through a collaborative global effort in places such as Australia, New Zealand, Singapore, the United Kingdom, and the United States. The content standards target life-long learning, college/university preparation, as well as life and work in a global society.

Learning in context

Students engage in a wide range of interactive learning experiences, both on and off campus. These activities assist each student to develop a sound core of knowledge, a sense of logic, intellectual confidence, life-long learning skills, and the opportunity to engage in learning activities beyond the classroom. Anchor also takes advantage of the many learning opportunities unique to a private Christian school setting and our location in Alaska. Most importantly, the school aims to foster a lasting love of learning and God.

Timetable and School Day

Anchor operates our timetable in 45 and 65-minute blocks. In K through Grade 5 students participate in Performing Arts, Physical and Health Education, STEAM (Science, Technology, Engineering, Arts and Maths) and Theology with specialist teachers. Students learn the remainder of the day with their homeroom teachers.

Sample Lower School Timetable (Kindergarten through Grade 5)

	Monday	Tuesday	Wednesday	Thursday	Friday
Block 0 08:45 AM-09:00 AM	Morning Work	Morning Work	Morning Work	Morning Work	Morning Work
Announcements 09:00 AM-09:10 AM	04 ADV-A 10: Grade 4	04 ADV-A 10: Grade 4	04 ADV-A 10: Grade 4	04 ADV-A 10: Grade 4	04 ADV-A 10: Grade 4
Block 1 09:10 AM-09:55 AM	04 PHE-A 20: MPR Room	04 MUSIC-A Music Center	Chapel	04 MUSIC-A Music Center	04 PHE-A 20: MPR Room
Block 2 09:55 AM-10:40 AM	04 MATH-A 10: Grade 4	04 MATH-A 10: Grade 4	04 MATH-A 10: Grade 4	04 MATH-A 10: Grade 4	04 MATH-A 10: Grade 4
Break 10:40 AM-10:55 AM	Break/Snack	Break/Snack	Break/Snack	Break/Snack	Break/Snack
Block 3 10:55 AM-11:40 AM	04 LNG & LIT-A 10: Grade 4	04 LNG & LIT-A 10: Grade 4	04 LNG & LIT-A 10: Grade 4	04 LNG & LIT-A 10: Grade 4	04 LNG & LIT-A 10: Grade 4
Recess/Lunch 11:40 AM-12:40 PM	Recess/Lunch	Recess/Lunch	Recess/Lunch	Recess/Lunch	Recess/Lunch
Block 4 12:40 PM-01:25 PM	04 STEAM-A 10: Grade 4	04 THEO-A 10: Grade 4	04 THEO-A 10: Grade 4	04 ART-A 10: Grade 4	04 ART-A 10: Grade 4
Block 5 01:25 PM-02:10 PM	04 WRT-A 10: Grade 4	04 WRT-A 10: Grade 4	04 CH LNG-A Module 2	04 WRT-A 10: Grade 4	04 CH LNG-A Module 2
Break 02:10 PM-02:25 PM	Break/Snack	Break/Snack	Break/Snack	Break/Snack	Break/Snack
Block 6 02:25 PM-03:10 PM	04 INQ-A 10: Grade 4	04 INQ-A 10: Grade 4	04 INQ-A 10: Grade 4	04 INQ-A 10: Grade 4	04 INQ-A 10: Grade 4
Service 03:10 PM-03:30 PM	04 ADV-A 10: Grade 4	04 ADV-A 10: Grade 4	04 ADV-A 10: Grade 4	04 ADV-A 10: Grade 4	04 ADV-A 10: Grade 4
Block 7	Faculty/Staff Meeting	ASA / Sports	ASA / Sports	ASA / Sports	ASA / Sports

Sample Upper School Timetable (Grade 6 through Grade 12)

	Monday	Tuesday	Wednesday	Thursday	Friday
Block 0 08:45 AM-08:55 AM	HS ADV-A 18: STEAM Lab	HS ADV-A 18: STEAM Lab	HS ADV-A 18: STEAM Lab	HS ADV-A 18: STEAM Lab	HS ADV-A 18: STEAM Lab
Block 1 09:00 AM-10:05 AM	HS ADV-A 18: STEAM Lab	HS SCI-A 18: STEAM Lab	HS ADV-A 18: STEAM Lab	HS SCI-A 18: STEAM Lab	HS SCI-A 18: STEAM Lab
Block 2 10:10 AM-11:15 AM	HS SS-A Module 2	HL CHINESE-A Module 2	HS SS-A Module 2	HL CHINESE-A Module 2	HS SS-A Module 2
Block 3 11:20 AM-12:25 PM	HS LNG & LIT-A Module 1	HS ARTS-A Module 1	HS LNG & LIT-A Module 1	HS THEO-A Module 2	HS LNG & LIT-A Module 1
Lunch / Recess 12:30 PM-01:00 PM	Lunch / Recess	Lunch / Recess	Lunch / Recess	Lunch / Recess	Lunch / Recess
Block 4 01:00 PM-02:05 PM	HS PHY & HLTH-A 20: MPR Room	HS PRJ & LEAD-A Module 2	HS PHY & HLTH-A 20: MPR Room	HS MATH-A Faculty Workroom	HS ARTS-A Module 1
Block 5 02:10 PM-03:15 PM	HS MATH-A Faculty Workroom	HS DESIGN-A 18: STEAM Lab	HS DESIGN-A 18: STEAM Lab	HS DESIGN-A 18: STEAM Lab	HS MATH-A Faculty Workroom
Block 6 03:35 PM-04:30 PM	Staff/Faculty Meeting	ASA / Sports	ASA / Sports	ASA / Sports	ASA / Sports

Physical and Health Education (PHE)

The Anchor Physical and Health Education Program uses an inquiry-based approach to teach lifetime health and fitness. The program focuses on movement competence, active living, and healthy living through class discussions and a wide variety of games and activities, both in the gym and on the field. The goal is to develop healthy habits, locomotion skills, spatial awareness, hand-eye and foot-eye coordination, physical endurance, and strategic thinking in a safe and active environment that encourages students to be cooperative and inclusive toward others.

