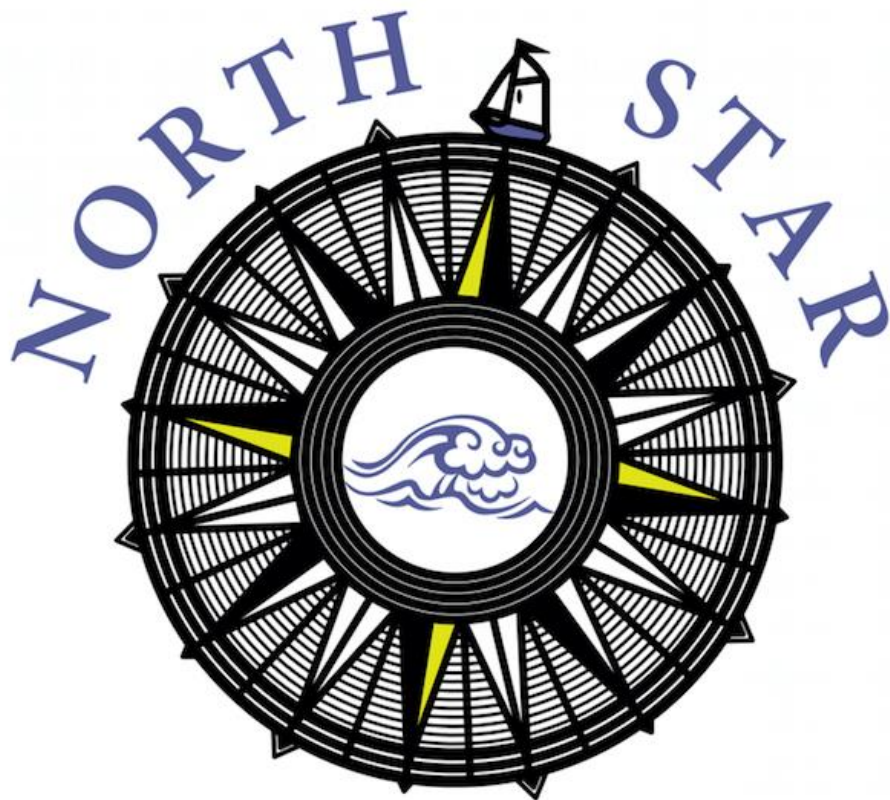


**North Star Elementary  
Parent/Student Handbook  
Kodiak Island Borough School District**



**NAVIGATORS  
KNOW THE WAY**

2023-2024  
Principal Audra Morrow

## **KIBSD Mission Statement**

The Kodiak Island Borough School District is to engage and empower all students for growth and success.

## **North Star Mission Statement**

North Star believes all children have the right to a quality education in a safe, nurturing learning environment that supports all children reaching their full potential. Through the combined efforts of staff, parents, students, and our local community, North Star will facilitate the development of the whole child through engaging student-centered instructional practices.

North Star will promote an environment that empowers, supports, and appreciates individual diversity and creativity. Intentional instruction will prepare students to be informed and actively participating citizens equipped for global 21st century challenges.

## **WORKING TOGETHER**

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

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

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

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

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

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

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

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

Dear North Star Families,

Welcome to the 2023-2024 school year. If you are new to North Star, I would like to welcome you to our school. If you are a returning family or student, it is great to see you back. At North Star we are committed to providing each child with a safe, respectful, and positive place to learn and grow – both academically and socially.

Our dedicated staff is always willing to meet with you to discuss concerns, answer questions, or share thoughts that you may have regarding your child's educational program. Parent involvement in their child's education truly makes a difference – your perspectives, insights and ideas are greatly appreciated. As your principal, I am also an active member of your child's team and will be a resource to support you on this incredible journey we are on together.

I hope this handbook will provide you with useful information that will give you guidance and clarity about some of the policies of our district and school. Please take the time to read through it and discuss important points with your child. And please don't hesitate to contact me if any questions arise in that process. Thank you!

