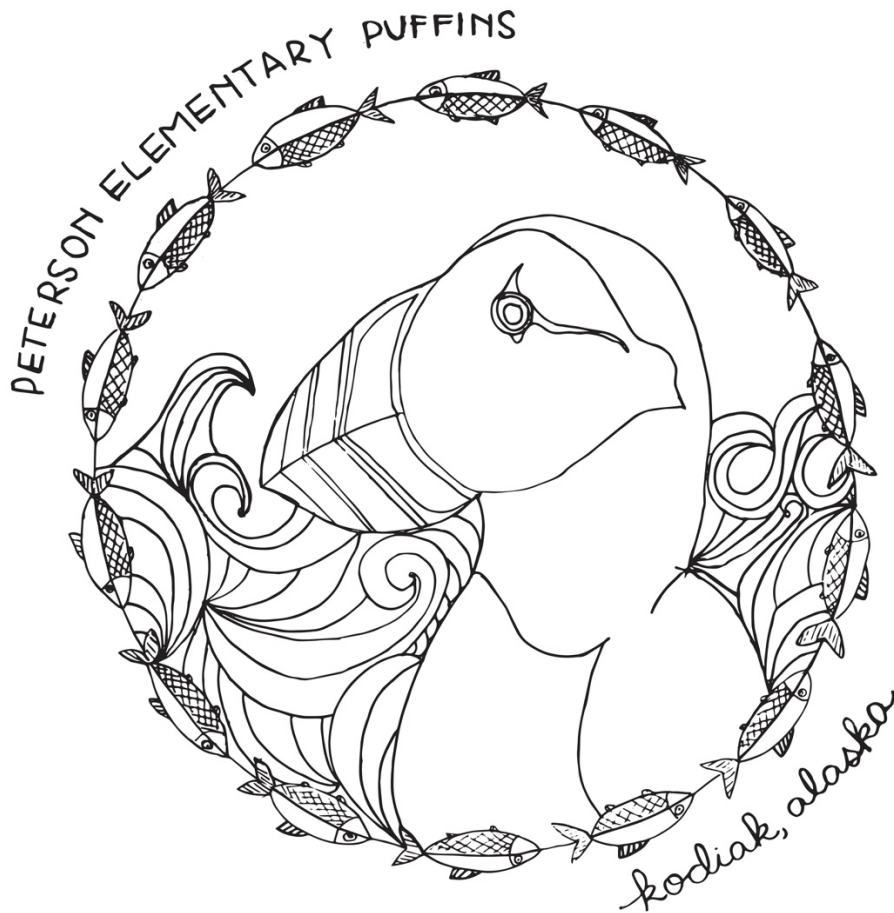


# Peterson Elementary Parent / Student Handbook



**2019-2020**

**722 Mill Bay Road  
Kodiak, Alaska 99615  
907-481-6400  
Principal Michelle St. Clair, M.Ed.**

## **Parent/Student/Teacher/Principal Compact for Peterson Elementary**

### **KIBSD MISSION STATEMENT**

The Kodiak Island Borough School District, in close cooperation with our diverse island community, exists to provide an educational program of the highest standard that empowers all students to achieve personal and academic excellence while developing their full potential as responsible, productive, citizens.

### **PETERSON PHILOSOPHY**

The Peterson staff recognizes the importance of accepting each child as a unique and valuable individual. We are committed to working in partnership with families to provide a program that addresses the academic, social, physical and emotional needs of students. Our hope is for students to develop as productive individuals, compassionate citizens, effective problem solvers and life long learners.

### **WORKING TOGETHER**

I (student) agree to do my jobs to the best of my ability:

- Attendance: I'll be on time every possible day.
- Homework: I'll do quality work, and it will be on time.
- Behavior: I'll be respectful, responsible, and cooperative.
- Ownership: I'll take risks, ask questions, and let myself learn from my mistakes. I'll achieve my learning goals.

I (parent) agree to do my jobs to the best of my ability:

- Care: Before going to class in the morning, my child will have had a good night's sleep and breakfast.
- Attendance: My child will be on time every possible day.
- Homework: My child will have a quiet place to work at home at the same time every school night. She/he will know that I value education.
- Reading: My child will spend as much time reading or being read to as she/he spends watching TV/playing video or computer games each school night.

I (teacher) agree to do my jobs to the best of my ability:

- Classroom: My classroom will be a safe place where my students and I can ask questions, take risks, and learn from our mistakes. I'll do my part to see that my students learn.
- Knowledge and Skills: I'll work to keep current in the knowledge and skills that my students need me to have. I'll always be a learner.
- Behavior: I'll be respectful, responsible and cooperative.
- Lessons: All of my students will know that their particular skills are valuable because my lessons and my grading system will allow for individual success.

I (principal) agree to do my jobs to the best of my ability:

- Behavior: I'll be respectful, responsible, and cooperative. I'll be consistent and fair with students, parents, and teachers.
- Knowledge and Skills: I'll work to keep current in the knowledge and skills that my students need me to have.
- School: Peterson will be a safe place where students, parents, and staff can ask questions, take risks, and learn.

Dear Parents,

Welcome to Peterson Elementary! If you are new to Peterson, we would like to welcome you to our school. If you are a returning family or student, it is great to see you back. Peterson is a community of learners where children are cared for, loved, and celebrated!

Our professional staff is firmly committed to academic excellence and success for every child. We further support activities designed to promote healthy self-esteem, social skills and personal vision.

Peterson is a community of parents, children, teachers, and staff committed to a school that is safe, where learning is fun, and where their confidence, self-esteem and knowledge can grow into a strong personal vision for success. Please join us in this effort. It is always a pleasure to see parents fill the school during the school day.

Our staff is always willing and pleased to meet with you to discuss concerns, hear praise, answer questions, or share thoughts that you may have regarding your child's educational program. Parent perspectives and ideas are greatly appreciated and have helped improve our school. Please feel free to communicate by e-mail with teachers. If you have any questions, please call the office or contact your child's teacher.

I hope that this handbook will provide you with useful information. It is always difficult to discuss some of the negative topics addressed in the handbook but necessary to ensure that Peterson Elementary School continues to be a wonderful place for children. Please take a moment to read through this handbook and to discuss important points with your child. The best problem is one that never happens! Success, smiles, twinkling eyes, laughter, friends and learning are what Peterson is all about. It is fun to be in a school like Peterson Elementary.

