

**KIBSD ELEMENTARY STUDENT & FAMILY HANDBOOK**

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Maintained by the KIBSD Foundations Team

Updated June 2025

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## Elementary

### Message from the Principal

Dear East Elementary Families,

Welcome to the 2025–2026 school year—and to a brand-new chapter for our school community! I am honored to serve as the principal of East Elementary and thrilled to partner with you as we begin this exciting adventure together.

This year marks the beginning of something truly special: the launch of our newly configured K–3 primary school. With this change comes an incredible opportunity to create a learning environment uniquely designed to meet the needs of our youngest learners. I believe deeply in the power of early education and the magic that happens when curiosity is nurtured, confidence is built, and every child feels seen, valued, and safe.

At East, we are committed to building strong connections—with students, families, and one another. Open, respectful communication is at the heart of everything we do, and I welcome your questions, ideas, and involvement as we grow together. When families and schools work in partnership, children thrive—and I can't wait to see what we'll accomplish.

Our school motto, “Where Little Paws Leave Big Prints—Learners Today, Leaders Tomorrow,” reflects our shared belief that even the smallest steps leave lasting marks. Every moment matters, and every child has the power to grow, lead, and shine in their own way.

Please take a few moments to review this handbook with your child. Inside, you'll find important information about our school's routines, expectations, and the many ways we support student learning and well-being.

Thank you for joining us on this exciting journey. Here's to a joyful, enriching year ahead at East Elementary—where little paws leave big prints.

Warmly,  
Audra Morrow  
Principal, East Elementary

Where Little Paws Leave Big Prints 🐾

**School Contact Information**

Hours 7:30 – 3:30

Phone 907-486-7492

**Arrival and Departure Procedures****Morning Supervision & Student Arrival Procedures**

To ensure **student safety and proper supervision**, please follow these guidelines:

- **No early arrivals:** Students should not be on campus before **7:30 AM**. No staff is scheduled for duty prior to that time.
- **Supervision begins at 7:30 AM.**
- **Arrival Flow (7:30–7:45 AM)**
  - Students eating breakfast go directly to the **cafeteria**.
  - Students not eating breakfast go directly to the **gym**, where staff will supervise.
- **Transition at 7:45 AM**
  - Classroom teachers wait outside their doors to greet students as they enter the classroom.
  - K, 1, Whiteside, Allen, Martha-students will be delivered to your classrooms by morning staff.
  - Love, Hockema, and 3<sup>rd</sup> Grade- Students will be sent down the hall to you.
  - Students who are not in the gym move to their classrooms and line up quietly along the walls until their teacher welcomes them in.
- **Late Arrivals**
  - Students arriving after **7:55 AM** must check in at the office and will be marked **tardy**.

**Reminder**

Please help students dress appropriately for **Kodiak's changing weather**, and support consistent routines so mornings begin safely and smoothly.

**Dismissal Expectations:**

At the end of the school day, students are expected to leave campus in a safe, respectful, and responsible manner.

Students should:

- Go directly to their designated location—bus area, after-school activity, or parent/guardian pickup—immediately upon dismissal.
- Exit the building calmly and responsibly: walking, using quiet voices, and being mindful of others.