Sincerely,

Audra Morrow

North Star Elementary Principal



## Kodiak Island Borough Board of Education

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3073 Lakeview  
Kodiak, AK 99615  
907-491-1200

Judy Carstens, Vice President  
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907-654-4779

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

## Borough Assembly

Scott Arndt, Mayor  
2023

Joseph Delgado  
2022-2023

Jared Griffin  
2022-2025

Geoffrey Smith  
2020-2023

Larry LeDoux  
2022-2025

Scott Smiley  
2021-2024

James Turner  
2021-2024

Ryan Sharratt  
2023





Kodiak Island Borough School District  
**2023 – 2024 School Calendar**  
**BOE APPROVAL March 28, 2022**  
**BOE REVISED APPROVAL February 20, 2023**  
**REVISED APPROVAL May 15, 2023**

**July**

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30	31					

**August**

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31							

August 14-16 .....New Teacher Inservice  
 August 21-23 ..... District-wide Inservice  
 August 24 ..... Building/Rural Inservice  
 August 25..... Certificated Work Day  
 August 28 Grades 1-5 Family Conferences  
 August 28..... Grades 6-12 First Day  
 August 29..... Grades 1-5 First Day

September 4 .....Labor Day Holiday  
 September 5..... Kindergarten First Day  
 Oct. 9 & 10 ..... District-wide Inservice  
 November 10.....District-wide Inservice  
 Nov. 23 & 24 ..... Thanksgiving Holiday  
 December 18-Jan. 1 ..... Winter Break

January 2..... Classes Resume  
 January 13..... Certificated Work Day  
 January 15.....District-wide Inservice  
 March 18-22.....Spring Break  
 April 19..... District-wide Inservice  
 May 24.....Last Day of School  
 May 25..... Certificated Work Day  
 May 27.....Memorial Day Holiday

**Bold** signifies students not in the building

**Town Elementary Parent/Teacher Conferences**  
 Nov. 20 & 21– School in session-evening conferences  
 Nov. 22 – No school - no conferences

Mar. 11 & 12 – School in session-evening conferences  
 May 28 - No school - no conferences

**Kodiak High School/ Kodiak Middle School/  
 Rural K-12 Schools/AKTEACH 9-12  
 Parent/Teacher Conferences**

Oct. 25 & 26 – School in session-evening conferences  
 Nov. 22 – No school - no conferences

Mar. 13 & 14 – School in session-evening conferences  
 May 28 – No school - no conferences

\*April 6 and 13 – Potential weather make-up days\*

**January**

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**April**

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**May**

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**June**

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30										

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

**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**

#### **2023-2024 Weekly Schedules**

##### **Kindergarten/1<sup>st</sup> Grade**

Monday – Friday  
8:00 am to 1:50 pm

##### **Grades 2 – 5**

Wednesday  
8:00 am to 1:50 pm

Monday, Tuesday, Thursday, Friday  
8:00 am to 2:50 pm

### **Before School**

In order to provide adequate supervision and safety for children, students should not arrive at school prior to 7:35 AM when duty teachers arrive.

Students arriving on campus should wait in the covered area by the front of the building until there is adult supervision, which **begins at 7:35 AM**. At that time, they may enter the building to eat breakfast, or go onto the playground with the people on duty. When the weather is severe, students will go to the gym rather than the playground. Students and parents should keep in mind the following:

- Students should not arrive at school prior to 7:35 AM. **There is no supervision before 7:35 AM.**
- Students who are eating breakfast may enter the cafeteria at 7:35.
- They will go from the before-school designated area to the classroom at 7:55 AM.
- **Children should always be dressed in clothes appropriate to Kodiak's weather.**
- Students who arrive after 8:00 AM 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.

### **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**

Report cards are shared during 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.

### **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**

Current lunch menus are available online, [www.kibsd.org](http://www.kibsd.org), 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 from 7:35 A.M. to 8:00 A.M.

### **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.

### **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.

### **Newsletters**

It is a building priority to ensure that parents have the information necessary to maintain active involvement in their child's education program. 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.

North Star also publishes a weekly Newsletter for parents. It includes pictures, lunch menus, notes from the principal, and information about school programs, along with other important information. This news bulletin is sent via e-mail and can be found on the North Star Facebook page. If you want to be informed about what is happening at North Star Elementary, 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.

### **Physical Education**

(Pursuant to KIBSD Board of Education Policy 5040)

Physical education is education of, by and through human movement. The physical education instruction at North Star is presented in such a way as to help each student acquire the ability to move effectively to enhance the achievement of their 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.

### **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 7:45 a.m. to 3:15 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.**

### **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.

### **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 drivers 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 crosswalks.
- 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. 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 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.

### **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.

### **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, First 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.

Families are encouraged to use full 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. Snow days are very rare.

