



PETERSON ELEMENTARY FAMILY HANDBOOK

Updated by the PETERSON FOUNDATIONS TEAM

Damon Hargraves, Principal

September 2023

Table of Contents

Welcome to Peterson Elementary.....	4
Peterson Elementary Guiding Principles	4
Peterson Tenets	4
School Information	5
Important Phone Numbers & Websites	5
Weekly Schedule	5
Office Staff	5
Faculty	5
Working Together.....	6
Attendance and Absences	6
Bad Weather Policy	6
Buses.....	7
Cell Phones & Smart Watches.....	7
Correcting Behavior.....	8
Curriculum	9
Dress and Hygiene	9
Email.....	9
Emergency Procedures and Drills.....	9
Tsunami Alerts.....	10
Family Conferences	10
Family Trips.....	10
Field Trips.....	11
Nurse Services	11
Recess	11
Homework	12
Immunizations	12
Library	13
Lost and Found	13
Lunch and Breakfast.....	13
Music	13
Physical Education.....	13
Counseling Services.....	13
Newsletter	14
Parent Teacher Association	14
Family Engagement.....	15
Picking Up and Dropping Off Students.....	15
Personal Property.....	15
Problem Solving	16
Registration.....	16
Report Cards	16
School Arrival and Departure Procedures	17
School Pictures	17
Special Education	17
Visitors.....	17

Volunteers..... 17
Weapons and Dangerous Instruments Policy 18
Drug & Alcohol Policy 18
Child Abuse and Reporting..... 18
Suspensions..... 18
Denial of Admission or Expulsion..... 19
Notice of Nondiscrimination 19
Kodiak Island Borough School District Strategic Plan 20
Kodiak Island Borough School District Board of Education 21
Kodiak Island Borough Assembly 22
Alaska State Board of Education & Early Development 23
Peterson Foundations Team..... 24

Welcome to Peterson Elementary

Dear Parents and Caregivers,

Welcome to Peterson Elementary! If you are new to Peterson, we would like to welcome you to our school. If you are a returning family or student, it is great to have you back.

Thank you for taking the time to review this handbook. This is a document that our Foundations Team updates each year, and it reflects the expectations for students to be successful in our school.

I hope this handbook helps to illustrate that Peterson is a community of families, students, teachers, and staff who are all committed to a school that is safe, where learning is fun, and where student confidence, self-esteem, and knowledge can grow into a strong personal vision for success.

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

I hope that this handbook will provide you with useful information. Please read through this handbook and discuss important points with your child.

Thank you,
Damon Hargraves, Principal

Peterson Elementary Guiding Principles

Be Respectful, Be Responsible, Be Safe, and Be a Learner

Peterson Tenets

- We believe that all students can learn.
- We believe that student ownership of the learning process is essential.
- We believe that family involvement in our school is necessary.
- Students will learn a solid foundation of skills that will serve them for a lifetime.
- Students will learn through exploration and personal connections.
- Students will be encouraged to question, wonder, create, risk, and reflect.

School Information

Important Phone Numbers & Websites

School Office	907-486-7486
School Nurse	907-486-7489
First Student Bus Company	907-486-3600
USCG – MILPOL	907-487-5555
USCG – Child Development Center	907-487-5481
Peterson School Website	https://www.kibsd.org/peterson/
Puffin Press School Newsletter	https://www.kibsd.org/peterson/newsletter/

Weekly Schedule

Breakfast	Mon-Fri	7:45-8:00am
Kindergarten & Grade 1	Mon-Fri	8:00-1:50pm
Grades 2-5	Wed	8:00-1:50pm
	Mon, Tues, Thurs, Friday	8:00-2:50pm

Office Staff

Damon Hargraves, Principal
 Joni Ferguson, Secretary III
 Jen Culton, Secretary I