**We Believe:**

- that all students can learn;
- that student ownership of their learning process is essential;
- that family involvement in our school is necessary;
- that literacy skills in reading, math, and technology are basic requirements for participation in today's world;
- that all intelligences have equal worth;

**We Desire:**

- a school where a solid foundation of basic skills exists to serve student exploration and understanding;
- a school where habits of mind are developed, internalized, and used in every area of study: concern for evidence, viewpoint, cause and effect, hypothesizing, and defending;
- a school environment that enables children and adults alike to question, wonder, explore, create, risk, reflect, to engage in learning.



## **Kodiak Island Borough Board of Education**

Duncan Fields, President  
PO Box 25  
Kodiak, AK 99615  
907-486-6393  
[dfields@ptialaska.net](mailto:dfields@ptialaska.net)

Katie Oliver, Member  
297 Teal Way  
Kodiak, AK 99615  
907-942-3195  
[katiesueoliver@gmail.com](mailto:katiesueoliver@gmail.com)

Judy Carstens, Clerk  
PO Box 2676  
Kodiak, AK 99615  
907-654-4779  
[perfectparents@ak.net](mailto:perfectparents@ak.net)

Kelly Bell, Treasurer  
1944 East Rezanof Drive  
Kodiak, AK 99615  
870-403-1478  
[kellybell\\_2003@me.com](mailto:kellybell_2003@me.com)

Julie Cain Hill, Vice President  
1014 Steller Way  
Kodiak, AK 99615  
907-486-4998  
[jchill1017@gmail.com](mailto:jchill1017@gmail.com)

LCDR Dave Johnson  
USCG Representative  
[David.F.Johnson@uscg.mil](mailto:David.F.Johnson@uscg.mil)

Dr. Larry LeDoux, Superintendent  
722 Mill Bay Road  
Kodiak, AK 99615  
907-486-7550  
[Larry.Ledoux@kibsd.org](mailto:Larry.Ledoux@kibsd.org)

## **Borough Assembly**

Scott Arndt  
PO Box 76  
Kodiak, AK 99615

Julie Kavanaugh  
1533 Sawmill Circle  
Kodiak, AK 99615

Andrew Schroeder  
2241 Forest Drive  
Kodiak, AK 99615

Rebecca Skinner  
326 Center Avenue, #204  
Kodiak, AK 99615

Duane Dvorak  
415 Cedar Street  
Kodiak, AK 99615

Dennis Symmons  
PO Box 8957  
Kodiak, AK 99615

James Turner  
PO Box 1673  
Kodiak, AK 99615

## Attendance and Absences

Regular attendance is very important for a child's success in school. Parents are asked to send a note to the child's teacher or phone the school when they know their child will be absent. If a child is to be picked up during the school day for any reason, parents are asked to contact the office or teacher by phone, writing or in person. Children will not be released to individuals that have not been listed on the emergency student contact list. Phone authorizations for an individual not on the list will not be accepted unless the office staff recognizes the caller as the parent or guardian. While this is not convenient at times, it is necessary to protect children. A doctor's note is requested for any limitation of normal school routine.

The School Board Policy Compulsory Attendance BP 5112(a) reads: "Every child between seven (7) and sixteen (16) years of age shall attend school in the public school district in which the child resides during each school term. Every parent, guardian or other person have the responsibility for, or control of, a child between seven (7) and sixteen (16) years of age shall ensure that the child is not absent from attendance."

School Board Policy BP 5113(a) Absences and Excuses reads:

"A student may be excused from class for the following reasons:

- illness;
- unavoidable emergencies at home;
- death in the family;
- doctor or dental appointments;
- prearranged situations in which the educational interest may be equally well served by the student's absence from school
- religious instruction, participation in religious exercises, or religious holiday.

A student's parent or guardian shall be required to provide an excuse for each instance a student is absent from school. Excuses may be written or phoned in to the school."

Class attendance is essential to the learning process; excessive absenteeism disrupts and hinders that process, not only for the absent student, but for his/her classmates as well. In grades 9 through 12, credit will be denied in any class in which a student is absent, for any reason other than school-sponsored activities, fifteen (15) times (or the equivalent in a block schedule) in a semester. A student who has been denied credit under this section in two (2) classes will be recommended for expulsion. **Students in kindergarten through grade 8 may be retained in the same grade the following school year for violation of this policy.**

## 2019-2020 Weekly Schedules

Kindergarten-Grade 1	Monday - Friday	8:00 - 1:50
Grades 2, 3, 4, & 5	Mon, Tues, Wed, Thurs	8:00 - 2:50
	Friday	8:00 - 1:50

## Bad Weather Policy

Kodiak winter weather conditions sometimes cause our primary and/or secondary roads to become unsafe for travel. The superintendent of schools will make all decisions regarding the operation of schools based on reports from the U.S. Weather Service, the Alaska Department of Highways, Laidlaw Transit, City Police, and the Alaska State Troopers. Should there be a school closure the District's automated calling system will call student home phone numbers with that information. Announcements will also continue to be made regarding the operation of schools on KMXT and KVOK.

Parents are encouraged to use full discretion when considering whether their child(ren) should wait at a bus stop during severe weather. The continued operation of school does not assure that all roads are safe for children to walk or ride. Snow days are very rare. When there is any change in the school day due to weather or other emergency conditions, an announcement will be made over KVOK and KMXT radio stations.



### **Buses**

Busing is available for students living in the Peterson attendance area. Busing is provided by First Student Transit, Inc. If you have any questions concerning busing, please call First Student at **486-3600** or the Peterson office at **481-6400**.

### **Cell Phones**

Cell phones are not recommended at school. If they are brought to school they must remain off (not on vibrate or silent) and in the child's backpack, not on their person.