## **Safety Communication Plan**

### **SAFETY COMMUNICATION PLAN**

- 1) Email all North Star parents-guardians when a safety incident occurs that impacts the school community.
  - a. Will have frameworks developed, that are ready to add relevant information so that the message can be sent the day that an incident occurs.
  - b. Email will be shared with translators as soon as possible in order to share with families in need of receiving the information in their home language.
  - c. **Responsible Staff:** Secretary, Administrator, or Designee
- 2) Call parents-guardians of students that were directly impacted by incident as soon as possible.
  - a. All attempts will be made to connect with parents-guardians by end of day.
  - b. **Responsible Staff:** Administrator, School Counselor, or Designee
- 3) Follow up email to all North Star parents-guardians sharing updated information by the 4<sup>th</sup> school day following incident.
  - a. Purpose to bring a sense of closure to the incident.
  - b. **Responsible Staff:** Secretary, Administrator, or Designee

### **SAFETY INCIDENT RESPONSE PROCEDURES**

- 1) Remove student(s) from classroom environment.
  - a. Escort student(s) to office and/or counselors' room immediately
  - b. **Responsible Staff:** Administrator, Counselor, Coach
- 2) Investigate incident
  - a. Talk to all relevant parties, review video if applicable, goal is to gain as clear of a picture of what occurred as possible.
  - b. **Timeline:** Start investigation immediately, if at the end of the day investigation will commence the beginning of the next school day
  - c. **Responsible Staff:** Administrator, Counselor, Coach, Teacher, Staff
- 3) Consult District Safety Director if necessary
- 4) Notify all staff of situation
- 5) Notify parent-guardian of student involved in safety incident
  - a. Phone call to parent-guardian
  - b. **Timeline:** As soon as possible
  - c. **Responsible Staff:** Administrator, Counselor, or Designee
- 6) Email all North Star parents-guardians regarding safety incident
  - a. Step 1 of Communication Plan
  - b. **Timeline:** Before end of school that day
  - c. **Responsible Staff:** Secretary, Administrator, or Designee
- 7) Call parents-guardians of students that were directly impacted by incident
  - a. Step 2 of Communication Plan
  - b. **Timeline:** As soon as possible
  - c. **Responsible Staff:** Administrator, or Designee
- 8) Determine next steps
  - a. Consequences, Restorative Practices, Safety Reentry Plan (if necessary), Follow-up with classroom teacher, classroom response
  - b. **Responsible Staff:** Administrator, Counselor, Teacher, Parent-guardian, Safety Director (if necessary)
- 9) Follow up email to North Star parents-guardians
  - a. Step 3 of Communication Plan
  - b. **Timeline:** by the 4<sup>th</sup> school day after incident occurrence

c. **Responsible Staff:** Administrator, Secretary, or Designee

## **Expectations for Students**

### **Dress and Grooming**

(Pursuant to KIBSD Board of Education Policy 5132)

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

- Clothing that is deemed offensive, promotes alcohol/drug use, and displays sexually explicit pictures or words, profanity or which is (or purports to be) gang affiliated is prohibited.
- Clothing with revealing holes, cuts, or tears, and/or safety pins is considered inappropriate.
- Pants should always be worn at the waist. Belts must be worn appropriately with the belt and the ends in the belt loops. Undergarments should not be visible.
- **Hoods are not allowed to be worn in the school building.** A hood type sweatshirt may be on the item of clothing, but the hood cannot be on the student's head while the student is inside the building.
  - **Hats, caps, and winter head wear may not be worn in the school building.**
- Safe and appropriate footwear must be worn at all times.
- To ensure student safety, body piercing with rings should be limited. Spiked accessories, chains including those attached to wallets, belt loops, jewelry, or other accessories/items are not allowed.

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

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

(Pursuant to KIBSD Board of Education Policy 5138)

Cell phones and smart watches are not recommended at school. We are not responsible for loss, theft or damage to any student cell phone/smart watch brought to school. If they are brought to school, they must remain off (not on vibrate or silent) and in the child's backpack, not on their person. If a cell phone/smart watch 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:
  - 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.

## **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.



### **Safety Drills**

(Pursuant to KIBSD Board of Education Policy 5114)

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

During a safety drill the following procedures apply:

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

### **Tsunami Alerts**

(Pursuant to KIBSD Board of Education Policy 5114)

If a Tsunami alert is sounded, North Star Elementary is a safe place to be.

If a Tsunami Alert is called, the following apply:

- Tsunami warnings are sounded when there is a danger of tsunami as the result of an earthquake
- A tsunami warning will be followed by information on expected arrival time
- When the tsunami signal is sounded and announced, students, teachers, and staff are safe at North Star Elementary.
- Teachers take attendance to ensure they have all their students.
- Students will only be released to individuals listed on the student's emergency contact form. Parents/adults may pick up their child only after signing their child out. We will have parents in the parent pick up line. There will be a KIBSD employee that comes to pick up the student and escort them to their car.

### **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.

(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.

### ***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.