

# Kodiak Island Borough School District

## Parent / Student Handbook 2021

### Main Elementary



### Main Elementary Guidelines for Success:



## Main Elementary Vision Statement:

# Coming Together: to Connect, to Inspire and to Learn!

### School Contact Information

School Office - 486-7480

#### **Office Personnel:**

Secretary I – **Cherie Osowski**: receptionist, student information, 486-4780

Secretary III – **Christine Sison**: enrollment support/general accounting 486-7481

**School Nurse** – Kim Martin: 486 – 7483

**Principal** – Angie Chervenak: 486 –7482

### **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.

### **Central Office Personnel:**

Kodiak Island Borough School District Central Office  
722 Mill Bay Road, Kodiak, AK 99615 (907) 486-7550  
Larry LeDoux, Superintendent  
Geoff Smith, Assistant Superintendent



## Main Elementary School

722 Mill Bay Road

Kodiak, Alaska 99615

(907) 486-2100

August 25, 2021

**Dear Main Elementary Parents and Guardians,**

We are ready to start a great year of adventures in learning!

Welcome to our families and students! We offer you a warm welcome into our Main family of learners. Main is a school staffed with energetic, caring and qualified adults who encourage and support all of our students.

My name is Angela Chervenak and I'm honored to continue my service to the families and students as principal of Main Elementary. We have met the challenges of teaching in a pandemic and working to ensure students are learning and staying safe. I anticipate sharing an active and engaging, event-filled year of learning and educational opportunity for all of our students and families of Main Elementary

The Main Elementary staff encourages family involvement and hopes to build educational partnerships with you. By working together we can help each child achieve an excellent education in a safe and positive environment. **We anticipate welcoming volunteers to help with outdoor activities in the near future. If you are interested in volunteering please call the office to begin the background check process. Safety is a top priority, so all volunteers must complete a background check.**

**Please go to our district website for important information: <https://www.kibsd.org/>**

The following student handbook will provide you with useful information and should help answer questions about our school and the district and important school district policies.

Warm Regards,

*Angie Chervenak, Principal*

## Main Elementary Mission and Belief Statement:

### As Educators 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.

### Weekly Schedules (students enter building at 7:55)

Kindergarten/1 <sup>st</sup> Grade	Monday – Friday	8:00 am to 1:50 pm
Grades 2 – 5	Tuesday – Thursday	8:00 am to 2:50 pm
		<b>Monday is EARLY RELEASE FOR ALL</b> 8:00 am to 1:50 pm

## Table of Contents

### Registration Process

### School Information

Before School  
After School  
Family Conferences  
Report Cards  
Curriculum  
Special Education/Extended Learning  
English Language Learner (ELL) Support  
Social Emotional Learning  
Counseling Protocol  
Conscious Discipline  
Love and Logic  
Student Medical Information  
Breakfast and Lunch Program  
Healthy Snacks  
Lost and Found  
Field Trips

Technology Use Agreement  
Newsletters  
Music Program  
Physical Education  
Visitors  
Parent Involvement  
Parent Teacher Association/Organization

**Transportation**

Walking or Biking to School  
Bussing to/from School  
Parent Pickup/Drop-off

**Student and Family Information**

Emergency Contacts  
Family Trips and Student Absences  
Classroom Behavior  
Bad Weather/Early Dismissal  
Inservice

**Expectations for Students**

Dress and Grooming  
Cell Phones  
Personal Property  
Office Referral  
Expectations  
    Classroom Behavior  
    Halls and Stairwells  
    Cafeteria  
    Assemblies/Activities  
    Playground

Discipline Protocol  
Suspension/Expulsion  
Kelso's Choices

**Drills and Emergency Planning**

Emergency Procedures  
Earthquake Drills  
Fire Drills  
Lockout, Lockdown, Evacuate & Shelter Drills  
Tsunami Alerts  
One Call Communication