### **Curriculum**

The District's curriculum is designed to be relevant, accurate, rigorous and sensitive to the values of American society. Our school curriculum is outlined in curriculum handbooks for each subject area. Curriculum content and performance standards are available for your review in the school office. The Kodiak Island Borough School District maintains a program to review and revise curricular goals and objectives over a three-year cycle. All district curriculums meet or exceed State curriculum guidelines. The subject areas of language arts, math, social studies, science, arts, technology, and counseling/health are taught at each grade level

### **Dress and Grooming**

Students are expected to dress appropriately for school. In order to ensure that the daily clothing/attire be conducive to an educational environment and not disruptive of school operations and the educational process we ask that students adhere to the following guidelines:

- Clothing that is deemed offensive, promotes alcohol/drug use, and displays sexually explicit pictures, profanity or which is (or purports to be) gang affiliated is prohibited. Clothing with revealing holes, cuts or tears, and/or safety pins is considered inappropriate.
- Pants should be worn at the waist at all times. Belts must be worn appropriately with the belt and the ends in the belt loops. Undergarments should not be visible.
- If wearing "low rise" pants, tops are to cover the midriff while standing, sitting, or when hands are raised above their heads. Shoulders must be covered. Bare midriffs, low cut tops, halter tops, miniskirts, or other clothing deemed disruptive to the educational process are unacceptable at schools. Skirts and shorts must not be worn more than 4 inches above the knee.
- Bandannas, visors, sunglasses, or other headwear may not be worn in the school building without medical authorization.
- Safe and appropriate footwear must be worn at all times.
- To ensure student safety, body piercing with rings should be limited. Spiked accessories, chains including those attached to wallets, belt loops, jewelry, or other accessories/items are not allowed.

Students who do not meet the dress guidelines will be asked to change clothing that is not in compliance and may be subject to disciplinary action. Clothing items may be confiscated and returned to parents/guardians at a later time. We hope these guidelines, now serving as K-12 procedures will make your jobs as parents easier and will be easier for students to interpret and follow.

### **E-Mail:**

All staff members maintain professional e-mail addresses. Please talk to your child's teacher or you can find e-mail addresses at [www.kibsd.org](http://www.kibsd.org).

### **Emergency Procedures during the School Day**

Students have been instructed in the appropriate safety procedures should a natural disaster, such as an earthquake, tsunami or some other kind of emergency occur during the school day. Earthquake, Tsunami, Fire and Safety drills are practiced on a regular basis. Please discuss and question your child about these safety steps.

### **Fire Drills**

School-wide fire drills will be conducted once a month. Students are required to leave the building immediately when the alarm sounds and exit to a specific location clear of the school building. If parents are in the building during an

alarm, they are asked to exit with the students. In a real fire emergency, students will be transferred to Coast Guard Base Fire Station next door.

### **Safety Drills**

Safety Drills are held periodically through the year to train teachers and staff to respond to unanticipated problems that may require an increased level of safety and security. During any kind of emergency, the first priority is to ensure that children are safe, comfortable and feeling secure.

During a safety drill the following procedures apply:

- Students will sit quietly and listen to instructions from their teacher.
- Students will remain in their classroom until office staff calls off the drill.

### **Tsunami Alerts**

Tsunami Alerts Peterson Elementary students and staff will evacuate to the FAA Control Tower area, 600 Sandy Hook Street, on the U.S. Coast Guard base. Students will be evacuated through the gate located at the back of the school. This gate will remain open. Families will have clear access to join their children at the refuge site. The Peterson Elementary principal will continue to work with the U.S. Coast Guard command and Kodiak Island Borough School district in keeping our students safe. If a tsunami has been generated, all low-lying areas must be evacuated immediately. A warning signal will be broadcast ordering the evacuation. There are two different alarms. The “Warning Signal” is a steady siren for one minute followed by three minutes of silence, repeated five times. The “Evacuation Signal” is sounded thirty minutes prior to the estimated waver arrival. The signal is identified as a rising and falling siren for thirty seconds followed by thirty seconds of silence and repeated continuously. It requires immediate evacuation of low-lying areas to pre-designated areas.

If a Tsunami Alert is called, the following apply:

- Tsunami warnings are sounded when there is a danger of tsunami as the result of an earthquake
- A tsunami warning will be followed by information on expected arrival time
- Peterson will be notified of a tsunami alert by a single pitch alarm over the intercom, followed by an announcement from the office.
- When the tsunami signal is sounded and announced, students, teachers and staff will prepare to evacuate the building by putting on outdoor gear.
- Teachers will take Emergency Backpacks with them as they evacuate. Back packs include: emergency procedures, student and emergency contact information, and basic first aid items.
- Teachers will quickly take attendance before leaving the classroom.
- Classes will move quickly to the Coast Guard gate and proceed up the stairs to the FAA Control Tower.
- All students, teachers, and staff will report to the FAA Control Tower basement area
- Once at the refuge site, teachers will remain with their students and wait for further information from the building administration, Kodiak Island Borough School District and Coast Guard Command.
- Students will only be released to individuals listed on the student’s emergency contact form. Parents/adults may pick up their child at the FAA Control Tower after checking in with their child’s teacher and principal.

### **Earthquake Drills**

Earthquake procedures were developed to ensure that children are as safe as they can be during an earthquake/tsunami and to facilitate parent help in time of emergency. Peterson students and staff practice earthquake drills on a regular basis. During an earthquake drill or a real earthquake, students are directed to “Drop, Cover, Hold On.”

Children and staff are expected to:

- move under a desk, table or heavy furniture
- turn away from windows
- assume a position where the head is protected by their arms
- Stay in this position until directed to move.

Students in the gym, library, hall and commons areas are also given instruction regarding safe behavior. Following the earthquake, the staff may direct students to evacuate the building. Once the building is evacuated, students will not reenter it until the school has been checked for safety.

## **Family Conferences**

A formal goal setting conference begins the school year; this is an opportunity to make initial plans and establish a working relationship. Two additional conferences are held during the school year, one following the first semester and one after the second semester.

## **Family Trips**

Student attendance at school is very important. When students are absent from school they miss critical information and learning activities that cannot be “made up”. For this reason, we encourage all families to plan their trips and vacations around the school calendar so students do not have to miss school. If missing school is unavoidable, please consult with your child's teacher 3 days prior to leaving. Although your child will not be able to make up for all instruction missed, as the worksheets and books represent only a small portion of instruction, the teacher will provide ideas on how you can support your child while absent from school.

## **Field Trips**

Throughout the year teachers seek to enrich the school program by arranging trips to places of interest in the community. The number of field trips a class takes and the places to be visited is determined by the individual teacher and money available.

Parents who have signed the blanket field trip permission form will not receive a permission slip for field trips throughout the year. For each outing an information flyer will be sent home by the teacher. The following information will be included: date of the field trip; destination; expense; time of departure from school and time of arrival back at school. If you are interested in attending field trips, please contact your child's teacher. The extra help is always welcome.