Performing Arts

Anchor uses a blend of inquiry and traditional skills-based learning to develop students' ability to sing, play instruments, dance, compose, improvise, perform and experience music of diverse origins. Performing Arts incorporates an active environment that encourages students to be confident, team-oriented, creative thinkers.

Visual Arts

The Visual Arts class covers a wide range of skills and styles of art. Creativity, expression, and problem solving are the roots of Art. Students develop skills through a wide variety of concept-based units and collaborative art projects.

Design Technology / STEAM

Design Technology / STEAM blends a number of disciplinary skills together to develop students' problem-solving and creative skills. The students will inquire and analyze, develop ideas, create a solution to a problem, and evaluate the effectiveness of the solution.

Language Learning

Anchor creates a language learning environment with English as the language of instruction. Each class is a language class in that they use language in the context of the scope of study. Anchor also fosters other languages through our Language Acquisition classes. The acquisition of additional languages provides students the opportunity to thrive within our world. The ability to communicate in a variety of modes in more than one language is essential to the concept of intercultural understanding.

English for Speakers of Other Languages (ESOL)

Anchor provides support within the school day to students for whom English is not a first language. Teachers provide ESOL support for students within the regular classroom. Our ESOL program follows research and evidence-based best practices in academic language acquisition and is guided by WIDA's English Language Development standards. Through our program, our homeroom teachers maximize planning and assessing time to integrate content, language, and literacy instruction effectively, which accelerates academic language development.

Anchor charges an additional one-time ESOL fee at admissions to students for whom English is not their dominant language. To be admitted, foundational English skills in speaking and listening are required for all students. In Upper School foundational writing and reading skills will also be required. Admittance will be determined by a WIDA test and consultation with our Student Support Coordinator.

Curriculum - Spiritual

Faith instruction is taught using Christian materials that support the beliefs and doctrine of the Lutheran Church Missouri Synod. 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. An all-school Chapel service is conducted weekly. Service activities, both within the classroom and school-wide, provide students the opportunity to put Faith into action. We expect all children to take an active part in the Faith instruction classes and activities, inside and outside the classroom, throughout the school year as part of expanding the shared ministry of God.

Teacher Certification

Anchor 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.

Assessment and Reporting

Anchor uses both formative (informal) assessments and summative (formal) assessments to inform student progress and achievement across the curriculum. Anchor provides parents with various opportunities to learn about their child's achievements. For example, report cards, conferences and parent information nights. Families who wish to learn more can review our Anchor Assessment Guide.

Progress Reports

The progress report is primarily a form of communication from the teacher to the parent. It also serves as communication between Anchor and another school to which the student might transfer. Anchor considers the first more important but must be aware of the differing systems to which its students may transfer, and therefore the Progress Report must ensure a high degree of clarity.

The school year is divided into two semesters. Student performance is reported as follows:

- Mid-Term (October): Mid-Term Progress Report
- End of Semester 1 (December): Semester 1 Report Card
- Mid-Term (March): Mid-Term Progress Report
- End of Semester 2 (June): Semester 2 Report Card

Students must be in attendance for a minimum of six weeks of the assessment period to be issued a complete progress report.

Standardized Testing

Anchor utilizes the Northwest Evaluation Association (NWEA) MAP standardized tests for determining academic progression and curricular needs.

Comprehensive Reading Assessments

Teachers continually assess students' reading levels through daily classroom work and reading groups. Additionally, each student's reading level is formally assessed twice per year.

Parent-Teacher Conferences

Parent-teacher-student conferences take place in the first semester. These conferences provide parents with an opportunity to discuss individual student concerns with their child's teachers.

Student-Led Conferences

Student-led conferences take place in the second semester. These conferences will be student-led with a focus on demonstrating knowledge, skills, and understanding.

Learning Resources: Technology, Texts and Materials

Teachers gather learning materials from a variety of resources. When resources are issued as part of the curriculum, it is the responsibility of the student to return the item in good condition. Resources are checked out in the student's name. If not returned or returned damaged, the family will be billed the amount to replace the missing or damaged item.

Technology Agreement

Anchor students will have access to laptops and iPads when necessary. Anchor students are expected to be good digital citizens. All students are required to follow the Anchor Technology Use Agreement. Failure to adhere to this policy may result in the loss of computer privileges. As a general rule, the following uses are not permitted unless given explicit prior approval by a teacher: social networking sites, gaming, streaming video, music and / or other audio, and instant messaging applications.

Electronic Devices

Electronic devices of a personal nature, such as video games, smart phones, and iPads, are not to be brought to school. This includes our Child Watch program. Students may bring electronic devices for use before and after school solely for communicating with parents. Devices used for other purposes will be confiscated and will only be available for parent pick-up. For most school technology needs, Anchor will provide the necessary equipment.

Respect for others' privacy and property

Students must respect others' property including work, files, passwords and software. Users are responsible for keeping their own passwords secure. Users must not misrepresent themselves, others or the Anchor community via online communication. Lastly, students are not to use the school network for streamed media or downloading as it slows down the network performance.

Cyber bullying and tampering with equipment

All students should be aware that any tampering of any kind with someone's computer, files, etc. or participating in cyberbullying is considered an extremely serious offense and will be disciplined accordingly by staff and administration.

Consequences may include but are not limited to:

- Parent meeting
- Engaging parental controls on the student's computer
- Loss of access to the school's network
- Complete loss of access to technology

Please understand that communication systems and use of the school's network is private. Anchor reserves the right to monitor any student at any time without prior warning to ensure reliability, integrity, security, and appropriate use.

*Cyberbullying is defined as being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation, or interfere with the relationships of the student targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, or activities that result in exclusion (Center for Safe and Responsible Use of the Internet).

Other Materials and Supplies

Textbooks, library books, and other school materials issued to a student on a loan basis should be returned within the time allotted for borrowing. Students who lose textbooks, library books, or other school materials are liable to pay for their replacement.

It is the responsibility of the student to return books and other materials in good condition (with allowances made for normal use). These resources are checked out in the student's name, and if they are not returned (or a fine paid), the student will not be issued a progress report, report card or Anchor transcript. Students will have access to some stationary resources, such as paper or writing utensils. All classroom materials (pens, pencils, notebooks, binders, etc.) should be purchased by the student. Individual teachers will detail the materials required in the beginning of the year. School Supply Lists will be posted to the Anchor website and communicated through FACTS.