**District Information**

Child Abuse Reporting  
Drug and Alcohol Policy  
McKinney-Vento Homeless Education Act  
Notice of Non-discrimination, Harassment, Intimidation and Bullying  
Tobacco Policy  
Weapons and Dangerous Instruments Policy  
Title I  
Migrant Ed  
Indian/Native American Education Act

**This handbook shall be used as a guide to school rules, expectations and general information. Kodiak School District Administration and School Board policy will serve as the ultimate governance for all schools. If you have any questions, please feel free to reach out to your child's principal.**

## **Registration Process**

(Pursuant to KIBSD Board of Education Policy 5111)

Kodiak town elementary schools pre-register, online at [www.kibsd.org](http://www.kibsd.org), 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 NO SHOTS. NO SCHOOL.
- Completed Alaska State School physical form.
- Birth certificate.

## **School Information**

### ***Before School***

In order to provide adequate supervision and safety for children, students should not arrive at school prior to 7:35 a.m. when outside supervisors arrive.

Students arriving on campus should go to the covered area by the front of the building. They will need to wait outside until 7:50 a.m. unless they eat breakfast or participate in Morning Library. Students and parents should keep in mind the following:

- Students should not arrive at school prior to 7:35 a.m.
- Students who are eating breakfast or attending Morning Library may enter the cafeteria at 7:35
- Students will go to designated areas immediately or at the correct starting time. Teachers are not available to supervise students prior to 7:50 a.m. Children should be dressed in clothes appropriate to Kodiak's weather.
- Students will enter the building in a respectful and responsible manner: quietly, slowly, and carefully.
- Students who arrive after 8:00 a.m. will be counted as tardy. Students who arrive tardy should check-in at the office.

### ***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.
- Use the phone in their classroom only when necessary. The office phone will only be used with permission from an adult.

### ***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 trimester and one after the second trimester.

### ***Report Cards***

Reports cards are shared during Student Conferences at the end of each trimester. Please use your conference time to discuss your child's report card and the meaning of any assessments used to measure performance.

### ***Curriculum***

(Pursuant to KIBSD Board of Education Policy 6141)

The KIBSD 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 six-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.

### ***Special Education/Extended Learning***

(Pursuant to KIBSD Board of Education Policies 5159 & 6172)

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.

### ***English Language Learner (ELL) Support***

(Pursuant to KIBSD Board of Education Policy 6174)

In accordance with the School Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students so that they can attain the academic standards adopted by the School Board and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services, which may include English Language Acquisition or English as a Second Language instruction.

### ***Social Emotional Learning***

KIBSD aims to teach all students the benefits of Social and Emotional Learning (SEL). SEL is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

### ***Counseling Protocol***

(Pursuant to KIBSD Board of Education Policies 6164.2 & 6164.3)

Through our counseling program we strive to teach students to get along with each other and challenge him/her to do his/her best learning.

### ***Conscious Discipline***

Conscious Discipline is intended to create stronger communication. Conscious Discipline gives children a voice and empowers them with the ability and help to achieve behavioral goals.

### ***Love and Logic***

Love and Logic is designed to make teaching fun and rewarding, instead of stressful and chaotic. It provides practical tools and techniques that help adults achieve respectful, healthy relationships with children.

### ***Student Medical Information***

(Pursuant to KIBSD Board of Education Policies 5141.31, 5141.22 & 5141.21)

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.

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.

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.

All students enrolled at this school must be fully immunized according to Alaska State Regulations, unless covered by a medical or religious exemption. Any questions or concerns regarding immunizations in Alaska can be directed to the school nurse, your child's doctor or the Alaska Department of Health and Social Services.

### ***Breakfast and Lunch Program***

Your school's lunch menu can be accessed via the KIBSD web site. Parents are always welcome to have lunch or breakfast with their child. Parents may purchase a lunch for \$4.75 or a breakfast for \$3.00. A nutritious breakfast program is available for students from 7:35 am to 8:00. The cost is \$1.60.

Students sign up for a hot lunch with their class teacher in the morning. Students and family members may pay for their lunch before school in the morning on a day-by-day basis or they may pay in advance. The cost for lunch is \$2.60/day for children in K-5. Checks can be made out to individual schools.