## **Health Services**

A child needing medical attention receives care from school teachers, the school nurse, secretary, or administrator. If your child becomes ill during school, you will be called to take him/her home. In the event of a more serious illness or injury, school officials will contact the parents or emergency contacts immediately. It is very important that families keep emergency contacts and phone numbers up-to-date. Any illness or condition that is potentially contagious (chicken pox, head lice, impetigo, etc.) should be referred to the school nurse for evaluation. A student with head lice **MUST** be checked by the school nurse (or school personnel) prior to returning to the classroom.

Kodiak Island Borough School District policy:

**A student should be kept at home, or will be sent home, if they have an oral temperature of 100 degrees or higher, have diarrhea or are vomiting. They should remain at home until they are fever-free without medication for 24 hours, or the vomiting and/or diarrhea has ceased for 24 hours before returning to school.**

The Kodiak Island Borough School District requires that all students who need to take medication during school hours comply with the following:

- Present a written consent form signed by the parent or legal guardian.
- Bring the medication in the original prescription bottle, properly labeled by a pharmacist.
- Long-term medication may be given by district personnel providing the prescribing physician completes the Medication Permission Request Form. This form is available at the school office.

## **Recess**

We believe that fresh air and exercise are important for your child's physical and mental well-being. Unless severe weather conditions merit indoor activities, children are sent out each day, rain or shine. Please see that your child is dressed appropriately for the weather. A warm coat, boots, hat, gloves, and rain gear are a must. If you feel your child should stay indoors because of a recent illness, a note should be sent to the teacher each day stating the reason.

## **Homework Policy**

Peterson Elementary School teachers often assign homework as a natural, independent extension of what has already been taught within the classroom. The value of homework is seen in its positive reinforcement of concepts and skills needed to continue daily learning activities. Homework assignments are given on the basis of the child's grade level, skill level, and maturity. Homework assignments are reviewed, checked, graded, and collected as appropriate.



Parents are encouraged to work with children on completion of specific assignments, and to discuss the homework policy with their child's teacher anytime there is a concern. Getting involved with your child's education can be the most rewarding commitment you ever make. There are many ways for parents to help children develop better homework habits.

- Show an interest in your child's homework assignments. Ask about the subjects and the work to be done.
- Be a role model, take the opportunity to read a book or newspapers while your child studies. Reading together helps create a learning atmosphere.
- Teach your child how to be organized. Be sure he or she keeps an assignment book.
- Eliminate as many distractions as possible during study time.
- Break bigger tasks into smaller tasks. This will help the child not to feel overwhelmed by the work in front of him. Work on one subject at a time, and if there's lots of work in that subject, break down the assignment into sections.
- When reviewing your child's work, don't fix mistakes for him/her. If it's a writing assignment, for example, don't automatically correct his/her grammar errors. Point out that there are errors, then let the child find them and fix them. If you correct the mistakes, it's too easy for him/her to simply write a rough draft and let you correct it, thereby not really learning anything.
- Develop a strategy for dealing with homework that works and stick with it.
- Try to relate the homework to your child's everyday life. For instance, fractions and measurements can be learned as your child prepares a favorite food.
- Encourage your child to establish a regular time to do homework. Developing a schedule might help avoid procrastination.
- Meet with your child's teacher to discuss the nature of the approach to reading, spelling and other topics that your child is being taught.
- Make sure your child has a specific place to do homework. It should offer ample lighting, minimal noise and plenty of workspace.
- Praise your child for successfully completing homework. Nothing builds self-esteem like praise from parents.

### **Immunizations**

All students enrolled at Peterson must be fully immunized according to Alaska State Regulations, unless covered by a medical or religious exemption. Children must be immunized against diphtheria, pertussis, tetanus (DTaP/DT/Td/Tdap); polio (OPV/IPV); measles, mumps, rubella (MMR); hepatitis A, hepatitis B; and varicella. Students under 5 must also have their HIB vaccines. You can check vaccination requirements by visiting [the Alaska Department of Health & Social Services](#) or by downloading the [Child Care & Immunization Requirements Packet](#). Any remaining questions or concerns regarding immunizations in Alaska can be directed to the school nurse or your child's doctor.

### **Library**

The Peterson school library program emphasizes reading and the use of the library and computer laboratory to obtain information. Reading for recreation and educational enrichment is encouraged by teaching staff and our school librarian. Many of our books are Lexiled so that your child can pick the book at their reading level. Your assistance in ensuring books are returned on due dates will keep our library circulation efficient.

### **Lost and Found**

All articles, which are found, will be collected and deposited in the school "Lost & Found." They will be held until someone claims them, or until winter break and the end of the year, when accumulated items are donated. If something is lost, please stop by the office to see if the item has been turned in to us. Every year valuable shoes, glasses, keys, cameras and other unclaimed items are turned over to charitable agencies.

### **Lunch and Breakfast Program**

Current lunch menus are available at the beginning of each month. Students may order a hot lunch from the cafeteria or bring a lunch from home. Parents are always welcome to have lunch or breakfast with their child. It is great to see parents chatting with students and their friends over lunch. The children love the attention! Parents may purchase a lunch for \$4.75 or a breakfast for \$3.75 and a children's guest lunch for \$2.60 or breakfast for \$1.60.

A nutritious breakfast is available from 7:45 am to 8 am. Students sign up for a hot lunch with their class teacher in the morning. The cost for lunch is \$2.60 and breakfast is \$1.60 for children in K-5. Students can also purchase milk for \$.80 each. Students and family members may pay for their meals in the office with cash or check made out to Peterson Elementary. Parents can also access their PowerSchool Parent Portal to deposit funds in student lunch accounts. Directions on how to set up PowerSchool Parent Portal accounts are sent home after the start of the school year. Balances can be checked through the portal and funds added through RevTrak. For more information visit [www.kibsd.org](http://www.kibsd.org) and look for the Parent Portal and RevTrak icons.



Parent Portal



RevTrak

### **Free and Reduced Meal Program**

A free and reduced-cost program are available for those who qualify. Applications for free or reduced meals are available on the [KIBSD website](http://www.kibsd.org). Information provided by parents to qualify for the free and reduced lunch program is kept strictly confidential. Procedures in the lunchroom are designed so that students cannot tell who is on free lunch and who is not.