Homework

Homework is to be meaningful and assigned in a manner that enhances student learning. It helps establish patterns of study, build responsibility and develop time management skills. While homework is a student's responsibility, it also enables parents to learn more about what their child is doing in school and become involved in the learning process. We recognize the value of family time in a student's life and learning, and we aim to only intervene with purposeful homework. At Anchor, homework may be used to reinforce class lessons, gain a better understanding of material and skills already taught, continue learning activities started during class time. In most subjects homework may be unnecessary if students have mastered the skill of self-management.

Homework Guidelines for Teachers, Students and Parents

Some children will find some assignments more time-consuming than other children, and sometimes this divergence will vary according to the subject.

Students are expected to engage in independent reading or reading with family members for at least twenty minutes a night in addition to assigned homework. This valuable time spent reading is important in the development of all students.

If home learning is consistently taking considerably more or less than the time suggested above, or if the student insists that "we never have any homework in that subject," then there could be a communication problem. The parent should contact the teacher to address this misunderstanding or any problems which may exist in the way the student is addressing the assignments.

Further guidelines: Homework...

- has a stated goal or learning objective.
- is relevant to the classroom instruction.
- is engaging and authentic.
- can be completed independently by the student and may have differentiated options for different learners.
- should not be completed by the parent or anyone else other than the student. Parents may be involved in other ways (e.g. interviews, games, etc.).
- is accountable (i.e. assessed formally or informally by the teacher).

- can be ended by the parent when the effort exceeds what is reasonable and productive.

Homework Make-Up

If students know they will be absent due to a family obligation or a school-related activity, they should speak to their teachers prior to the absence to stay on-track with their classmates.

Teachers are not expected to create extensive individual programs. However, for students who miss school for long periods due to illness or other approved reasons, the teacher will provide some support to help the child continue in the program successfully upon their return. Similarly, teachers may make recommendations for remediation or enrichment activities to support learning over long holidays and as appropriate throughout the year.

Student Support Services

Counseling Services

Social / emotional counseling services are available for all students through in-house advisory lesson, referral to our Student Support Coordinator or recommended third party vendors via a comprehensive model that includes whole-class counseling lessons, small group counseling, and individual counseling support. Referrals for group and individual counseling come from teachers, parents, and students. The off-site counselors collaborate with teachers, parents, students, and outside agencies to minimize barriers to success. The school has a limited capacity for in-school counseling through the Student Support Coordinator and School Administrators. See below for details.

Learning Support and Positive Behavior Intervention Strategies (PBIS)

Students experiencing academic difficulties may receive intervention support as a way of learning support. At Anchor our Student Support Coordinator supports the learning needs of children through push-in, pull-out and small group interventions. This means that the student will receive short-term supplemental instruction to build skills to help them succeed in a given area. Any student who is experiencing extended academic difficulties may be placed on academic probation, which mandates extra study sessions and other strategies to assist the student.

Counseling is available to assist students in need of behavioral, emotional, or social support. Common issues students and their parents seek help for include; conflict resolution, peer related problems, transitional struggles, study and organizational skills, conflicts at home, and crisis or grief response. Counseling services in partnership with Anchor are meant to provide short-term support focused on immediate improvement. If extended support is needed, or services cannot adequately be provided at school, the Student Support Coordinator will assist the family in locating appropriate help.

When a student's behavior consistently goes beyond what is reasonably managed in the classroom, a collaborative team approach is taken. Positive Behavioral Intervention Strategies (PBIS) may include individual counseling, behavioral contracts, additional administrator support, increased home-school communication, and / or other behavioral interventions and supports.

Student files are regularly reviewed, and services are adjusted accordingly. When appropriate, Anchor collaborates with outside agencies to service students' unique needs. Anchor may consider conditional enrollment status on a case-by-case basis, taking into consideration home-school collaboration and the student's level of need relative to the school's service capacity.

If Anchor Student Support Coordinator suspects learning difficulties, they may recommend that formal testing of the child be conducted. Testing is available through the Anchorage School District at or through a private practice at the parent's expense. Formative assessments are

available through a referral process at Anchor and are used to determine in school interventions or the need for outside support.

Assemblies

Our Anchor community gathers for assemblies and chapel throughout the year. The purpose of these gatherings is to provide students with an opportunity to celebrate achievements, worship God, build community, and showcase what has been learned. These assemblies are student-led and designed to share learning in an entertaining manner. Assemblies may be followed up by a showcase of learning in the homeroom classes. Parents may be invited to grade level assemblies.

After School Activities (ASA) and Athletics

In addition to the academic program, Anchor also runs a comprehensive activities program for all students starting in Kindergarten. These activities allow students to explore their strengths outside of the primary curriculum and provide opportunities for team building and leadership. Students can choose from activities with an academic, artistic, or health / wellness focus.

An Anchor Activities notification will be sent out at the beginning of each ASA session.

Eligibility

In order to participate in ASAs and Athletics, students must maintain “4 / Developing” or better in all subjects. Exceptions to this requirement may only be made by a member of the administration team and will only be considered for extenuating circumstances. For students participating in extracurricular athletics, physicals are required on an annual basis.

Classroom Birthday Celebrations and Class Parties

Class parties are held school wide for both Christmas and Valentine’s Day. Classroom teachers may choose to host other parties at their discretion. Invitations to private birthday parties may be distributed at school only if all children in the class are to be invited. The giving of gifts is prohibited, including goodie-bags or party favors. Birthday cakes should not be brought to school. Students may bring a food items to share as long as it has been approved by the classroom teacher a minimum of one day in advance. Parties are restricted to no more than 30 minutes time in conjunction with the snack period, lunch period, or end of the school day.

Tutoring

Anchor teachers are not available for tutoring because of the need to dedicate their time to classroom learning. However, they are able to coordinate tutoring for students, either with third party vendors or high-school students. Email homeroom or advisory teachers for more details.

Library Services

About Our Library

The Anchor Library is located in the heart of the school building and is open to all students and parents. Our collection includes paper books, electronic books, online research databases, a limited DVD collection, and a limited collection of Anchor archival material including past yearbooks.