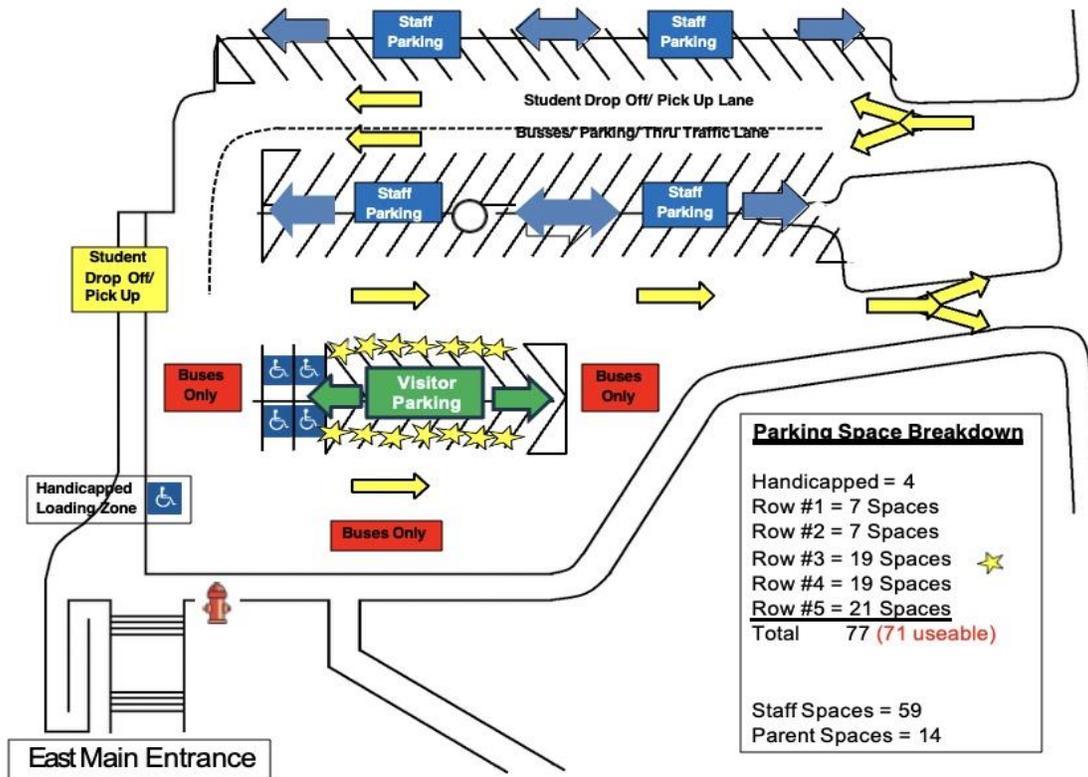
## Drop Off and Loading Zones

### Welcome to East Elementary

Our parking lot is designed with safety and convenience in mind. During drop-off and pick-up times, staff members are on duty to help students safely enter and exit vehicles.

- To keep the line moving smoothly, we kindly ask drivers to stay in their cars—our team is happy to assist your child.
- For families needing to park and come inside, visitor parking is available in the first two rows near the main entrance.

Thank you for helping us keep our Cubs safe!



**Foundations Team**

Our School Foundations Team is a group of dedicated staff members committed to creating a safe, respectful, and supportive learning environment for all students. This team develops and promotes school-wide expectations that guide student behavior, help build positive routines, and support academic and social success. By working together, we ensure consistency and clarity in how we teach and reinforce expectations throughout the school.

**Working Together**

Great success comes from when families, teachers, and students work together to support learning. Let's make a commitment to each other.

**Attendance and Absences**

Regular attendance is very important for a child's success in school. Families are asked to phone the school office when they know their child will be absent. If a child is to be picked up during the school day for any reason, families are asked to contact the office by phone before 1:00. Children will not be released to individuals that have not been listed on the emergency student contact list. Phone authorizations for a student will only be accepted from the parent, guardian, or an emergency contact. These authorization may be identified during the enrollment process, or can be updated as needed through the school office. While this is not convenient, it is necessary to protect children.

The Board of Education 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."

Board of Education 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
- subsistence gathering up to 5 days per school year

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 absences disrupts and hinders that process, not only for the absent student, but for their classmates as well. Students in kindergarten through grade eight may be retained in the same grade the following school year for violation of this policy."

***Family Trips / Extended Absences***

Student attendance at school is very important. When students are absent from school, they miss critical information and learning activities. 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 at least three days prior to leaving. Although your child will not be able to make up for all instruction missed, as 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. Please be aware that Alaska State Statute AS 14.30.020 declares parents (or guardians) who knowingly fail to ensure proper school attendance can be cited for a civil violation.

**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, First Student 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.

Families are encouraged to use discretion when considering whether their child 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.

**Bus**

Per Board of Education Policy BP 5131.1, bussing is a privilege available for students who display good conduct while riding the bus and who live in the bussing attendance areas. Bussing is provided by First Student Transit, Inc. If you have any questions concerning bussing, please call First Student at 486-3600 or the school office.

***Bus Expectations***

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:

- No cell phone, smart watch, tablet, gaming system, or other mobile device usage is permitted on the bus.
- The bus driver oversees students on the bus. Students shall follow the driver's directions at all times. Any or all students may be assigned seats.
- Only authorized personal and eligible bus students assigned to a specific bus are permitted to ride or step upon the bus.
- Bus will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.
- Students will wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus.
- Students will remain properly seated at all times and not block the center aisle.

- Students must keep their hands, head, feet, and personal objects inside the bus at all times.
- Scuffling, shoving, or fighting is prohibited on the bus and at established bus stops.
- Littering, or throwing items inside or from the bus, is prohibited.
- Students are not allowed to consume food or drink on the bus. The use of all tobacco products is prohibited.
- Students shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay damages.
- Students are not to engage in loud talking, yelling, the use of profanity, inappropriate language, or gestures on the bus.
- Students are not allowed to bring animals or harmful objects on the bus (i.e., weapons, drugs, alcohol, fireworks, etc.)
- Students are not to engage in any other conduct that disrupts the safe operation of the bus.

