

# K-Beach Elementary Handbook



## **K-Beach Vision**

*Inspiring a passion for learning through innovation, creation, and collaboration*

## **K-Beach Mission**

*It is the mission of K-Beach Elementary with the involvement of our families and community members to support learners as they develop positive character skills, achieve academic success, and thrive in a dynamic world.*

### **SCHOOL HOURS 7:55 am – 2:25 pm**

Supervision is not provided prior to 7:30 a.m. and students should not arrive at school before that time. Upon arrival, students sit in the front hall at the designated location for their class until the bell rings at 7:35 a.m. signifying dismissal for morning recess.

Students arriving after 7:35 a.m. should leave books, lunches, and backpacks at their class's designated location in the front hall and go outside to play until the first bell at 7:47 a.m. Students are tardy after 7:55 a.m. and are required to check in at the office.

School ends at 2:25 p.m. If it is necessary for your child to leave early, follow normal check out procedures at the office. Please be prompt if you are picking up your child. No supervision is provided after 2:45 pm. Buses generally depart at around 2:30.

### **ATTENDANCE, TARDIES AND ABSENCES**

The importance of good attendance cannot be stressed enough! It is crucial to student success. Please ensure that your child arrives at school every day, on time, except in cases of illness, family emergencies, and other excused absences as listed in the KPBSD Policy Manual.

Students who are late miss important academic time and disrupt classrooms and other students. Students returning after an absence must present a satisfactory explanation verifying the reason for the absence. Students are responsible for making up missed work as directed by their teacher.

### **RELEASE OF STUDENTS**

All students must remain on school grounds during school hours. Students may leave school only with permission from their parents and teacher, and approval by the office. Students must be checked in and out of school at the office. For student safety, teachers have been instructed not to release children without authorization from the office.

Students will be released only to parents and those authorized by parents as listed on their registration form. It is very important that this information remain current and updated. Please notify the school office if your information changes.

If your child has special custody or other legal arrangements of which the school should be aware, please ensure that we have a copy of such documents on file in the school office.

### **END OF DAY DISMISSAL**

K-Beach has a staggered schedule for dismissal of busses, walkers, and pick-ups. Bus riders will be dismissed from classrooms first. For the safety of students, parents will remain in their car during pick up time and display the pick up sign provided by the school. Students will not be released to parents who leave their car and enter the building during school-wide dismissal. In the event of an appointment or other obligation after school, it is advised that parents sign their student out at the office before dismissal procedures begin at 2:25.

### **BUILDING SECURITY**

If you are visiting, please park in the front parking lot and use the front entrance. All parents and other community members entering the building during the school day are required to sign in and out at the office and will be issued a pass.

### **STUDENT INFORMATION**

It is very important that we have up to date address, parent home and work phone numbers, and emergency contact information. Please provide any updates to the office.

### **CLASSROOM VISITATION AND VISITORS**

Parents are invited to observe classrooms; however, to create the least interruption of the learning process, such visits must be scheduled in advance with the teacher and principal. Siblings and other children are not allowed without pre-approval from the teacher and the principal.

Students may not bring visitors to school unless prior arrangements have been made with the teacher and principal. All visitors to the school must check in at the office.

### **CLOTHING, COLD WEATHER, AND OUTDOOR RECESS**

Students should come to school dressed for the weather and prepared to go outside. All children go outside for recess until the chill factor temperature is -10°F. Generally, any child well enough to come to school is well enough to go outside for recess. Even short-ened recesses give the children a much needed break in routine and fresh air. A child too ill to go outside should be recuperating at home. When special circumstances exist, students may be allowed to remain indoors for recess with a doctor's note. Please contact the school nurse to make arrangements.

Boots are essential for outdoor recess. A pair of shoes should be kept at school to wear inside the building. Sitting with boots on all day is not healthy for feet. Students should

have a heavy, winter weight coat, snow pants or a snowsuit, warm hat or hood, and gloves or mittens. Contact the school nurse if you need help securing these items for your child.

### **SCHOOL NURSE, STUDENT HEALTH, AND MEDICATIONS**

Our school is served by a nurse five days a week, from 7:30 a.m. to 2:30 p.m. A health record for each child is kept on file in the nurse's office. All students must present proof of an up-to-date immunization record in accordance with Alaska state law. Various required health screenings are conducted throughout the school year.

Prescribed or over the counter medication you wish your child to take during school hours must be in the original container and a medication request form, available in the nurse's office, must be filled out by the parent or guardian.