Borrowing Library Materials

Physical books are loaned out each week during class library time or at other times when the library is open.

Library Fees

Students are asked to return books on time, but there are no fees for late books. However, lost books will be charged at the end of the school year. Please note, that your child's reports or documents may not be released if there are outstanding charges on your child's account.

Field Trips

Any Anchor sponsored excursion off-campus with students is considered a trip. Field trips are an important part of our school program, and student safety is a priority at every step. Field trips are planned to provide learning opportunities that are significantly enhanced by an off-campus venue, including exposure to the culture and geography of Alaska.

Expenses: The school will provide transportation for approved local trips in the general Anchorage area. Parents may be asked to help support these trips by paying entry fees, or other related costs.

Participation: All class/grade members are expected to participate in field trips. In most cases, alternate activities will not be provided for students not attending. Our established student-to-adult ratio may require that parent volunteer chaperones are necessary for trips to proceed. All field trips should be tied to curricular goals.

Permission: Details of the trip and its connection to the curriculum will be sent via a letter from the sponsoring grade level/department leader. This letter will include a permission form, which must be signed by the parent and returned to the teacher. Anchor expectations and understood codes of behavior are in effect on all field trips.

Parent Participation/Parent pick up at Field Trips: Parents are encouraged to participate in field trips; however, the classroom teacher will determine the number of parent volunteers. There may be an occasion where a specific child may need to be accompanied by their parent for disciplinary or safety reasons, after consultation with administration. Furthermore, if a parent is

participating in a field trip and wishes to take their child home directly from the event, the parent must inform the homeroom teacher face-to-face before doing so.

Anchor Academic Honesty/Honor Code

The school expects students to work together and to help each other learn and the school encourages a classroom environment in which the ideas of students are valued both by the teacher and by fellow students.

Students may get help from a parent in understanding an assignment or in solving a problem. Parents and students should realize that the purpose of the homework is to reinforce what the child has been doing in the class and to solidify understanding. Therefore, parents who help children with homework should ensure that the student is able, after receiving help, to solve the problems or do the work independently. This same thinking applies when a student receives help from another student.

Most tests, quizzes, and written assignments (compositions, research papers, and so forth) are intended by the teacher to be done independently by the student. Students who copy information from another student, or who present work or ideas as their own when they were, in fact, taken directly from someone or someplace else, have violated the code of academic honesty.

The school's Honor Code is as follows:

"I realize that copying and presenting the work of someone else as if it were my own is dishonest. I realize that it is my responsibility not only to adhere to the above code, but also to report to the teacher any such dishonesty of which I am aware. Whether I myself copy the work of someone else, give my own work for someone else to copy, or tolerate such action in others, I am guilty to one degree or another of academic dishonesty. "

Students preparing compositions or papers must acknowledge any passages which they quote verbatim or paraphrase, in whole or in part, from any source, according to guidelines which will be made clear by the teacher.

Academic honesty is required at Anchor. In the event that a student is shown to be dishonest, one or more of the following will occur: the assignment will not be accepted; the student's parents will be notified; (s)he will serve a suspension. Repeated offenses may result in the student being asked to leave Anchor.

Admissions, placement and Attendance Policies

Admissions

Admission and continued enrollment will be determined by administration. All questions regarding admissions should be forwarded to the Anchor Admissions Coordinator at office@alsalaska.org Admission requirements may change from year to year.

All students of appropriate age are eligible for admission based on the following criteria:

- The school has the capacity to meet the educational needs of the applicant.
- The potential of the applicant to benefit from the educational services provided.
- The applicants ability to meet the attendance and behavioral expectations of the school.
- Fulfillment of the school's financial and medical requirements.

Eligibility to Attend Anchor

Anchor is subject to the laws of the State of Alaska, and the regulations set by the Department of Education.

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), up-to-date immunization record and registration fee.

Parents of transfer students are also 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. A transcript from the previous school attended will be required during the first month of attendance.

Typically, these are requested directly from the school. A recent report card and a copy of the most recent standardized testing data submitted with the enrollment application is appreciated.

Class Placement

Upon enrollment, students are placed in a grade or section based upon their previous academic history and their age. Grade placement is the purview of the schools administration team. While parent input will be considered, the determination of the school will be final. A one-time ESOL fee will be charged to parents of students for whom English is not their dominant language.

Children entering Kindergarten must be five years of age on or before September 14. Those entering Grade 1 must be six years of age by that date or be a graduate of an accredited Kindergarten program. Anchor Lutheran does a formative assessment on all incoming students to ensure correct placement within our 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 by the school office. The exception being that preference is given first to children of current Anchor families, then to new families of our associated churches. Parents will be notified when an opening for their child becomes available.

Early Childhood Education

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. Students in Grades 7 through 12 can be in designated learning areas before and after school. This program is open to all children, 12 years old and younger, throughout the school year, as well as by reservation even during days that school is not in session. This includes an enhanced summer program which is open to Grades K through 6 (See Summer Program Handbook for more details). Parents may drop off their children at school as early as 7:00 am. Students are offered crafts and activities as well as a snack. They are supervised until they are released to their classrooms at 8:45 am. Children who arrive before 8:45 am 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 pm. Late fees begin at 6:01 pm and continue until the child is picked up.

Child Watch is billed on actual usage time based on recorded sign-in and sign-out times, with a minimum one-half hour charge per use. 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 web form on FACTS.

Our Child Watch program shares some facilities, and even some staff, with the Early Childhood Education Program. Both of these programs are under the direct supervision of our Early Childhood Director, who serves under the supervision of the Director.

Early Childhood Education

Anchor Lutheran also offers an all-day early childhood education program for children 3-5 years of age. This program includes our enhanced Transitional Kindergarten class for 4 and 5 year old children not eligible for Kindergarten. 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.

Retention / Promotion / Dismissal of Students

It is the intention of the school to keep children within their age groups whenever possible. Universal Design for Learning allows for accommodations and expectations to be modified so student needs can be met without retaining or promoting. This includes enhanced curriculum for advanced learners and modified curriculum for students with learning differences. The decision regarding the promotion / retention / dismissal of a student is the sole responsibility of the Director in partnership with teachers, Student Support Coordinator, and parents. Consultation with administration, Admissions Coordinator, teachers, parents, and students will be held prior to a final decision. Review of possible candidates for retention will begin as early as possible.