### **Cell Phones & Smart Watches**

Mobile phones and smart watches are not recommended for school. If these devices are brought to school they must remain silent and in the child's backpack. Inappropriate use of devices will be confiscated, kept in the office, and will be available for guardians to pick up. (KIBSD Board of Education Policy 5138)

*Device Tips: Mobile phones are not recommended for elementary age children. Mobile phones are difficult to manage and pose a significant danger to students in multiple ways. Some of these dangers include access to pornography, access to media that you would otherwise not allow, communication with strangers that you would otherwise not allow, social contact that is inappropriate and happening at times that you would otherwise not allow. Smart watches are an alternative to phones and have built-in limitations that help them to be more focused on useful communication with pre-approved contacts and without the possibility of social media or gaming distractions. Don't let students sleep with any devices. Encourage the use of devices in common spaces that can be monitored by an adult. Charge devices in a common space like the living room. Reach out to your school administrator or school counselor for more information or read more here - <https://www.apa.org/monitor/2017/03/cover-disconnected>.*

### **Child Abuse and Reporting**

All 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.

### **Communication**

Our schools value strong communication between the home and school and are committed to keeping families informed and engaged. Communication with families is an important part of the educational process. Teachers and schools utilize a variety of methods to help keep families informed. These include emails, newsletters, a school website, and specialized tools like SeeSaw. Schools may also maintain Facebook pages or utilize other social media platforms.

***Emergency Communication***

In the event of an emergency, parents will be contacted by email, phone, SeeSaw, and other methods may be used as well. It is important that all guardian contact information is accurate in the PowerSchool information system. Contact information can be updated during the enrollment process or by contacting your school's office.

***Newsletter***

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

There is also a schoolwide newsletter for parents, relatives, and community members. It includes pictures, lunch menus, notes from the principal, information about school programs, and other important information. If you want to be informed about what is happening, please look for this newsletter in your email. All families should check their email address in their PowerSchool Parent Portal to ensure there is no delay in email communication.

***Email***

Teachers and staff regularly utilize email for communication and respond as promptly as possible. Teachers are not able to check email during instructional time and may not be able to respond until students are gone for the day.

***Phone***

If you need to contact the school or communicate with a teacher, please call the front office as it is the best way to reach someone quickly. For urgent matters, always contact the school office.

***SeeSaw***

SeeSaw is a web-based and mobile app-based communication tool that serves as a digital platform for teachers to share class updates, individual student learning, and messages to families. While you are welcome to message teachers through SeeSaw, please understand that teachers are focused on instruction during the school day and may not be able to respond until students are dismissed.

***Correcting Behavior***

The great majority of our students will strive to meet our expectations for being respectful, responsible, safe, and a learner. 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 weeks of school, teachers will explicitly teach classroom and schoolwide expectations to help guide student behavior. Teachers continuously reinforce these expectations through modeling, positive encouragement, and the calm application of natural consequences.

***Chronic Misbehavior***

Sometimes it is necessary to design a series of interventions or supports for students. 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. Not only are these referrals a part of a student's record, they can lead to very serious consequences, including removal from school.

Board of Education 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 or at school 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 students to be able to learn, they must have a comfortable and safe classroom. 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, create a plan, and keep the classroom safe.

Whenever a student is sent to the principal for a behavior problem, they 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 to link possible choices with potential outcomes.

***Counseling Services***

Our School Counselor strives to provide academic support, develop emotional well-being, support families, provide community agency referrals when needed, and collaborate with classroom teachers to best support student needs. Weekly lessons provided by the counselor support building student social skills, problem solving skills, and communication skills. We seek to encourage students to develop resiliency. More information is available on your school's website.

***Curriculum***

Board of Education Policy states: The District's curriculum is designed to be relevant, accurate, rigorous, and sensitive to the values of American society. Curriculum content and performance standards are available on the district website. 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 Hygiene

Students are expected to dress appropriately for school (KIBSD Board of Education Policy 5132). Clothing should be conducive to an educational environment and not disruptive to school operations or the educational process. Students who struggle with dress or hygiene may be referred to the school nurse and guardians may be contacted.

## Drug & Alcohol Policy

Board of Education 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 Board of Education 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.”

Board of Education 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.”

## Emergency Procedures and Drills

Students are 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.

## Guardian Pickup in a Real Emergency

In preparation for a real emergency, teachers maintain a list of guardians and will be able to release students to adults on this list. In an emergency, please work with teachers and office staff to properly release your student, so that we know where they have gone and are not risking wasted time, effort, or safety searching for your student. To update your guardian list, please contact the school office.

During an emergency, the Office of the Superintendent or the school office will place an automated call or email to all parents and guardians. Please make sure that your contact

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the “All Clear” is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

information has been updated so that you are receiving all pertinent information. To update your communication information, please contact the school office.