### **Music**

The program teaches the basic elements of music: rhythm, melody, harmony, form, dynamics, tempo, tone, and color through singing, playing rhythm instruments and bells, listening to a variety of music and through movement. Many of the songs and activities directly relate to the curriculum being taught in regular classrooms.

Intermediate music concentrates on the study of music basics: rhythm, notation, melody and harmony. The students will play recorders, rhythm instruments, ukulele and auto harps and sing. Students learn to identify composers and styles of music through guided listening.

### **School Counselor**

Through our counseling program we strive to teach students the universal beliefs: be respectful, be responsible, be safe and be a learner. The program strives to teach students to get along with each other and challenge him/her to do his/her best learning. We seek to encourage students to get through and be strengthened by tough life situations.

### **Newsletters**

It is a building priority to ensure that parents have the information necessary to maintain active involvement in their child's education program. Many teachers publish weekly newsletters that include information specific to that class. Notes from the teacher, samples of student creativity, and times of special class events and even pictures of student work are often included.

Peterson also publishes a news bulletin for parents on the first and third Thursday of each month. It includes pictures, lunch menus, notes from the principal, and information about school programs, along with other important information. This news bulletin is sent via e-mail, published on the KIBSD website, and can be found on the Peterson Facebook page. If you want to be informed about what is happening at Peterson Elementary, please look for this bulletin in your email. All families should check their email address in their Powerschool Parent Portal to ensure there is no delay in email communication.

### **[Facebook](#)**

Peterson Elementary has a Facebook page and would love for you to join us there! Please search for Peterson Elementary School. In the description, we have stated our location of Kodiak, AK to try and decrease confusion with other schools on Facebook. In order to join the group you must answer the questions provided when you request to join.

### **Parent Teacher Association**

The Peterson Elementary PTA is an active group of parents and teachers who work very hard to enhance the quality of our educational program. The Peterson PTA can be found on [Facebook](#) or you can contact them through email at [petersonelementarypta@gmail.com](mailto:petersonelementarypta@gmail.com). Every year the PTA sponsors events such as the Scholastic Book Fair and the Santa

Shop, and other fun activities that help further the academic and social growth of every child in our school. If you want to be around those who love to bring smiles to the faces of children, please join this fun group.

President: Brandi Noe

Treasurer: Meredith Vorhies

Vice President: Kelly Earle

Secretary: Glory Ebeling

### **Parents - You're always welcome!**

We are always looking for ways to make it easy for parents to become involved in their child's educational program. Recent education studies, including *Years of Promise: A Comprehensive Learning Strategy for America's Children*, which was released by the Carnegie Corporation, reveal that parental involvement can make the difference in a child's education. It's easy to get involved as a parent at Peterson! There are jobs, projects and many new innovative ideas waiting for someone's special talent or time. Those who cross the initial barrier and begin to spend time usually return as they quickly find out how fun, rewarding and exciting it is to learn with children. Here are a few activities that will provide an opportunity to make a difference in the quality of your child's educational experience.

- Show your interest in your child's schoolwork. Read with your child every day.
- Help out in your child's classroom. Feel free to tell the teacher what types of classroom work you're comfortable doing.
- Stop by during lunchtime to eat with your child. (Adult lunches are \$4.75. Please call by 10:00 am to order one.)
- Come and play at recess time.
- Volunteer as a guest presenter if you have special skills or interests to share.
- Help out in the computer lab, before or after school.
- Work in the Office or Library

Interested family members should contact the school office at 481-6400 or a teacher if they are interested in helping somewhere in our school.

### **Picking Up and Dropping Off Students**

If you will be using a car to transport your child(ren) to and from school, there is an active loading/unloading area by the Peterson Elementary School sign at the parking lot entrance. Please do not drop off in the bus loading/unloading area. Please do not leave cars parked in the drop off zone. It can be dangerous when cars and children are gathered together in the same place so please drive carefully. With your assistance, the danger of students being hurt will be greatly reduced.

Drivers can help by:

- Parking your car in the visitor parking area
- Escorting your child through the parking lot
- Crossing at the pedestrian crosswalk zone
- Respecting the 5 mph speed limit

When picking up students, please meet them in the building and escort them to your vehicle.

### **Personal Property**

Students are asked to leave valuables at home. Peterson Elementary School cannot be responsible for any personal belongings and space is not available for storing items. All items of clothing that may be taken off at school should be clearly marked with the child's name. These items include hats, gloves, gym shoes, boots, lunch boxes, and backpacks.

The principal respectfully asks parents to monitor the personal property students take to school so the focus of the school day can remain aligned with teaching and learning rather than storage and safe keeping of student valuables. Please do not send Pokemon/trading cards etc, toys, skateboards, snowboards, iPods, or similar items to school without permission from the teacher. It is tragic for students and expensive for parents when these items are lost.

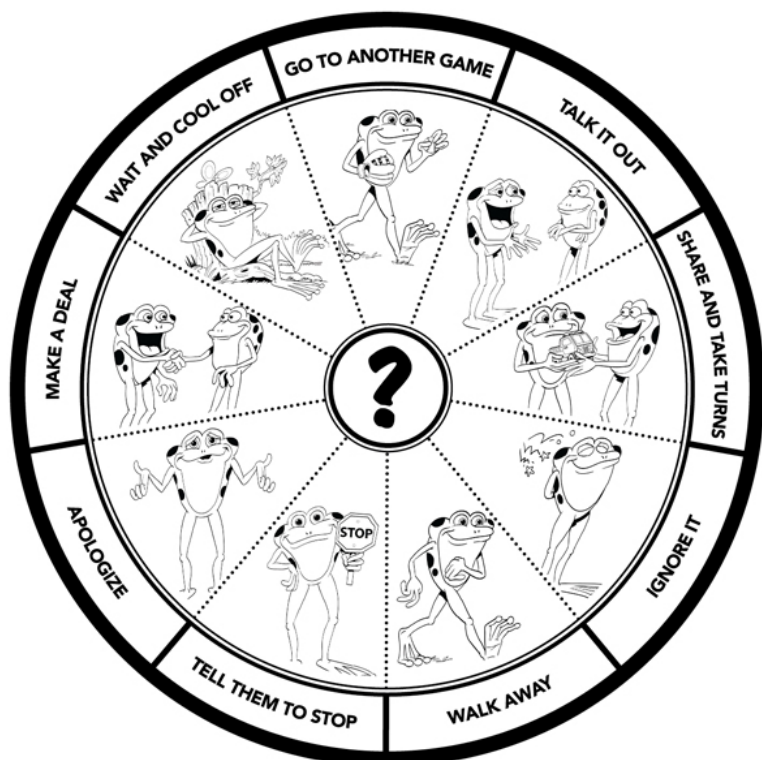
### **Physical Education**

Physical education is education of, by and through human movement. The physical education instruction at Peterson is presented in such a way as to help each student acquire the ability to move effectively to enhance the achievement of his/her potential. The program focuses on exploration and creativity through problem solving and concept formation,

all of which lead to self-confidence and a good self-image. Peterson Elementary School offers an individualized developmental program: goals are based on each child's needs and we try to bring out his/her best. Skill acquisition is stressed more than game participation. Some of our activities include: ball skills, rope jumping, gymnastics and tumbling, rhythm and dance, relays and games.