Faculty

Kindergarten	Kim Raisley	Maya Edgerly
First Grade	Erica Blondin	Madeline Morales
Second Grade	Katie Wallace	Hillarie Price
Third Grade	Chris Hicks	Maggie Schmitt
Fourth Grade	Emily Milligan	
Fifth Grade	Les James	
Music	Iris McGuire	
Physical Education	Amy Wagner	
Special Education	Amanda Knutzen	
Counselor	Breanna Peterson	
Psychologist	Amanda Sanford	
Instructional Coach	Michele Alford	

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 send a note to a child's teacher or phone the school when they know their child will be absent. If a child is to be picked up during the school day for any reason, families are asked to contact the office by phone before 1:00, or otherwise communicate with the classroom teacher well before hand. Children will not be released to individuals that have not been listed on the emergency student contact list. Phone authorizations for an individual not on the list will not be accepted unless the office staff recognizes the caller as the parent or guardian. While this is not convenient, it is necessary to protect children.

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

School Board Policy BP 5113(a) Absences and Excuses reads: "A student may be excused from class for the following reasons:

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

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

Class attendance is essential to the learning process. Excessive 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.

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.

Buses

Busing is available for students living outside the USCG gated base area. Busing is provided by First Student Transit, Inc. If you have any questions concerning busing, please call First Student at 486-3600 or the Peterson office at 486-7486.

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:

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

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.

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.

Correcting Behavior

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

Classroom Consequences for Misbehavior

During the first few weeks of school, teachers will explicitly teach expectations and guide classroom behavior. Teachers reinforce these rules through positive encouragement, and when necessary, the calm application of natural consequences.

Chronic Misbehavior

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

Principal Referral

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

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

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

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

Whenever a student is sent to the principal for a behavior problem, 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.

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

Curriculum

The District’s curriculum is designed to be relevant, accurate, rigorous, and sensitive to the values of American society. Our school curriculum is outlined in curriculum handbooks for each subject area. Curriculum content and performance standards are available 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. Clothing should be conducive to an educational environment and not disruptive to school operations or the educational process.

Email

All staff members maintain professional email addresses to be used for any school related communication.






Emergency Procedures and Drills

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.

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. Even 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.

**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 Tornado Hazmat Earthquake Tsunami Safety Strategy Evacuate to shelter area Seal the room Drop, cover and hold Get to high ground ADULTS Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults

© Copyright 2009-2020. All Rights Reserved. The "I Love U Guys" Foundation, Corbis, CO. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRP Terms of Use", SRP 14302 2021 Poster (EN) V 4.0 (Revised 04/20/2021) <https://www.usgs.gov>



Tsunami Alerts

If a Tsunami alert is sounded, Peterson Elementary students and staff will evacuate to the FAA Control Tower area, 600 Sandy Hook Street, on the U.S. Coast Guard base. Students will be evacuated through the gate located at the back of the school. This gate will remain open to allow families to have clear access to join their children at this evacuation site.

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.

If a Tsunami Alert is called, the following apply.

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

Family Conferences

A formal meet and greet begins the school year. This is an opportunity to meet the teacher and establish an educational partnership. 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 Trips

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.

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. 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 volunteer process. The extra help is always welcome.

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.

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.

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.

Homework

Peterson Elementary teachers will assign homework as a natural, independent extension of what has already been taught within the classroom. The value of homework is seen in its positive reinforcement of concepts and skills needed to continue daily learning activities. Homework assignments are given 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 enrolled at Peterson must be fully immunized according to Alaska State Regulations, unless covered by a medical or religious exemption. Children must be immunized against diphtheria, pertussis, tetanus (DTaP/DT/Td/Tdap), polio (OPV/IPV), measles, mumps, rubella (MMR), hepatitis A, hepatitis B, and varicella. Students under 5 must also have their HIB vaccines. You can check vaccination requirements by visiting the Alaska Department of Health & Social Services (<https://health.alaska.gov>) and download the Child Care & Immunization

Requirements Packet (<https://health.alaska.gov/dph/wcfh/Pages/school/Back-to-School.aspx>). Any remaining questions or concerns regarding immunizations in Alaska can be directed to the school nurse or your child's doctor.