### **Enrollment**

Kodiak schools opens enrollment for students early in the spring for the upcoming school year, which helps to determine staffing for each building. A child must be five years old on or before September 1 to enter kindergarten. All students who will be entering a Kodiak elementary school must provide the following information to the office.

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

### **Family Conferences**

Families have three scheduled opportunities for all families to meet with teachers and visit classrooms and establish an educational partnership. The first opportunity is held before school starts and two additional conferences are held during the school year, one in November following the first trimester, and one in March after the second trimester.

### **Family Engagement**

Contact the school office if you are interested in helping in our school. 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. Parents matter, and it's easy to get involved. There are jobs, projects, and many new innovative ideas waiting for someone's special talent or time. Share your expertise with us.

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.
- Volunteer in your child's classroom. Feel free to tell the teacher what activities you're comfortable doing.
- Come and play at recess time.
- Volunteer as a guest presenter if you have special skills or interests to share.
- Work in the Office or Library.

### **Field Trips**

Throughout the year teachers seek to enrich school programs 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 approved the blanket field trip permission section in the enrollment process will not receive a permission slip for each field trip throughout the year. The teacher will communicate with families about each outing. The following information will be included: date of the field trip, destination, 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, and notify the office to start the required volunteer process. Once approved for volunteering, you will be eligible to continue volunteering for three years. The extra help is always welcome.

**Homeless and Displaced Families**

If your family lives in any of the following situations, then your preschool-aged and school-aged children have certain rights or protections, including educational support, assistance with school supplies, free breakfast/lunch, and transportation assistance.

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

For further information contact the District Homeless Liaison at 907-486-7550, the State Homeless Coordinator at 877-854-5437, or the National Center for Homeless Education at 800-308-2145. KIBSD is subject to the McKinney-Vento Homeless Education Act. (Board of Education Policy 5112.6)

**Homework**

Teachers may assign homework as a natural and 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 to support your child's grade level work, skill level growth, and maturation. 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 newspaper while your child studies. Reading together helps create a learning atmosphere.
- 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 them.
- Work on one subject at a time. If there is a lot of work in that subject, break down the assignment into sections.
- When reviewing your child's work, don't fix mistakes for them. If it is a writing assignment, for example, do not automatically correct their grammar errors. Point out that there are errors, then let the child find them and fix them.
- 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 example, 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. Focus comments on the process, “Look how hard you worked,” or “You should be proud of yourself.”

### **Immunizations**

All students 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 (<https://health.alaska.gov>) and download the Child Care & Immunization Requirements Packet (<https://health.alaska.gov/en/resources/school-and-childcare-immunization-requirements/>). Any remaining questions or concerns regarding immunizations in Alaska can be directed to the school nurse or your child's doctor.

### **Indian/Native American Education Act**

The IEA program serves to help Native students and aims to additional academic supports in a variety of ways. Program opportunities may include the following.

- Cultural enrichment
- Academic support and interventions
- Service referrals

An IEA 506 form should be completed to be eligible for these services. This form is available in the school office. Please contact the KIBSD Federal Programs office at 907-486-7596 for more information.

(Board of Education Policy 6174.1)

### **Library**

The school library program emphasizes reading and the use of the library. Reading for recreation and educational enrichment is encouraged. Many of our books are leveled and color-coded so that your child can easily choose a book at their reading level. Your assistance in ensuring books are kept safe and returned on due dates will keep our library circulation efficient.

### **Lost and Found**

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

### **Migrant Ed (Title I-C)**

Title I-C is a federally funded program serving students who are identified as eligible for Migrant Education. This program is facilitated by the KIBSD Federal Programs Department. Migrant Education serves students who meet the following eligibility requirements.

- Children birth to 20 years old who have not graduated from high school.

- Children who travel or move with a parent or guardian for commercial fishing, subsistence fishing, berry picking, mushrooming, fish processing, logging, or farming related activities.
- Children over 14 years of age who have worked in one of these migrant activities may qualify on their own.
- The move or travel is a minimum of 7 nights & 8 days over the course of a year. The days and nights do not need to be consecutive or permanent.
- In KIBSD, the move/travel must be a minimum of 20 miles from the child's home for fishing or fish processing activities. For logging and farming activities the move/travel must be outside of the Kodiak Island Borough School District Boundaries.
- Children need not be KIBSD students to receive Migrant Education services.

Eligibility for this program is complex. If you participate in the fishing industry or participate in subsistence activities you are encouraged to contact the Federal Programs office. If you have questions or need more information about the KIBSD Migrant Education Program please contact the Federal Programs Office at (907) 486-7569.

### **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.

### **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 follows 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 your school's office or superintendent's office.

District programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability. The Board of Education shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education and other activities. (KIBSD Board of Education Policies 0410, 5145.3 & 5145.7)

### **Nurse Services**

A child needing medical attention receives care from teachers, the school nurse, secretary, or administrator. If your child becomes ill during school, you will be called to take them home. In the event of a more serious illness or injury, school officials will contact the parents/guardians or emergency contacts immediately. It is very important that families keep emergency contacts and phone numbers up to date. Please call the office to update information.

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.

***Illness 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.

***Medication Policy***

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.

***Food Allergies***

Any food allergies should be communicated to the school nurse who will help make a plan for necessary accommodations. Alternative seating is available during lunch, and alternative school lunches may be available with proper documentation.

***Nutrition***

Nutrition is critical in elementary schools because it directly impacts physical health, cognitive development, and academic performance of students.

***Lunch and Breakfast***

Current lunch menus are available online (<https://www.kibsd.org/departments/food-service/>) at the beginning of each month. Students may order a hot lunch from the cafeteria or bring a lunch from home. Students sign up for a hot lunch with their class teacher in the morning. A nutritious breakfast is available before school starts. Advanced payment for school breakfasts and lunches should be made through your child's PowerSchool account or at your school's office. Students who bring their own meals are encouraged to use thermos type containers to keep food warm. Hot water is available in the cafeteria. (KIBSD Board of Education Policy 5040)

***Healthy Snacks***

Families are encouraged to provide healthy snacks. Snack times will be available and may vary daily. Snacks may be provided by the school from occasionally, however we recommend sending a healthy daily snack that your child enjoys.

***Parent Teacher Association / Parent Teacher Organization***

The PTA / PTO is an active group of parents and teachers who work very hard to enhance the quality of our educational program. Every year events are organized, such as the Book Fair, Santa's Workshop, Night at the Museum, Family Fun Nights, Haunted Hallways, 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. If you'd like to participate, please contact the school office.

**Personal Property**

Students are asked to leave valuables at home. Your child's school is not responsible for any personal belongings, and there is limited space for storing items. All items of clothing that are taken off at school should be clearly labeled with the child's name. These items include hats, coats, gloves, gym shoes, boots, lunch boxes, water bottles, and backpacks.

Monitor the personal property students take to school so the focus of the school day can remain focused on learning, rather than the storage and safe keeping of student valuables. Please do not send Pokemon/trading cards, toys, skateboards, snowboards, tablets, or similar items to school without permission from the teacher. When items are lost it can be tragic for students and expensive for families.

**Physical Education**

The physical education instruction is presented in such a way as to help each student acquire the ability to move effectively. 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. KIBSD Elementary Schools offers an individualized developmental program, where goals are based on each child's needs to bring out their best. Some of our activities include ball skills, rope jumping, floor hockey, rhythm, dance, relays, and games.

**Picking Up and Dropping Off Students**

If you will be using a car to transport your child to and from school, there is an active loading/unloading area. Please do not drop off in the bus loading/unloading area, designated with the red curb. 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. Drivers can help keep everyone safe by doing the following.

- Park your car in the visitor parking area.
- Escort your child through the parking lot.
- Cross at the pedestrian crosswalk zone.
- Use the entrance and exits as marked.
- Respect the speed limit.
- Be aware of limited visibility during rainy, foggy, and snowy conditions.
- When picking up students during the day, please meet them inside the building at the front office before escorting them to your vehicle.

**Problem Solving**

Conflicts or disagreements happen when children are together. However, hurtful words, gestures, or physical attacks are unacceptable ways to deal with conflicts and disagreements at school.

The "My Problem Solving Chart" gives all students and staff a common vocabulary and method of conflict resolution. 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.

- Ignore it or let it go.
- Talk it out with my "big voice."
- Walk away or go to another activity.
- Share, take turns, or compromise.
- Sincerely apologize, when ready.

The Conscious Discipline program also works to help students regulate their own behavior through a 5-Steps process. This helps students to control their actions and recognize when their temper and mood may be making things hard for them before attempting to solve an issue. The 5-Steps are as follows.

1. I Am- becoming aware that something has triggered an emotion.
2. I Calm- breathing deeply and noticing emotions without judging them.
3. I Feel- identifying and naming the emotion (Name it to tame it).
4. I Choose- accepting the feeling and choose a calming activity to help me self-regulate.
5. I Solve- now in a calmer state, solve the problem that originally triggered the emotion.

These programs help students to work through their own conflicts in a positive manner and make appropriate decisions. Knowing what to do helps students reduce the stress and the number of conflicts that they have at school and in their neighborhood.

We encourage families to become familiar with these programs and use them in your home. Working together, we can develop healthy life skills.