In some cases, there may be a need to retain students at a grade level for the next school year. Consideration for retention of a student will be his or her maturity in all areas. School administrators are aware of the various social and psychological issues surrounding retention, and this recommendation will only be made if they feel it is in the best academic and social interests of the child overall. In some cases, this is a recommendation only, and parents will make a decision after meeting with a student support team who will advise on the situation.

Withdrawal from Anchor

Students leaving Anchor should inform the office as soon as the decision to withdraw has been made. This will enable the office to prepare leaving documents. Before such documents can be issued, a withdrawal form must be prepared, which checks on such things as library, laptops and textbooks being held by students, outstanding fees, forwarding addresses, and so forth.

Students who withdraw within three weeks of a normal Progress Report issuance will not receive an early report. The Progress Report will be forwarded to the parents or the office when it is issued on the regular date. Students leaving more than three weeks prior to a Progress Report issuance will receive a special interim report, listing the progress of the student at the time of the withdrawal.

Tuition and Fees

Tuition fees pay for all the operating and capital costs of the school, including teacher salaries and benefits, books and materials, computers and software, building and operating expenses, and utilities. School fees also include many other ancillary goods and services as detailed each

year in the annual budget and according to current board policy. All fees must be paid prior to a student starting school. For specific information regarding payment policies, please contact the Finance Department.

A detailed fee schedule for our programs, including payment options and any penalty fees, is set by the LSAA Board for each school year and is published in the enrollment packet. Changes to fees will receive a 60-day notice.

A non-refundable **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 required 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 through FACTS Tuition Assistance. Financial Aid applies only to the current school year; reapplication for financial aid is required yearly. Inquire with the school office for more details.

A **Late Payment Fee** will be assessed for all accounts 15 days past due. This applies to tuition, Childcare, and Child Watch charges, as well as any other fees on the family's balance due. A **Non-Sufficient Funds (NSF) charge** will be assessed for checks returned due to lack of funding.

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

Student Attendance

At Anchor we believe that regular school attendance is essential to the progress and achievement of the student. All students are expected to arrive at school on time and attend all scheduled classes. Not only does attendance reinforce and enrich the learning process, it also establishes patterns and attitudes that will carry forward into adult work habits.

Record Keeping, Absences, and Tardies

Teachers keep a daily record of student attendance and will record any absent or tardy students through FACTS. Students arriving late to school should report to the front office to obtain a late slip before going to their first class. They will be marked tardy unless they have an excused absence. If a student comes unprepared for class, or must leave to get materials, this can also be considered a tardy.

Students who are late due to the late arrival of an Anchor bus will not be penalized and will receive an excused slip. Students who arrive more than 15 minutes late to any class will be considered absent and will need to clear the absence through the main office.

Excused / Unexcused Absences

Parents are asked to inform the school when a child is or will be absent for any reason.

It is the parent's responsibility to inform Anchor on the first day and each successive day of a student's absence. Parents should send an email to office@alsalaska.org and homeroom/ advisory teacher indicating the nature of the absence and a return date / time.

If the parent does not contact the school regarding an absence, the school office assistant will contact parents after 9:00 am each day of a student absence. If there is no response, the absence will be listed as an unexcused absence.

For pre-planned absences, students are encouraged to meet with teachers prior to their absence. Whenever possible, please schedule doctor and dental appointments after school hours. The following absences are considered excused:

- Illness
- Serious illness or death in the immediate family
- Emergency medical situations
- Absences approved in advance by the Administration

Students are given the opportunity to make up missed work by communicating directly with teachers or meeting with teachers. Students should be aware that, as a rule, they will be responsible for all material that was missed due to any type of absence and should be prepared for assessments that take place upon the student's return to school. Teachers are not expected to create extensive individual programs; however, for students who miss school for long periods due to illness or other approved reasons, they can provide more extensive support to help the child continue in the program successfully upon his / her return.

If a child is absent more than 25% of the school year, advancement to the next grade is subject to review.

Students Arriving / Leaving School Mid-day

Students are not allowed to leave campus before the end of the school day without permission from administration. Students wishing to leave school before 3:15 pm must show written parental permission or have parents contact the office at the beginning of the day. In an unplanned situation, parents should report to the main office to gain assistance from the school staff for dismissal of their child.

Activities and Absences

A student will not participate in after school activities or athletics on a specific day if:

- They are absent in the morning because of illness and do not return before the start of their lunch period. If this involves an important singular event, such as a concert, the administration and event supervisor will decide on a case-by-case basis.
- They leave during the day for illness.
- They have an unexcused absence in either the morning or afternoon. If a student leaves during the day and has the absence excused in advance by administration, they may be allowed to attend their ASA.

Anchor School Culture

Anchor aims to facilitate an environment that is conducive to the social, academic, spiritual and emotional development of each student, as stated in the school's mission. Anchor intentionally builds culture by co-constructing and articulating our beliefs and practices on positive culture development, classroom management, positive discipline practices, and common expectations in ways aligned to our mission.

We believe the building of culture involves:

- The explicit, continual development of the Christ Centered Profile Attributes and Attitudes, especially the fostering of respectful a positive relationships between all members of the school community.
- Clarity of expectations.
- The intentional creation of a safe and supportive school culture and community, where all are encouraged to listen and make valued contributions.
- An inclusive approach to problem solving, so that the feelings, needs and views of everyone are considered.
- An understanding of the connection between beliefs, motivations and actions of our students, faculty and community members.
- The belief that students are able to resolve their own problems, with support, time and an opportunity to tell their story, as needed.
- Reflection as a key practice of social emotional learning - and relationship building.

Positive Culture Development at Anchor

Respect is at the core of Anchor school culture. We believe that students need to feel safe and valued in order to be engaged in their learning. Anchor develops positive school culture through the use of the Christ-centered Profile Attributes and Attitudes, as well as collaborating to create structures, routines, and expectations that are understood and agreed upon by the Anchor community.