A free lunch and a reduced-cost lunch program are available for those who qualify. Applications for free or reduced lunches can be found on the District web site. Parents must sign their child(ren) up each year. 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.

### ***Healthy Snacks***

(Pursuant to KIBSD Board of Education Policy 5040)

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.

### ***Lost and Found***

We strongly recommend that you place your child's name in all articles of clothing for identification purposes. 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 the end of the trimester. 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.

### ***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.

### ***Technology Use Agreement***



The Technology Use Agreement can be found on the KIBSD web site. Please review the information and discuss the rules with your child.

### ***Newsletters***

It is a 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. The school newsletter includes important information, lunch menus, and notes from the principal, information about school programs, internet information, and lots of other information. If you want to be informed about what is happening at your school, please read this newsletter. You can also join your school's Facebook page.

### ***Music Program***

The primary music 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. A strong emphasis is placed on enjoyment and self-expression in musical activities. Many of the songs and activities directly relate to the curriculum being taught in regular classrooms.

### ***Physical Education***

(Pursuant to KIBSD Board of Education Policy 5040)

The physical education instruction at KIBSD 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. Schools offer 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, swimming, rhythm and dance, relays and games.

### ***Visitors***

You are always welcome to visit and observe our educational program. 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 parents. Teachers are at school from 7:50 a.m. to 3:20 p.m. 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.

### ***Parent Involvement***

(Pursuant to KIBSD Board of Education Policies 6020, 1250 & 1260)

Active parent participation is the most influential factor impacting children's success in school. We are always looking for ways to make it easy for parents to become involved in their child's educational program. It's easy to get involved as a parent at your child's school! 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. Interested family members should contact the school office or a teacher if they are interested in helping somewhere in our school. **Always check in first at the office.** Here are a few activities that will provide an opportunity to "Make a Difference" in the quality of your child's educational experience.

- Help out in your child's classroom. Tell the teacher what types of classroom work you're comfortable doing.
- Drop by at lunchtime and eat with your child.
- Come and play at recess time, **after checking in at the office.**
- Volunteer as a guest presenter – share your talents.
- Participate in field trips and special projects.
- Attend conferences and other events that happen in your child's classroom.
- **At home:** Ask about your child's schoolwork every day.
- **Read** with your child every day.
- Look at homework and ask your child questions.
- Work in the Office or Library

### ***Parent Teacher Association (PTA)/Parent Teacher Organization (PTO)***

The PTA/PTO is an active group of parents and teachers who work very hard to enhance the quality of our educational program. Their efforts have created numerous fun activities for children and have helped further the academic/social growth of every child in our school.

## **Transportation**

### ***Walking or Biking to School***

The choice of an appropriate age for sending your child to school on a bicycle is yours to make as a parent.

- If your child walks to school, please walk with your child at least once during the year to help identify specific safety concerns located along their walking route.
- Parents are asked to discuss appropriate bike and walking behavior with their children and to teach them how to practice good safety habits. If you do send your child to school on a bicycle, however, there are some expectations we insist on following when here.
- Students should wear reflective tape or reflectors on their clothes.
- Students must walk their bike while on school grounds.
- Students must wear a safety helmet.
- Students must lock their bikes in the bike rack.
- Students must use crosswalks. We ask parents to model this behavior when crossing the street when coming and leaving the campus.

### ***Bussing to/from School***

(Pursuant to KIBSD Board of Education Policy 5131.1)

Bussing is a privilege available for students living in the bussing attendance areas. If you have any questions concerning bussing, please call **First Student at 486-3600** or the school's office. Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules shall include, but not be limited to, the following:

- The bus driver is in charge of 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. **Students must ride assigned bus only, failure to comply may result in suspension.**
- 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 for 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.