### **Recess**

Fresh air, sunlight, and exercise are important for your child's physical and mental well-being. Unless severe weather conditions merit indoor activities, children are sent outside for recess multiple times each day. Please make sure that your child is dressed appropriately for the current weather. A warm coat, boots, hat, gloves, and rain gear are required at different times during the year. 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.

### **Report Cards**

Reports cards are delivered to parents at the end of each trimester. Our report cards reflect your child's achievement of Grade-Level Alaska Content Standards. Please use your conference time to discuss your child's report card and the meaning of any assessments used to measure performance.

### **School Pictures**

Two opportunities for school pictures are available in the fall and spring. Watch for announcements with specific dates and information in classroom communications and in the school email newsletter. Re-takes are available in the fall and not in the spring.

### **Special Education / Gifted and Talented Learning**

Some children 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. An IEP may help to provide students with small group instruction, special curriculum, paraprofessional support, and many other supports. For more information, please visit the Special Education Services website (<https://www.kibsd.org/departments/student-special-services/>).

The District Special Services Program uses specific methods and practices that modify educational programs to meet the individual needs of exceptional children who qualify within state law. At KIBSD, the goal of the Special Education Program is to enroll every child in a

program that is as similar as possible to the program attended by his/her peers, while still meeting the needs of the child. If at any time you feel your child has special needs, please contact your child's teacher or the school principal. (KIBSD Board of Education Policies 5159 & 6172)

### **Suspensions and Expulsions**

The Superintendent or principal may impose suspension when other means of correction fail to bring about proper conduct or for serious misconduct.

The Board of Education may expel a student for severe or prolonged breaches of discipline. Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall specify procedures for notices and appeals. (Board of Education Policy 5144.1)

### **Technology Use for Instruction**

KIBSD elementary schools utilize technology as an important part of our educational program. Devices are used for research, skills development, collaboration, personalized learning, differentiated instruction, extension of learning, interventions, and flexibility to support learning in various setting.

Students are expected to be responsible with these devices and should only use these devices as directed by their teacher for educational purposes. These devices are KIBSD property and are monitored by Technology Services for proper use. Use and saved content on the devices may be reviewed at any time. Access to district technology is a privilege and misuse of devices may result in loss of access. Alternative assignments will be provided.

*2026 DEVICE VALUES: iPad: \$279, iPad Charger: \$29, iPad Charging Cable: \$19, Keyboard Case: \$40, Stylus: \$21*

### **Title I**

East and Main Elementary Schools are designated Title I schools. Title I programs shall provide additional educational assistance to individual students who need help in meeting academic standards. The District shall provide these services including remediation in reading, language and/or mathematics, on the basis of individual student needs. (Board of Education Policy 6171)

### **Visitors**

You are always welcome to visit and view our educational programs. You are encouraged to 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/caregivers. You may call the office during school hours to schedule an appointment. All visitors must check in at the office and wear a "visitor" pass while in school. (KIBSD Board of Education Policy 1260)

**Volunteers**

There are many volunteer opportunities in classrooms, around the school, on field trips, with the PTA / PTO, and during school activities. Please let your child's teacher or the office know if you are interested in becoming involved in any of these activities. All Volunteers need to complete Volunteer Agreement and background check prior to volunteering. It remains valid for three school years. Please sign in at the office to pick up your volunteer badge to be worn while you are at school. (KIBSD Board of Education Policy 1250)

**Weapons and Dangerous Instruments Policy**

Board of Education 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."

### Academic Calendar



Kodiak Island Borough School District  
**2025 – 2026 School Calendar**  
**BOE Approval August 19, 2024**

<b>July</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
<b>August</b>						
					1	2
3	4	5	6	7	8	9
10	NT	NT	NT	14	15	16
17	SE	SE	SE	SE	SE	23
24	B	DW	DW	DW	W	30
31						
<b>September</b>						
	<b>H</b>	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
<b>October</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	<b>I</b>	<b>I</b>	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
<b>November</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	<b>H</b>	<b>V</b>	29
30						
<b>December</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	<b>V</b>	<b>V</b>	<b>V</b>	<b>H</b>	<b>V</b>	27
28	<b>V</b>	<b>V</b>	<b>V</b>			