The KIBSD does not have an elementary swimming program. We encourage parents to use the swimming instruction programs offered through the City of Kodiak's Parks and Recreation department as well as utilizing the base pool to ensure that their children can swim. The city maintains a complete schedule of community swim times for families who wish to practice their skills or enjoy a family activity.

## Kelso's Choices --- Conflict Management for Children



Conflict or disagreement is normal and often happens when children get together. However, hurtful words, gestures, or physical attack are unacceptable ways to deal with conflict and disagreement at school.

At Peterson Elementary School the Kelso's Choices program gives all students and staff a common vocabulary and method of conflict resolution. This year we are implementing this program in kindergarten through fifth grade. We are placing posters, small reminder cards and reference sheets in the classrooms, in the hallways and on the playground. Soon it will be a common thing to hear a staff member ask children, "What would Kelso do?"

Our goal is to teach students several positive ways to deal with difficult situations. To do this, we are asking students who have minor problems to try at least two of the following ideas:

**Go to another game -- Share and take turns -- Talk it out. -- Walk away. -- Ignore it -- Tell them to stop -- Apologize - Make a deal -- Wait and cool off**

This process can be done before asking for adult help. When a child goes to a staff member he or she is often asked, "What Kelso choices have you already tried?" If two choices are tried and the conflict still exists the staff member gets involved and helps solve the problem using our playground discipline plan. If there is a big problem the students know to tell a staff member immediately.

By using this plan, we believe that our students will develop effective problem-solving skills that they can use again and again. It will help them to deal with conflict in a positive manner and to make appropriate decisions. Knowing what to do will help students reduce the stress and number of conflicts they have at school and in their neighborhood.

We encourage you to become familiar with this program and use it in your home. By working together, we can develop a healthy life skill for young people to use at home and at school. The mascot for this program is a green frog named Kelso.

### Registration

Kodiak town elementary schools pre-register for elementary grades K-5 early in the spring for the coming school year. A child must be five years old on or before September 1 to enter kindergarten. All students who will be entering Kodiak elementary schools must have the following information in hand for school officials:

- Up-to-date immunization records
- Birth certificate
- Tuberculosis (TB) Risk Assessment

## **Report Cards**

Reports cards are shared during Student Conferences at the end of each Trimester. Report cards were redesigned during 2015-2016 to reflect your child's achievement of Alaska Content Standard. Please use your conference time to discuss your child's report card and the meaning of any assessments used to measure performance.

## **Before School**

In order to provide adequate supervision and safety for children students and parents should keep in mind the following:

- Students should not arrive at school prior to 7:45 a.m.
- Students who have prescheduled an appointment with their teacher may enter the building at the time noted in their pass.
- Students will go to designated areas immediately or at the correct starting time. Teachers are not available to supervise students who are dropped off prior to 7:45 a.m.
- Children should be dressed in clothes appropriate for Kodiak's weather.
- Students will enter the building in a respectful and responsible manner: quietly, slowly, and carefully.
- Students who arrive after 8:05 a.m. will be counted as tardy. Parents of students who arrive tardy should check-in in the office to sign-in their student.

## **After School**

Students are expected to depart school each day in a safe and respectful manner. Students will:

- Go directly to after school activities, the bus area, or meet parents/guardians when dismissed from class.
- Leave the building in a respectful and responsible manner: quietly, slowly, and carefully.

## **School Pictures**

Peterson provides two opportunities for school pictures in mid-September and delivered in mid-October. Retakes and make-up pictures are taken in mid-October. Spring pictures are sometimes available in April, depending on travel conditions and availability of photographers. Watch for announcements with specific dates and information in news bulletins.

## **Special Education**

Resource room teachers have the primary responsibility for assisting students who have difficulties with learning. Some children, despite average to above-average intelligence, have needs that are better served by a special learning program designed to meet these needs. There are state and federal guidelines that help determine who is eligible for special education assistance. Eligible students have an Individualized Education Plan (IEP) written for them. Learning disabled students benefit from small group instruction as well as placement in their regular classroom. The resource teacher may work in the regular classroom or hold small classes in the resource room.

## **Visitors**

You are always welcome to visit and observe our educational program at Peterson. We encourage you to drop in or you can call ahead and request an appointment with one of our staff members. During the school day, it is often difficult for a teacher to confer with parents but appointments can be scheduled at convenient times for both the teacher and the parent(s). Teachers are at school from 7:50 a.m. to 3:20 p.m. You may call 481-6400 during school hours to schedule an appointment. **All visitors must check in at the office and wear a "visitor" pass while in school.**

## **Volunteers**

There are many volunteer opportunities during the school year in classrooms, with the PTA and during school activities. Please let your child's teacher or the PTA know if you are interested in becoming involved in any of these activities. All Volunteers need to fill out a "Volunteer Agreement" before volunteering at Peterson, it is good for the current school year. **Please sign in at the office to pick up your "volunteer" badge which needs to be worn while you are at school.**

## **Wellness Policy**

The KIBSD School Board approved a "Wellness Policy" in August, 2006 that asks our school communities to put into action procedures, activities and educational programs that encourage children to practice healthy nutrition and fitness choices in a school environment that models and supports healthy choices. The Wellness Committee provides schools, parents and children with specific guidelines that will support student health and fitness. A portion of the "Wellness

Policy” is included in the handbook. A complete copy of School Board Policy Student Nutrition and Physical Activity BP 5040 is available in the Peterson Elementary Office or on the District’s website.

The Kodiak Island Borough School District is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity.