### ***Parent Pickup/Drop-off***

If you will be using a car to transport your child(ren) to and from school, please adhere to your school's rules. Safety is our highest priority. Please do not leave cars parked in the drop off zone. Please use designated cross walks to get to and from your car. Drivers can help by:

- Parking your car in the parent parking area.
- Escorting your child through the parking lot in designated crosswalk.
- Respecting the 5-mph speed limit.

## **Student and Family Information**

### ***Emergency Contacts***

**It is very important that families keep emergency contacts and phone numbers up-to-date.** Students will not be permitted to leave the building with any person who is not listed on their Emergency 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.

### ***Family Trips and Student Absences***

(Pursuant to KIBSD Board of Education Policy 5113)

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, the teacher will provide ideas on how you can support your child while absent from school. A doctor's note is requested for any limitation of normal school routine.

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

- illness or injury;
- 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; and
- 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 on the day absent.

### ***Classroom Behavior***

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:

- Keep a student in from recess.
- Use in-class time-out.
- Contact parent(s)/guardian.
- Assign the students to sit in a different section of the room.
- Have the student fill out a Behavior Improvement Form.
- Discuss problem at a class meeting.

### ***Bad Weather/Early Dismissal***

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, Fish Student, City Police, and the Alaska

State Troopers. 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, district web site and Facebook.

Parents are encouraged to use their discretion when considering whether their child(ren) should walk to school or 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.

When weather conditions indicate the probability of dangerous road conditions before the normal school closing time, a decision may be made to dismiss school early. Announcements will be made on radio stations KVOK and KMXT, district web site and Facebook once a decision is reached, so parents will know when to expect their children home. Busses may not be able to operate over the entire route if road conditions prove hazardous. In this event the principal will make a decision as to the safest course of action. Any days that are missed will be made up.

### ***Inservice***

Teachers take part in inservice multiple times throughout the year. Inservice is a necessary component to teacher development. While KIBSD is aware that it can be difficult to find childcare for those days, we do try to schedule inservice on federal holidays to reduce strain on parents/guardians. Inservice dates are listed on the KIBSD calendar located on the web site.

## **Expectations for Students**

### ***Dress and Grooming***

(Pursuant to KIBSD Board of Education Policy 5132)

Students are expected to dress appropriately for school. The daily clothing/attire should be conducive to an educational environment and should not be disruptive of school operations and the educational process.

Students who do not meet the dress code 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.

### ***Cell Phones***

(Pursuant to KIBSD Board of Education Policy 5138)

Cell phones are not recommended at school. We are not responsible for loss, theft or damage to any student cell phones brought to school. If a cell phone is used inappropriately, it will be confiscated and held in the office until parents are contacted.

### ***Personal Property***

Students are asked to leave toys and valuables at home. Your child's 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 items to school without permission from the teacher.

### ***Office Referral***

A referral to the principal is normally reserved for the most serious of situations, i.e., fighting, harassment, willful disobedience, or threatening behavior. 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.

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.

### ***Expectations***

Students are expected to respect the staff, other students, and school property. Misbehavior on the student's part will result in disciplinary action by the teacher or other school personnel. Parents are called if the situation is serious. Your cooperation is appreciated in talking to your child about good behavior in school and on the school grounds.

- Classroom Behavior:
  - Be respectful to all
  - Be responsible for your actions
  - Always be honest
  - Be polite
  - Listen to instructions and follow school rules
- Halls and Stairwells:
  - Hands to self
  - Respect work on walls
  - Quiet voices and feet
  - Walk, don't run
- Cafeteria:
  - Stay at your assigned table
  - Raise your hand to leave the table
  - Clean up your own area
  - Eat politely
- Assemblies/Activities:
  - Respectful of those around you
  - Listen quietly
  - Participate when asked
  - Follow directions
- Playground:
  - No food or drink
  - Rocks and snow stay on the ground
  - Only use slides while seated
  - Stay inside of playground boundaries
  - Personal valuables/toys not allowed
  - Use all playground equipment respectfully

### ***Discipline Protocol***

Fighting, harassment, willful disobedience, substance abuse, and threatening behavior or violence of any kind will not be tolerated. Possible disciplinary actions include:

- Parent contact
- Loss of privileges
- In-school suspension
- Out-of-school suspension
- Other fair and logical consequences

### ***Suspension/Expulsion***

(Pursuant to KIBSD Board of Education Policy 5144.1)

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

The Board 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.