August 11-13.....New Teacher Inservice  
 August 18-22.....Special Education Inservice  
 August 25 ..... Building/Rural Inservice  
 August 26-28 ..... District-wide Inservice  
 August 29.....Certificated Work Day  
 September 1.....Labor Day Holiday  
 September 2..... Grade 6-12 First Day  
 September 2 ..... Grades 1-5 Family Conferences  
 September 3 ..... Grades 1-5 First Day  
 September 8.....Kindergarten First Day  
 Oct. 16 & 17 ..... District-wide Inservice  
 Nov. 27 & 28 .....Thanksgiving Holiday  
 December 22-Jan. 2 ..... Winter Break  
 January 5..... Inservice  
 January 6.....Classes Resume  
 January 10..... Certificated Work Day  
 February 12-13..... District-wide Inservice  
 March 16-20.....Spring Break  
 May 25.....Memorial Day Holiday  
 May 29 .....Last Day of School  
 May 30 ..... Certificated Work Day  
**Bold** signifies students not in the building  
**Town Elementary Parent/Teacher Conferences**  
 Nov. 24 & 25 – School in session-evening conferences  
 Nov. 26 – No school - no conferences  
 Mar. 9 & 10 – School in session-evening conferences  
 June 1 - No school - no conferences  
**Kodiak Middle School and Rural K-12 Schools/Kodiak High School Parent /Teacher Conferences**  
 Oct. 22 & 23 – School in session-evening conferences  
 Nov. 26 – No school - no conferences  
 Mar. 11 & 12 – School in session-evening conferences  
 June 1 – No school - no conferences

<b>January</b>						
				<b>H</b>	<b>V</b>	3
4	<b>I</b>	6	7	8	9	<b>W</b>
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
<b>February</b>						
1	2	3	4	5	6	7
8	9	10	11	<b>I</b>	<b>I</b>	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
<b>March</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	21
22	23	24	25	26	27	28
29	30	31				
<b>April</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
<b>May</b>						
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<b>H</b>	26	27	28	29	<b>W</b>
31						
<b>June</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

\*April 4 and 11 – Potential Weather make-up days\*

**I** Inservice    **W** Work Day    **#** Regular Attendance    **H** Holiday    **V** Vacation

### Assessment Calendar

**2025-2026 KIBSD Assessment & Survey Calendar**  
**Assessments for General Populations**

Type	State Window	KIBSD Window	Approx. Length of Test	K	1	2	3	4	5	6	7	8	9	10	11	12
Developmental Profile	before Nov 1	Sept. 2-5	30 min		•	•										
Screening Assessments (Fall)	Aug 18 – Sept 26	Sept. 8-19	30 min		•	•	•	•								
MAP Growth Assessment (Fall)	Aug 18 – Sept 26	Sept 8-26	90 min					•	•	•	•	•	•	•		
Screening Assessments (Winter)	Dec 1 – Jan 30	Town Dec 8-19 Rural Jan 12-23	30 min		•	•	•	•								
MAP Growth Assessment (Winter)	Dec 1 – Jan 30	Town Dec 1-19 Rural Jan 12-23	90 min					•	•	•	•	•	•	•		
School Climate & Connectedness Survey	March	March	45 min					•	•	•	•	•	•	•	•	•
Alaska Science Assessment	Mar 30 – Apr 30	vary by school	90 min						•						•	
AK STAR Assessment (ELA & Math)	Mar 30 – Apr 30	vary by school	2-3 hrs.					•	•	•	•	•	•	•		
Screening Assessments (Spring)	Apr 20 – May 15	Apr 27 – May 8	30 min			•	•	•	•							

**Assessments for Special Populations**

Type	Dates	Approx. Length of Test	K	1	2	3	4	5	6	7	8	9	10	11	12
ACCESS for ELLS WIDA	Feb 2 – Mar 31	90 min (4 domains x 15-25 min)	•	•	•	•	•	•	•	•	•	•	•	•	•
Alternate Assessment / DLM	Mar 23 – Apr 30	60-90 min per subject area				•	•	•	•	•	•	•	•		

**Kodiak Island Borough School District Strategic Plan**

**VISION**

The vision of KIBSD is to ensure all learners are safe, seen, and supported.

**MISSION**

The mission of KIBSD is to engage and empower all students for growth and success.

**AT KIBSD WE VALUE**

- Having Integrity
- Being Accountable
- Being Collaborative
- Being Fair and Unbiased
- Being Inclusive
- Being Innovative
- Being Respectful

**KIBSD BUOY 4 SUCCESS**

**High-Quality Instruction**

Provide high-quality Instruction utilizing the Common Vision for Learning framework in every classroom, for every student, every day.

**Collaboration**

Engage in collaboration focused on student success.

**Relationships**

Intentionally build strong, positive relationships where each person is safe, supported, valued, and appreciated.