**Healthy foods will be offered to students:**

- Between the hours of **7 am and 4 pm**, foods and beverages served or sold at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Students will have access to a variety of affordable, nutritious, and appealing food
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program and National School Lunch Program).
- The diversity of the student body be recognized in meal planning;

**Healthy eating habits will be encouraged:**

- Students will be provided with clean, safe, and pleasant settings and adequate time to eat.

**Physical Activity will be promoted:**

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

**Education regarding nutrition and exercise will be emphasized:**

- Schools will provide nutrition and physical education to foster lifelong habits of healthy eating and physical activity.

The school district will monitor and review district-wide student health to assess the impact and guide the evolution of this policy.

**School Safety - A Commitment to Prevention**

After listening or reading about school violence and tragedies, we often ask ... “Can it happen in Kodiak?” Unfortunately, the answer must be “yes”. Kodiak has accepted the sad reality that the remoteness of our beautiful island community can no longer protect our schools and children from the problems facing schools. The development of healthy activities for children, enforcement of laws and regulations governing substance abuse and weapons and support for student/family training and intervention are part of a comprehensive effort to ensure a safe community.

The District has a School Safety Plan to ensure that Kodiak schools continue to be a happy and wonderful place for children to attend. Our Safety Plan is based on the belief that positive behavior and healthy attitudes are built upon the foundation on school values: respect, responsibility, compassion and cooperation. We will help our school work consistently and collaboratively toward improving student behavior while increasing motivation to learn. Our Safety Plan is based upon four principles of effective discipline:

- **Focus on Instruction:** Students must be taught to be successful and behave responsibly in all school environments.
- **Positive Feedback:** Students must receive positive feedback from all staff when they are trying to be successful.
- **Misbehavior is a Teaching Opportunity:** Students must perceive that all discipline will be responded to in a positive, consistent manner.
- **Collaboration Increases Success:** Students will perceive that all staff members have accepted collaborative responsibility for discipline. Every decision, expectation, school rule or activity is guided by these shared values. We believe that a school staff that models these values will foster a school climate of student achievement, vision and confidence.

Our emphasis on safety is not a response to special concerns at Peterson but a reassurance to parents that our school is committed to a philosophy of prevention. Establishing a policy that promotes safe and positive schools is an ongoing process, not a one-time effort. It requires continued commitment by every member of our learning community. We want to ensure that Peterson will always be the wonderful, positive and nurturing place for learning that it already is!

### **Correcting Behavior**

The great majority of our students will strive to meet our expectations for responsibility and self-discipline. However, no single set of procedures will work to help every student develop the behavioral skills and attitudes needed to be successful in school. All students, at some point in their life, usually require some sort of disciplinary intervention. When there is a need to correct a student's behavior, the intervention will be fair, consistent and designed to bring about positive growth.

### **Classroom Consequences for Misbehavior**

During the first few days of school, teachers will review expectations guiding classroom behavior. Teachers reinforce these rules through positive encouragement and, when necessary, the calm application of discipline. Typical consequences used by teachers include:

### **Chronic Misbehavior**

Sometimes it is necessary to design a series of interventions to bring about a behavioral change. The focus of these interventions will remain positive, while recognizing the need for an escalating scale of consequences.

### **Principal Referral**

A referral to the principal is normally reserved for the most serious of situations, i.e., fighting, harassment, willful disobedience, or threatening behavior. The classroom teacher and the school office will maintain a file of principal referrals. In cases where a principal referral is necessary, the parent will be notified.

Referrals for fighting, harassment, willful disobedience, substance abuse or threatening behavior are very serious. District policy requires a "Zero Tolerance" approach. Not only are these referrals a part of a student's record, they can lead to very serious consequences, including removal from school.

School Board Policy, Violent and Aggressive Behavior BP 5131.41 reads: "Students and staff have the right to feel safe and secure in their classrooms and while on school property and events. There are certain behaviors that, if tolerated, would quickly destroy the safe learning environment to which the students and staff are entitled. These behaviors, categorized as violent and aggressive, will not be tolerated and will result in immediate corrective action."

We know that all students have the right to a positive school environment. In order for kids to be able to learn, they must have a comfortable and safe classroom. At Peterson, we recognize the responsibility that accompanies this right to a positive environment: No student has the right to take away from another student's education. If this situation does develop, every possible measure will be taken to correct the problem.

Whenever a student is sent to the principal for a behavior problem, she/he will be provided fair and logical consequences. These may include community service, detention, suspension and loss of privileges. Students who continue to demonstrate misbehavior can expect escalating consequences.

The purpose of this protocol is to help students develop the ability to exercise self-control and self-discipline and to respect each other. Consequences are designed to teach the student link possible choices with potential outcomes.

The guidelines encompass expected actions and consequences, which give students ownership of the problem and solution. Students who accumulate referrals to the principal can expect escalating consequences.

### **Behavioral Expectations in Assemblies**

Assemblies are opportunities for exposure to performing arts, student awards and new ideas and experiences. Peterson Elementary students will demonstrate respectful behavior during assemblies by listening, participating, and following directions.

### **Behavioral Expectations in Hallways**

The hallways of Peterson Elementary will be a calm and self-controlled environment where people interact with courtesy and respect while transitioning to the next learning experience.

### **Behavioral Expectations on the Playground**

Playground activities achieve their intended purpose, a healthy energy outlet and social opportunity away from classroom activities, after which students return to the classrooms fresh and ready to navigate. Students are responsible on the playground in the following ways:

- Share and allow others to participate in activities and use of equipment.
- Refrain from play that could result in injury or damage to school or personal property.
- When the whistle blows, stop playing, gather equipment, and line up quickly and quietly.
- Show respect for others.
- Follow instructions given by playground staff.
- Notify duty staff when if you observe unsafe situations, which includes other students, loose animals, broken equipment, animal waste etc.
- Show pride in Peterson by keeping the playground free of litter.
- Do not bring personal toys, equipment or snacks.
- Do not throw “stuff” (sand, snow, ice, rocks) which is not meant to be thrown.
- Use the restroom before coming to the playground.
- Come to the playground dressed for the weather.