Library

The Peterson school library program emphasizes reading and the use of the library. Reading for recreation and educational enrichment is encouraged by teaching staff and our school librarian. 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

All articles, which are found, will be collected and deposited in the school Lost & Found area located in the cafeteria. 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 to us. Every year valuable shoes, coats, boots, glasses, keys, cameras, and other unclaimed items are turned over to charitable agencies.

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 from 7:45am to 8:00am.

Music

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

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

Physical Education

The physical education instruction at Peterson 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. Peterson Elementary School offers an individualized developmental program, where goals are based on each child's needs to bring out their best. Skill acquisition is stressed more than game participation. Some of our activities include ball skills, rope jumping, floor hockey, rhythm, dance, relays, and games.

Counseling Services

Our School Counselor strives to teach students our Guiding Principles: Be Respectful, Be Responsible, Be Safe, and Be a Learner. This program helps to teach students to get along with

each other and challenges them to do their best learning. We seek to encourage students to develop resiliency.

Newsletter

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

Peterson also publishes a school email 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 at Peterson 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.

You can subscribe to the Puffin Press school newsletter at our school website (<https://www.kibsd.org/peterson/>) or by using the QR Code below.



Parent Teacher Association

The Peterson Parent Teacher Association (PTA) is an active group of parents and teachers who work very hard to enhance the quality of our educational program. The Peterson PTA can be found on Facebook or you can contact them directly through email at petersonelementarypta@gmail.com.

Every year the PTA sponsors events such as the Book Fair, Santa Shop, Night at the Museum, 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.

Officers

Alexis Foreman, President
Jaclyn Sibberson, Vice President
Amanda Knutzen, Treasurer

Family Engagement

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 at Peterson! 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.
- Help out 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.

Contact the school office if you are interested in helping in our school.

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, designated with a yellow curb, near the Peterson Elementary School sign at the parking lot entrance. 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 5mph speed limit.
- When picking up students during the day, please meet them inside the building at the front office before escorting them to your vehicle.

Personal Property

Students are asked to leave valuables at home. Peterson Elementary 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, 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 etc., 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.

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 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.

- 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.

Registration

Kodiak schools opens registration 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 Kodiak elementary schools must provide the following information to the office.

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

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 Arrival and Departure Procedures

Before School

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

- Students should not arrive at school prior to 7:45 A.M.
- Students will go directly to their designated areas. Teachers are not available to supervise students who are dropped off prior to 7:45 A.M.
- Children should be dressed in clothes appropriate for Kodiak's weather.
- Students will enter the building in a respectful and responsible manner: quietly, slowly, and carefully.
- Students who arrive after 8:00 A.M. will be counted as tardy. Parents of students who arrive tardy should check-in at the office to sign-in their student.

After School

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

- Walk directly to the back gate, bus area, or meet guardians when dismissed from class.
- Leave the building in a respectful and responsible manner, quietly, slowly, and carefully.

School Pictures

Peterson provides two opportunities for school pictures in mid-September, which are delivered in mid-October. Re-takes and make-up pictures are taken in mid-October. Spring pictures are sometimes offered in April, depending on travel conditions and availability of photographers. Watch for announcements with specific dates and information in classroom communications and in the school email newsletter.

Special Education

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/>).

Visitors

You are always welcome to visit and observe our educational program at Peterson. We encourage you 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.

Volunteers

There are many volunteer opportunities in classrooms, around the school, on field trips, with the PTA, and during school activities. Please let your child's teacher or the PTA know if

you are interested in becoming involved in any of these activities. All Volunteers need to complete a Volunteer Agreement form and background check prior to volunteering at Peterson. It remains valid for the current school year. Please sign in at the office to pick up your volunteer badge to be worn while you are at school.