The Christ-Centered Learner Profile

The aim of all Anchor programs is to develop inclusive Christians who: recognize their common humanity, shared guardianship of the planet, help to create a better and more peaceful world through the love and grace of Jesus Christ, hold to the value and doctrine of the Lutheran Church Missouri Synod.

The Christ-Centered profile give us a framework for how we educate our students, treat one another and our environment. We are defined by our diversity, collaborative nature, and supportive community. We equip our students with the skills they need to be accepting, dynamic, and expressive communicators. We implement the profile attributes and attitudes across the school day through academics, at social-emotional learning times, and during school gatherings. Read more about The Christ Centered Profile and examples of implementation for positive culture development below.

Academics: Collaborator, Evaluator, Inquirer

Spiritual: Confident, Reflective, Reverent

Social: Communicator, Courteous, Empathetic

Emotional: Advocate, Balanced, Courageous

Structures, Routines and Expectations for Positive Culture Development

Faculty and students collaborate to establish shared, school-wide structures, routines, and expectations to enable students to reach their full potential. All community members are expected to exhibit positive attitudes and language towards one another and our environment.

Student participation and leadership plays an important role in building a positive culture. As mentioned above, The Christ-centered Profile serves as a framework for common understandings and language across our community.

Discipline Guidelines

Anchor offers the following guidelines and expectations to assist teachers in handling student discipline:

- Respect for all people is expected in all aspects of the school environment. Teachers can expect that members of the **administration** will treat staff, parents, and students with the highest degree of respect. The school can expect that all **teachers** treat all students, staff, and parents with respect. As a faculty, we will expect that all **students and parents** will treat the adults, children, and other parents within the school community with respect.
- When disciplining, there will be no yelling, degrading, bullying, or demoralizing of a student. Also, a student's privacy will be respected. Sarcasm has no place in the classroom. Put-downs or teasing will not be tolerated between students. Students who do so will face consequences. Our expectation in this area will be to maintain only positive interactions at all levels.
- At no time should a teacher ever strike or touch a student during discipline. If, for some reason, the student is out of control and their actions could, in the judgment of the teacher,

bring harm to others, the student may then be restrained using a safety hold. In student interactions with peers, behaviors such as hitting, kicking, pinching, biting, etc., will not be tolerated and result in serious consequences which could include expulsion from the program.

- Respect for property requires that all equipment, books, supplies, materials, and the facility itself, are to be treated properly.
- There is no place for profanity of any kind in the school. Respect for language must be maintained. This includes any language that may be spoken informally in the school apart from English.
- Respect for each other's personal space includes student desks, coats, backpacks, or any space that is of a personal nature. In turn, students must also respect the teacher's personal space. This includes stealing items either inside or outside of personal space.

In summary, high expectations for respect and good citizenship by our students will result in less time being spent on reacting to adverse behavior. In other words, we get what we expect. Most behaviors we will come across with our students can be addressed under the statements above.

Behavior Support Services through the Student Support Team

When a student's behavior consistently goes beyond what is reasonably managed in the classroom, the student may be referred to the Student Support Team (SST), so a collaborative team approach can be taken. Behavior support services may include individual counseling, behavioral contracts, additional Principal support, increased home-school communication, and positive behavioral interventions strategies and supports (PBIS).

In the SST process, student files are regularly reviewed, and services are adjusted accordingly. When appropriate, Anchor collaborates with outside agencies to service students' unique needs. Anchor may consider conditional enrollment status on a case-by-case basis, taking into consideration home-school collaboration, and the student's level of need relative to the school's service capacity.

Other Anchor Expectations

Uniform and Dress Code

Anchor students adhere to a dress code which helps with campus and field trip security. We believe our dress code promotes a sense of orderliness and school community. Clothing for school needs to be selected with these criteria in mind: **Christian Values, Modesty, Safety, Neatness, Weather Conditions, and Cleanliness.**

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. This includes tightly fitting exercise clothes such as yoga pants. Clothing may not contain logos which advertise alcohol, marijuana, or cigarettes; contain rude, offensive, or political language; or contain inappropriate or sexual connotations. Sandals must have a heel strap. Tight fitting leggings or “yoga pants” may not be worn as pants unless they include a cover, such as shorts, a skirt, or a dress. **No** students will be **allowed** to wear tank **tops**, halter **tops**, tube **tops**, or **midriffs**. This includes shirts that with arms extended above the head show skin. Students may **not** wear transparent **tops** without adequate undergarments.

All students must wear collared shirt, appropriate t-shirts or an Anchor Lutheran School shirt and shorts, trousers, jeans or skirts. During cooler weather, students may wear sweaters, jackets, hoodies or a winter coat.

Students are expected to wear a PE kit during PE class or sports practice, match or game. PE kits typically include sneakers, a shirt and gym shorts. PE kits maybe worn to school on a day when the student has PE, practice, match or game. Proper footwear that supports safe movement is encouraged. All students should wear laced shoes or sturdy sandals for PE. Athletic shoes or sneakers are acceptable. Flip- flops, thong sandals, and other beach-type footwear are not appropriate for school. Caps or hats in buildings are also inappropriate and not allowed.

All students are expected to be well-groomed and appropriately dressed at school or during school-related functions off campus. Immodest or distracting attire is unacceptable. Facial jewelry or distracting jewelry is also not allowed. This interpretation can extend to haircuts, makeup, or other aspects of personal appearance.

Occasionally, there are free dress days on which students are not required to adhere to the school dress code. Clothing for free dress days needs to keep the following criteria in mind: **Christian Values, Modesty, Safety, Neatness, Weather Conditions, and Cleanliness.**

These may occur approximately once a month, usually in connection with a special holiday or event, and will be announced by the school administration. Students will normally adhere to the school dress code for field trips, unless otherwise indicated on the permission form.

The dress code is always subject to interpretation by the school administration.

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, weather permitting. As the year progresses, please remember to check the fit of their clothing. 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.

Recess

All children go outside for recess. The temperature cut-off for outdoor recess is 0°F. Exceptions to being outdoors at recess are made only through the school's administration and may require a physician's note or other extenuating circumstance. **Children must have appropriate clothing for outdoor play.**

Personal Belongings and Valuables

Students are discouraged from bringing personal items to school such as toys, electronic devices, and large amounts of cash or valuable personal belongings. The school and its teachers take no responsibility for lost or stolen personal belongings. Apple watches and similar devices are not permitted to be used for communication at school.