### **Behavioral Expectations on the Bus**

Students will arrive and depart school in a safe and orderly manner. Students are responsible for traveling to and from school safely in the following ways:

- Follow the bus company regulations.
- Stay a safe distance from the roadway.
- Be at the bus stop 5 minutes ahead of time. School bus drivers have a schedule to keep and cannot wait for students.
- Be in line when the bus approaches.
- Stay clear of the wheels until the bus has come to a complete stop and do not play or push others.
- Let smaller children board the bus first.
- Cross the highway only in front of the bus, and only when given permission to do so by the school bus driver.
- Walk on the left side of the road facing traffic.
- Do not walk or cross behind the bus.
- Keep the aisles and exits clear by staying in your seat, and placing books or other gear in your lap.
- Avoid loud talking, confusion, horseplay, or anything else that might distract the driver.
- Keep head, arms, and body inside the bus.
- Do not eat, drink, chew tobacco, smoke, or make use of alcohol, drugs, or controlled substances on the bus.
- Remain seated until the bus has come to a complete stop and get off only at the student’s regular bus stop.
- Do not open windows without permission.
- Do not deface or damage the bus, and always assist in keeping it clean.
- Emergency and exit controls may be used only during supervised drills or actual emergencies.

### **Behavioral Expectations in the Cafeteria**

Peterson Elementary will be a safe, clean, and comfortable environment where people interact with courtesy and respect. Students will be responsible in the cafeteria in the following ways:

- Use quiet voices when talking.
- Keep hands, feet, and objects to themselves.
- Walk in the cafeteria.
- Eat quietly and use good manners.
- Stay in their your and raise your hand to get help.
- Everyone will treat others with dignity and respect.

### **Weapons and Dangerous Instruments Policy**

School Board Policy, Weapons and Dangerous Instruments BP 5131.7(a) reads: “Students shall not bring to, possess, or use deadly weapons, firearms, dangerous instruments, or their replicas in school buildings, on school grounds or District-provided transportation, or at any school-related or school sponsored activity away from school, unless written permission has been previously obtained from the Superintendent or designee specifically authorizing that possession or use. Students who violate this policy are subject to disciplinary action in accordance with District policy and procedures.”



## **Drug & Alcohol Policy**

School Board Policy, Alcohol and Other Drugs BP 5131.6(a) reads: “Because the use of alcohol and other drugs adversely affects a student’s ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the School Board intends to keep District schools free of alcohol and other drugs.”

Enforcement/Discipline BP5131.6(c) reads: “The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.”

## **Tobacco Policy**

School Board Policy, Tobacco BP 5131.62 reads: “Smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees. Students who violate this policy shall be subject to disciplinary procedures which may result in suspension from school.”

## **Child Abuse Reporting**

School employees are required by law to report within twenty-four hours any reasonable cause to suspect that a child has suffered harm as a result of abuse or neglect. Abuse and neglect is defined as physical injury, failure to care for a child, sexual abuse, or emotional abuse.

## **Suspension**

Suspension is defined as removal from the school premises and school activities by the superintendent or designee for a specified period of time not to exceed ten (10) days with informal notice, hearing and due process rights accorded.

A school-age child may be suspended from or denied admission to the school which they are otherwise entitled to attend only for reasons listed in Alaska State Law: (AS14.30.045)

## **Denial of Admission or Expulsion**

Denial of admission is defined as administrative denial of a school-age student’s request for enrollment.

Expulsion is defined as removal from school premises and all school activities for a period of more than ten (10) school days.

No student shall be recommended for denial of admission or for expulsion unless this action is required by federal or state law, or unless other means of discipline have been unsuccessful or would be inadequate in bringing about proper conduct.

Disciplinary action for students receiving special education services must follow applicable special education statutes and regulations.

## Notice of Nondiscrimination

It is the policy of the Kodiak Island Borough School District not to discriminate on the basis of race, color, religion, age, national origin, pregnancy, parenthood, marital status, changes in marital status, gender, disability, veteran's status, veteran' disability, or political affiliation, in the admission/access to, or treatment/employment in its programs and activities.

This policy is in compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Chapter 18 of the School Laws of Alaska. Inquiries or complaints regarding compliance with these regulations may be directed to:

### **Title IX Coordinator**

Todd Burton  
722 Mill Bay Road  
Kodiak, AK 99615

907-486-7550

### **Section 504 Coordinator**

Michelle St Clair  
722 Mill Bay Road  
Kodiak, AK 99615

907-481-6400

### **Title II Coordinator**

Jennie Shauff  
722 Mill Bay Road  
Kodiak, AK 99615

907-486-7550

The Kodiak Island Borough School District is committed to creating a safe and harassment free environment for all students. School Board policy concerning school-based harassment can be referenced under section 5.56 of the KIBSD board policy manual. The Board encourages students or staff to immediately report incidences of harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of harassment in a way that ensures the privacy of all parties concerned.

## Grievance Procedures for Students

A student shall be given an opportunity to contest any alleged facts leading to disciplinary action, the appropriateness of the sanction imposed by a disciplinary authority, or alleged prejudice or unfairness on the part of the school district official responsible for disciplinary action. Further, a student may file a grievance concerning harassment or discrimination by a school district employee on the basis of race, color national origin, gender age, disability religion, marital status, changes in marital status, pregnancy, parenthood, veteran's status, veteran's disability, or political affiliation.

### **The grievance/appeal procedure is as follows:**

- Level One: A student with a grievance shall present a written grievance/complaint to the principal within five school days of when the student knew of the basis of the grievance. The principal shall make a decision known to the student in writing within five school days of receipt of the written grievance. If the grievance is not resolved at Level One, the grievance may proceed to Level Two.
- Level Two: Within five school days of receipt of the principal's written decision, the student may appeal the grievance to the superintendent. The superintendent shall meet with the student with five school days of receipt of the written grievance. The superintendent shall render a written decision regarding the grievance within five school days of meeting with the student. If the grievance is not resolved at Level Two, the grievance may proceed to Level Three.
- Level Three: Within five school days of receipt of the superintendent's written decision, the student may appeal the grievance to the School Board. The School Board or subcommittee of the School Board shall meet with interested parties within five school days. The School Board or subcommittee of the School Board shall render a written decision regarding the grievance within five school days.

The purpose of this grievance procedure is to provide students with a means of securing equitable solutions to problems resulting from disciplinary or other actions or apparent misunderstandings. Nothing contained herein shall be construed as limiting the right of any student having a grievance to discuss the matter informally with appropriate staff member or administration. (KIBSD School Board Policy, 5.39)