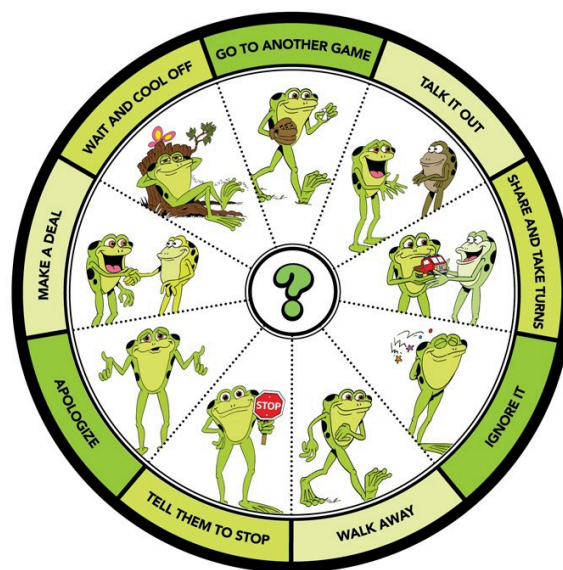
The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall specify procedures for notices and appeals.

### ***Kelso's Choices***

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 KIBSD the Kelso's Choices program 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: **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.

## **Drills and Emergency Planning**

### ***Emergency Procedures***

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.

### ***Earthquake Drills***

(Pursuant to KIBSD Board of Education Policy 5114)

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. 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. Any visiting adults/parents on campus during exercise of Emergency Evacuation Drills will be expected to follow procedures as instructed by school personnel.

### ***Fire Drills***

(Pursuant to KIBSD Board of Education Policy 5114)

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 their safe evacuation location.

### ***Lockout, Lockdown, Evacuate & Shelter Drills***

(Pursuant to KIBSD Board of Education Policy 5114)

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.

#### **Lockout Drill** – Secure the perimeter

- Bring students inside, take roll
- Business as usual inside the school

#### **Lockdown Drill** – Locks, lights, out of sight

- Lock classroom doors
- Turn out lights
- Hide from view
- Remain silent
- Wait for responder to open door

#### **Evacuate** – To location as instructed

- Lead students to location, take roll
- Notify if missing, extra or injured students

#### **Shelter** – For existing hazard

- Earthquake: Go to shelter area and/or “duck and cover”
- Haz-Mat: Close doors and windows, turn off ventilation

### ***Tsunami Alerts***

(Pursuant to KIBSD Board of Education Policy 5114)

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 wave 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.

Students are safe from tsunamis while at East Elementary, Main Elementary, and North Star Elementary.

**Students at Peterson Elementary will follow building-specific Tsunami Procedures.** During any kind of school emergency, we depend on and appreciate any volunteer help. If you are available to assist us, please come to the office and ask where your help is needed. We will be glad to direct your services to an area of need.



If a Tsunami Alert is called, the following apply:

- Students will not be released from school until the alert is called off. If an alert occurs during a school release time, the busses will be held up until the alert is called off. Students who normally walk will not be allowed to leave the school until we have been officially notified that the alert has been called off.
- Only parents or individuals listed on the Tsunami Release Form may pick up their children. A phone call to release a student to an individual who is not on the Tsunami Release Form may not be honored. Please review the Tsunami Release Form in the office if you are not sure who you have listed as eligible to pick up your child. This procedure ensures that all students can be accounted for during an emergency.
- Parents who come to school to pick up their child must stop at the office when entering the building and sign the child out of the building. Staff members will then go to the class and bring your child to the office. This avoids confusion for teachers and maximizes student safety.
- School staff will hold and take care of your child until you come to get them, regardless of the time. If you cannot come and get your child, know that they will be well taken care of at the school.