School Property

The school assumes that children will respect school buildings, books, furniture and equipment. If a student has damaged school property, it will be the child's responsibility to fix or replace what has been damaged.

Weapons

Students are prohibited from bringing weapons of any kind, including realistic toy weapons, onto campus. Any instrument which can propel a projectile and, therefore, may cause physical injury, including sling shots, BB, Nerf, or any sort of guns, knives, martial arts objects, or any such instrument or machine that could cause harm or give the appearance of being capable of causing harm, is not allowed on campus.

Drug Use

Anchor campus is a non-smoking environment at all times, both indoors and out. All members of the school community are expected to adhere to the laws of the municipality of Anchorage regarding alcohol and drugs.

School Community Relations

Communication

A child's school life is greatly enriched by a family that is well informed and active in school life. Anchor welcomes parent involvement and encourages close ties and frequent communication between parents and school. Parents can expect communication to take the following forms:

FACTS School Management System

Anchor utilizes an online school management system to provide parents with access to academic progress, school communication, and account information. Referred to as "FACTS," this web-based, password-protected site is accessible to all parents using uniquely assigned screen names and passwords. Please contact the school office if you do not know or remember your log-on information.

Weekly Newsletters

Each week, the Anchor administration will publish a newsletter, which communicates general information about upcoming events at the school and showcase various aspects of the school's programs.

Director's Communication

The Director will communicate with parents and community members regularly in order to give a macro view of the strategic directions for Anchor.

Homeroom Teachers

Anchor encourages strong ties between home and school. Homeroom/Advisory teachers communicate with parents on a weekly basis. Each teacher has their own digital channel of communication and will post news, photos and details about upcoming events in the classroom. This form of communication may also be supplemented by emails.

In addition to parent-student-teacher conferences and school reports, teachers work hard to promote a positive and successful relationship between the home and school. Frequent communication is an important part of maintaining close relations between school and home. Concerns about a student's progress at school are communicated to the parents or guardians of the student by the teacher or Student Support Coordinator.

Issues of Concern

Any specific concerns a parent may have regarding activities in their child's classroom should first be discussed between the parent and the teacher. Then, if necessary, a meeting may be set up with the Principal.

Any concerns about school personnel should first be raised with the Principal. After listening to the parent's concerns, the Principal may deem it necessary to conduct a conference to provide a positive solution. If the matter cannot be resolved or appears to be of a serious nature, the Principal may arrange for a confidential hearing with the Director. In no instance will complaints be made or discussed in the presence of students.

Parents Code Of Conduct

Anchor expect parents and/or guardian to show respect and concern for others by:

- Supporting the respectful ethos of our school by setting a good example in their own speech and behavior towards all members of the school community.
- Working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern, follow stated lines of communication, and to discuss and clarify specific events in order to bring about a positive solution.
- Correcting own child's behavior, especially in public where it could otherwise lead to conflict, aggressive or unsafe behavior.
- Respecting the school environment, including keeping the school tidy by not littering.
- Observing campus security measures.

In order to support a peaceful and safe school environment, the school cannot tolerate:

- Disruptive behavior, which interferes with the operation of a classroom, an office area or any other part of the school grounds. This includes threats, words or actions that bring the institution into disrepute or significantly affect the conduct of school business.
- Using loud and/or offensive language or displaying temper.
- Threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against your own child on school premises. Some actions may constitute an assault with legal consequences.
- Damaging or destroying school property.

- Abusive or threatening emails, phone calls, social network messages, or other communications, including those implying contact of media, police, or an education bureau to further a complaint.
- Chain email communications that elicit unsolicited support for a concern or complaint and do not follow appropriate lines of communication

Violations of the Parent Code of Conduct will be reported to the appropriate administration and may result in a parent and / or guardian being restricted from entering the school grounds to safeguard our school community. In extreme cases, involving a major violation and / or repeated violations of the parent code of conduct, dismissal of the parents' children from Anchor may be necessary.

Parent Contact Information

It is essential that the school have accurate phone numbers, addresses, and emergency contact information for all children. Please advise the office of any change of contact information as soon as possible and update contact information on FACTS. Emergency Card information is required to be updated every six months.

Parent Absences

If a parent or legal guardian leaves Anchorage temporarily and leaves a child in the care of someone else, they are required to notify the school in advance and have the individual(s) listed on the child(ren) Emergency Card. The parents should inform the office of: the dates of their absence; the names, numbers, and pertinent information of the temporary guardian and; the parents' contact details during the absence from Anchorage.

Families in Partnership

Families in Partnership: Each family must complete 20 hours of Families in Partnership service, 10 of which must be in service toward Anchor's Annual Auction. Each hour not contributed will be charged to the family's account at a rate of \$35 per hour. We strongly prefer your service over your money, so please refer to the details included for guidance.

Parent participation and support of school fundraising efforts are vital to the continuing excellence and growth of our school. The primary fundraiser is the school auction. The tuition we choose to charge per student is intentionally insufficient to cover all expenses of the education, programs, and activities we provide.

Anchor Parent Council (APC)

Membership to the Anchor Parent Council is conferred to parents and / or guardians upon the enrollment of their child. Other relatives or family friends with an interest in the school and its students may join. APC's goals are:

- To encourage parent and community involvement.
- To help coordinate programs outside of the provided curriculum in which volunteer parents provide assistance to the teachers and the school.
- To encourage participation by all without discrimination.
- To work collaboratively with school leadership, including administrators, teachers, and staff.
- To effectively communicate decisions and events to all APC members.

PAPC may raise funds to support various efforts that build our community. It does so under the aegis of Anchor, the legally registered enterprise under which by law any funds must be designated. Therefore, the Anchor administration holds responsibility to audit all revenues and expenditures of APC and include these figures in its annual audit.

Anchor operates on a not-for-profit basis and all monies arising from fundraising are to benefit our school and our children. All money raised by APC will be allocated towards items outside of the scope of the school's planned operating budget. All funds earned under the auspices of APC must be allocated and spent within a reasonable amount of time after raised, preferably within the school year in which the funds were raised.