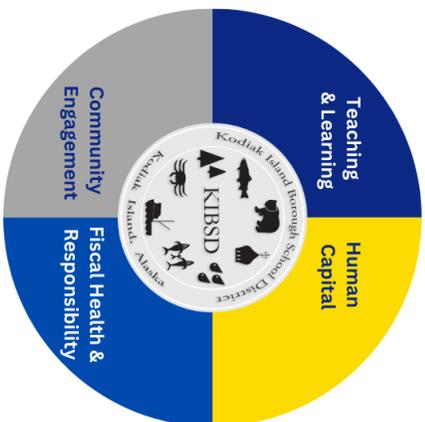
**JOURNEY TO**



2028

**STRATEGIC**

**FOCUS**



**PRIORITIES**

Teaching & Learning	Community Engagement	Human Capital	Fiscal Health & Responsibility
We will provide, guide, and ensure a robust, standards-based curriculum with focused, individual advancement.	We will partner with community organizations and leaders to provide unique learning experiences for all students.	We will recruit, support, and retain staff through quality training and professional development and by providing avenues for meaningful input, mentorship, and collaboration.	We will continuously seek potential sources for funding and use available resources to bridge fiscal gaps.
We will provide equitable, high-quality instruction that enables students to develop literacy and reach grade-level proficiency.	We will communicate frequently, proactively, and transparently with students, families, employers, and the community through various modes.	We will create healthy school communities focused on shared leadership and shared success while meeting the needs of staff in their various environments and settings.	We will prioritize needs and allocate resources to programs and initiatives that have significant impact on student success.

*Engaged In Learning. Prepared for Life.*

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

The Kodiak Island Borough School District Board of Education membership consists of five community members, one Coast Guard appointed representative, and one student representative who volunteer their time to lead our district.

The focus of the Board of Education is to ensure that all students in the Kodiak Island Borough School District receive the best education possible. The Board also ensures that the District operates in a fiscally responsible manner.

More information about the Board of Education, including Board Policy, meeting times, and instructions for online access to meetings is available on the district website (<https://www.kibsd.org/board-of-education/>).

Board President	Kerry Irons	Term Expires 2026 PO Box 1522 Kodiak, AK 99615 907-486-5183
Vice President	Jim Pryor	Term Expires 2025 1012 Stellar Way Kodiak, AK 99615 907-539-7434
Clerk	Jesse Mickelson	Term Expires 2027 117 Benny Benson Kodiak, AK 99615 509-392-2422
Treasurer	Mike Litzow	Term Expires 2027 PO Box 1332 Kodiak, AK 99615 907-654-7784
Member	Duncan Fields	Term Expires 2026 P.O. Box 25 Kodiak, AK 99615 907-486-6393
USCG Advisory	CWO Graham Edwards	N

### **Kodiak Island Borough Assembly**

The legislative power of the Borough is vested in the Assembly, known as the governing body. The Assembly formally establishes Borough policy by ordinance and resolution. The Assembly consists of seven members elected at large. The term of an Assembly member is three years or until a successor is selected and qualified.

Mr. Steven Ames	(907) 539-1214	steven.ames@kibasassembly.org
Mr. Jared Griffin	(907) 942-1903	jared.griffin@kibasassembly.org
Mr. Bo Whiteside	(907) 512-9088	bo.whiteside@kibasassembly.org
Dr. Larry LeDoux	(907) 486-4966	larry.ledoux@kibasassembly.org
Mr. Scott Smiley	(907) 942-0184	scott.smiley@kibasassembly.org
Mr. James Turner	(206) 316-0482	james.turner@kibasassembly.org
Mr. Ryan Sharratt	(907) 942-5544	ryan.sharratt@kibasassembly.org

(<https://www.kodiakak.us/92/Borough-Assembly>)

### **Alaska State Board of Education & Early Development**

The Alaska State Board of Education & Early Development is appointed by the Governor. The nine-member board includes a military advisory member and a student advisory member. Alaska Statute designates the State Board of Education and Early Development as the head of the Department of Education and Early Development and the Commissioner of Education and Early Development as the chief executive officer of the Department of Education and Early Development.

More information is available online ([https://education.alaska.gov/state\\_board](https://education.alaska.gov/state_board)), which includes contact information for all board members. The executive secretary to the board may be contacted at 907-465-2806.

James K. Fields	State Board Chair	<a href="mailto:james.fields@alaska.gov">james.fields@alaska.gov</a>
Lorri Van Diest	Second Vice Chair	<a href="mailto:lorri.vandiest@alaska.gov">lorri.vandiest@alaska.gov</a>
Sally Stockhausen	First Vice Chair	<a href="mailto:sally.stockhausen@alaska.gov">sally.stockhausen@alaska.gov</a>
LTC James Fowley	Military Advisor	<a href="mailto:james.fowley@alaska.gov">james.fowley@alaska.gov</a>
Barbara Tyndall		<a href="mailto:barbara.tyndall@alaska.gov">barbara.tyndall@alaska.gov</a>
Pamela Dupras		<a href="mailto:pamela.dupras@alaska.gov">pamela.dupras@alaska.gov</a>

([https://education.alaska.gov/state\\_board/memlist](https://education.alaska.gov/state_board/memlist))