Weapons and Dangerous Instruments Policy

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

Drug & Alcohol Policy

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

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

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

Child Abuse 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.

Suspensions

Suspension is defined as removal from the school premises and school activities by the superintendent or designee for a specified period not to exceed ten (10) days with informal notice, hearing, and due process rights accorded. A school-age child may be suspended from or denied admission to the school which they are otherwise entitled to attend only for reasons listed in Alaska State Law: (AS14.30.045)

Denial of Admission or Expulsion

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

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

No student shall be recommended for denial of admission or for expulsion unless this action is required by federal or state law, or unless other means of discipline have been unsuccessful or would be inadequate in bringing about proper conduct. Disciplinary action for students receiving special education services must follow applicable special education statutes and regulations.

Notice of Nondiscrimination

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

This policy 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 the following offices.

Title IX Coordinator

Kat Gambling
kathleen.gambling@kibsd.org
907-486-7550

Section 504 School Coordinator

Damon Hargraves, Principal
damon.hargraves@kibsd.org
907-486-7488

Office of the Superintendent

Dr. Cyndy Mika, Superintendent
Kim Saunders, Asst. Superintendent
907-486-7550

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

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.

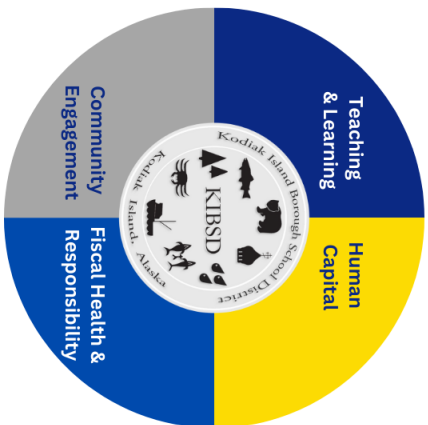
Relationships

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

JOURNEY TO



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.
We will provide student-centered, culturally responsive learning experiences that develop the whole child.			

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	Dave Johnson	Term Expires 2024 3073 Lakeview Kodiak, AK 99615 907-491-1200
Vice President	Judy Carstens	Term Expires 2024 PO Box 2676 Kodiak, AK 99615 907-654-4779
Clerk	Katie Oliver	Term Expires 2023 497 Teal Way Kodiak, AK 99615 907-942-3195
Treasurer	Jim Pryor	Term Expires 2025 1012 Stellar Way Kodiak, AK 99615 907-539-7434
Member	Duncan Fields	Term Expires 2023 P.O. Box 25 Kodiak, AK 99615 907-486-6393
USCG Advisory	VACANT	N/A

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. Joseph Delgado	(907) 942-9243	joseph.delgado@kibasassembly.org
Mr. Jared Griffin	(907) 942-1903	jared.griffin@kibasassembly.org
Mr. Geoff Smith	(907) 942-7277	geoffrey.smith@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), 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	james.fields@alaska.gov
Lorri Van Diest	First Vice Chair	lorri.vandiest@alaska.gov
Jeffrey Erickson		jeffrey.erickson@alaska.gov
Bob Griffin		bob.griffin@alaska.gov
Sally Stockhausen	Second Vice Chair	sally.stockhausen@alaska.gov
LTC James Fowley	Military Advisor	james.fowley@alaska.gov
Barbara Tyndall		barbara.tyndall@alaska.gov
Pamela Dupras		pamela.dupras@alaska.gov
Felix Myers	Student Advisor	

(https://education.alaska.gov/state_board/memlist)

Peterson Foundations Team

The Foundations Team works to improve the functionality and climate of Peterson Elementary School. This team maintains the following membership.

Damon Hargraves	Chair
Michele Alford	Materials Manager
Breanna Peterson	Student Liaison
Katie Wallace	Staff Liaison
Amy Wagner	Family Engagement
Amanda Sanford	Data
Joni Ferguson	USCG Liaison
Chloe Nelson	Safety