### ***One Call Communication***

It is common, in an event of an emergency, that your child's school or the Office of the Superintendent will place an automated call or email to all parents/guardians. **Please make sure that your contact information is updated in PowerSchool so that you are receiving all pertinent information.**

## **District Information**

### ***Child Abuse Reporting***

(Pursuant to KIBSD Board of Education Policies 5141.41 & 5141.4)

School employees **are required by law** to report to OCS 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. Teachers generally take their concerns to the Principal and he/she places the call, however, this action does not excuse teachers or any staff member from their legal obligation to report such concerns.

### ***Drug and Alcohol Policy***

(Pursuant to KIBSD Board of Education Policies 5131.6, 5145.12 & 5131.10)

The School Board prohibits the actual or attempted sale, distribution, use, or possession by a student of alcohol, marijuana, prohibited drugs or inhalants, drug paraphernalia, substances that are designed to look or act like prohibited drugs or alcohol, marijuana or substances purported to be prohibited drugs, alcohol or marijuana.

Prohibited drugs are defined as:

- Drugs that are illegal under any local, state, or federal law; or any drug that can be legally obtained but which has been obtained through illegal means.
- Alternatives to illegal drugs such as designer or synthetic drugs, whether or not prohibited by law, which are purported to, designed to, or which do impair, restrict, or alter normal cognitive function when absorbed, ingested, injected, or inhaled.
- Prescription drugs that are not legally obtained or prescribed, are not being used for the prescribed purpose, are being used in excess of the prescribed amount, are being used by other than the person to whom prescribed, or are being sold, traded or distributed.

### ***McKinney-Vento Homeless Education Act***

(Pursuant to KIBSD Board of Education Policy 5112.6)

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 486-7550; the State Homeless Coordinator, at 907-465-8704; or the National Center for Homeless Education at 800-308-2145.



### ***Notice of Non-discrimination, Harassment, Intimidation and Bullying***

(Pursuant to KIBSD Board of Education Policies 0410, 5145.3 & 5145.7)

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 School Board 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. Separate arrangements may be made for students according to sex during sex education programs and physical education activities involving bodily contact. School staff and volunteers must be especially careful to guard against inadvertent sex discrimination and stereotyping in instruction, guidance and supervision.

### ***Tobacco Policy***

(Pursuant to KIBSD Board of Education Policy 5131.62)

Tobacco use presents a health hazard with serious consequences both for tobacco users and non-users alike. Students shall not be allowed to smoke, vape, chew or possess tobacco, nicotine or electronic smoking products on school property or during school hours, at school-sponsored events, or under the supervision of District employees.

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

(Pursuant to KIBSD Board of Education Policy 5131.7)

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.

### ***Title I***

(Pursuant to KIBSD Board of Education Policy 6171)

East, Main, and North Star Elementary are Title I schools, and your child may be eligible to receive intervention services. You should receive a parent school compact and notification about the programs available.

Additionally, you have the option to participate on a Title I parent advisory committee. Please contact the school principal if you are interested in participating on the committee.

### ***Migrant Ed***

(Pursuant to KIBSD Board of Education Policy 6175)

Title I-C is a federally funded program serving Migrant Education Students. Migrant Education Students are:

- Children birth to 20 years old who have not graduated from high school.
- They travel or move with a parent or guardian for commercial fishing, subsistence fishing, fish processing, logging, or farming. Children over 14 years of age that have also 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 the move/travel may be permanent.
- In Kodiak, 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.

If you have questions or need more information about the KIBSD Migrant Education Program please contact the Federal Programs Office at (907) 486-7569.

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

(Pursuant to KIBSD Board of Education Policy 6174.1)

The 1972 Indian Education Act was the landmark legislation establishing a comprehensive approach to meeting the unique needs of American Indian and Alaska Native students. The program's goal is to help Native students meet and exceed state academic and cultural standards. Program opportunities may include:

- Cultural enrichment
- Academic support

- Tutoring
- Service referrals
- Secondary student mentoring

Please see the KIBSD web site for further information.