APC will be allowed the liberty to make charitable donations based on Director approval. However, at fundraising events, parents will assume that their contributions will be going towards the school and its children. Therefore, when events are planned in order to aid a charity, that information should be publicized before and during the event so that participating parents know who is benefitting from their participation.

APC is legally a branch of Anchor and follows the direction of the administration and Anchor School Board. Therefore, the administration reserves the right to make all final decisions regarding APC activities. Currently, there is one APC group at Anchor. APC may wish to create a new group on an existing campus in the future – for example, divide into Lower School APC and Upper School APC. APC is responsible for formulating and communicating its leadership structure and its administration on an annual basis.

Health Protocols and Services

Sickness/Accident

School staff are initially responsible for caring for children who become ill at school and for dealing with accidents. Students who are ill should not be sent to school as they pose a health risk to other students. If a child comes to school sick the office assistant will telephone the parent and request that a driver is sent to return the child home.

Children who have been absent due to illness may be required to bring a doctor's note to school with them when they return, and submit the note to either their classroom teacher or the school office.

The school administration will attempt to notify the parent as soon as there is any situation of which they should be aware. To this end, it is extremely important that parents provide the office with up-to-date telephone numbers including home, office, cellular phone, and the number of a friend in case we cannot reach parents. Please update this information in FACTS.

It is expected that parents will have current medical insurance policies for their students to cover expenses for illnesses or accidents which may occur during their stay in Anchor, whether on campus or off. Although the school has liability insurance for major accidents, we do not provide routine medical insurance reimbursement for any medical costs.

Medication

Medications must not be kept / left in a child's bag, backpack, or classroom.

Any medication to be administered during the school day must be sent to the office assistant with full instructions and proper labeling. Students may take the medication in the office. Teachers are not able to administer medication to students. If a child needs to take medication during the day, a formal request must be filed with the school 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, 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. Expired medication must be discarded and, if needed, new medication must be brought in.

Medical Emergencies

Injury and emergency

In the case of an accident involving serious medical emergency or injury, a student's parent/s will be contacted as soon as possible. The nearest faculty member will stay with the afflicted child and send for help from the school office. If the child needs to be removed to the hospital, he or she will be taken by medical transport to the nearest location where they can receive an appropriate level of care. A representative from the school will accompany the child, and remain with them until the parents arrive to take responsibility. The office will notify the parents and instruct them to proceed to the location where the child is being transported. When the parent arrives, the school representative can depart after explaining all relevant circumstances.

Epidemics

In the case of a serious disease epidemic the school will adjust procedures and protocols in line with the Municipality of Anchorage and government authorities to protect the health and safety of students. Details of what may be done regarding epidemics are in the Anchor Contagious Illness Guidelines located on the school website.

Allergies

Parents are responsible for notifying the school, classroom teacher, and administration of all physician diagnosed food and environmental or medical allergies prior to the child's first day of school. Allergies should be kept updated on FACTS or communicated to the front office so our records are accurate. Related medications, such as antihistamines or an EpiPen, must be kept on campus with the school office.

Head Lice

Parents should be advised that it is not uncommon during any school year to have cases of head lice at school. Head lice, although not a serious condition, can create great difficulty within the school setting. Students who are identified as having head lice will not be able to remain in school until they have been treated for lice and nits. The more menacing aspect of head lice is the nits, or eggs. These are small darker colored hard casings, which attach themselves to the individual hair shaft. The best way to rid the head of nits is to carefully pull them free from the hair shaft one by one. Very fine-toothed combs, available locally, can be effective in the removal of nits. Unless the hair is free from the nits, it is highly likely that an infestation of lice will reoccur. If live head lice are detected, the hair should be treated with shampoo products designed for the treatment of head lice.

Parents are encouraged to discuss the issue of head lice with their children, and make certain that the child understands that having head lice is nothing to be ashamed of or to feel bad about. At school, we will of course take every precaution necessary to maintain confidentiality on this issue for families, and will be very discreet and private as we spot check children to ensure that the problem is under control.

When students return to school after having been identified with head lice, they will need to have the school approval to attend classes. Please inform the school if your child has head lice.

Emergency Drill And Evacuation Procedures

Emergency drills are vital in order to ensure the safety of the students entrusted to the school's care. At least two drills for earthquake, fire, lock-down and wildlife will be held annually. Students will learn these procedures and the evacuation routes with their classes, understanding the seriousness of emergency evacuation drills.

In the case of an emergency evacuation drill, the fire department and local education authorities may be notified. Bus evacuation drills and other safety drills will be conducted annually. Guests and visitors on campus will be expected to take part in the evacuation drills.

Insurance

We expect that all students enrolled at Anchor have current medical insurance that covers them for treatment in Anchorage. We also expect that a parent or guardian will promptly arrive at the hospital in case of an emergency. Although the school has liability insurance for major accidents, we do not provide routine medical insurance reimbursement for any medical costs.

School Closures

Anchor Lutheran School will close in the case of hazardous weather conditions, volcanic ash, or other natural catastrophe. If the decision is made to close school, the announcement will be made on the school's website, Facebook page, email, and FACTS. In case of fire or other emergencies impacting our facility during program hours, students will be walked to the South Anchorage Church of Christ (Stanley Dr.) near the school. Parents will be notified as quickly as possible. Children will be kept at that location until they are picked up by a parent or other authorized person. Please contact the school office for further information regarding Anchor's Emergency Management Plan.

Emergency Card

All students must have an Emergency Card on file in the office. The blank emergency card form is part of the admissions packet and required by law. Copies are available in the office. Please note that it is of vital importance to have contact numbers for both parents and an emergency third party (neighbor, friend, relative) in the event of illness or emergency. Only those listed on the emergency card can pick-up students.

Non-Discrimination

Anchor Lutheran School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate in administration of educational policies, admission policies, scholarship and loan programs, athletic programs, or other school-administered programs or events.

Final Remarks

This document is meant to help answer any questions you may have about Anchor Lutheran School and to guide you through your time with us. If you have further questions or would like to discuss the content of this document, please feel free to contact the Director, Dr. Matthew Baxter, at dr.baxter@alsalaska.org. You may also arrange a meeting through our office manager at office@alsalaska.org.