In order to protect your child's health as well as the health of other children, keep your child at home for at least 24 hours AFTER any of the following symptoms have subsided: a temperature of 100 degrees or higher, diarrhea, vomiting, or a persistent cough.

Students should report any injury or illness immediately to the school nurse, the teacher, or the office.

### **EMERGENCIES**

In the event of a natural disaster or emergency, K-Beach will implement its Emergency Action Plan. Please do NOT call the school as this ties up emergency lines and critical personnel. Keep your phone line open so that we can contact you. Tune to local radio stations for emergency information. Do not proceed to school to pick up your child until it is safe and you are instructed to do so.

Be assured that a complete care plan and emergency supplies are in place at school and the staff is trained to care for students until they can be safely released to their parents. IMPORTANT! Please maintain up-to-date contact information for your child, specifically telephone/text numbers, and email addresses. The KPBSD website will post additional pertinent information if an emergency situation exists. Please go to <http://www.kpbsd.k12.ak.us/>.

### **SCHOOL CLOSURES OR DELAYS**

Should severe conditions exist, an announcement of either school closure or a two-hour delay in school opening will be made over local radio stations prior to regular bus service. Please tune to a local radio station and wait for instructions. This information will also be posted on the on the KPBSD website <http://www.kpbsd.k12.ak.us/>. The school district will also send out an automated call letting families know about a closure or delay. Please make sure that your contact information is up-to-date with the office.

### **INFORMATION ABOUT STUDENTS**

Information about students may be released to the newspaper and other organizations (awards, honor roll, etc.). Photos and information may also be posted on our school website or K-Beach Facebook page. A form is sent home at the beginning of each school year offering parents the opportunity to exclude their children from such announcements. Please advise us if you do not want your child's name released.

### **STUDENT TELEPHONE USE**

Students should make all lunch and after school arrangements PRIOR to coming to school. Students are not allowed to use the telephone for social purposes.

### **FREE AND REDUCED FEDERAL LUNCH PROGRAM SCHOOL LUNCHES**

We encourage all families who qualify to complete a Federal Programs/Lunch Program application. You do not need to complete a form if you do not qualify. Forms are sent home at the beginning of each school year and are available at the office.

All students have a lunch account and the specified amount is deducted from their account on days that they purchase school lunch. To ensure student privacy, the lunch account procedure is identical whether students are receiving free lunch, reduced lunch, or paying full price. The computer is programmed to deduct the correct amount for each individual child.

Parents can deposit any amount they wish into their child's account throughout the school year. This can be done online or at school.

Parents/Guardians: It is ultimately the parent/guardian responsibility to monitor their student's account and be proactive in replenishing funds as needed.

Students may bring a sack lunch from home. Parents are asked to support the District Wellness Policy by providing nutritious, well-balanced lunches containing limited amounts of sugar and fat. No soda, energy drinks, or caffeine beverages are allowed at school. Please provide your child with the necessary utensils to eat lunch. Plastic utensils are provided for students who purchase hot lunch. If your child needs a plastic spork for their lunch from home, a small fee of ten cents will be charged to his/her lunch account.

All schools and all grade levels: The Student Nutrition department will extend credit to students without lunch or meal money. If funds are not received after two meal charges and the student account has no money. Students will be provided with a soup but not allowed to charge a lunch. No a la carte items or second meals may be charged. A la carte purchases may not be made with cash until the negative balance is repaid.

District Wellness Policy guidelines should be followed when providing snacks and treats

for classroom parties, birthdays, etc. Contact the school office for a copy of the policy and guidelines or if you have questions.

### **ANIMALS AND PETS**

Students may only bring animals/pets to school when it is part of a school-sponsored activity. Animals will be allowed only if:

- Prior permission of the teacher has been obtained
- Prior approval from the administrator
- A note has gone home to the parents stating that an animal is going to be visiting
- No one with allergies would be adversely affected
- The animal is healthy
- The animal/pet is in a cage, leashed, or otherwise contained
- If it is a cat or dog, it has a clean bill of health

Animals may not be taken on the bus. Transportation of the animal/pet is the responsibility of the parent.

### **HOMEWORK**

A partnership between home and school is important for your child's academic success and social emotional well-being. Please consult with your child's classroom teacher regarding the homework policy for that class to help your child have a successful year.

### **REPORT CARDS AND PARENT CONFERENCES**

Report cards are prepared quarterly. Parent conferences are held twice each school year. Communication between parents and teachers is vital to student success. We will be happy to schedule individual conferences as needed throughout the year. Please call the school if you have concerns or desire a meeting with your child's teacher.

### **PLACEMENT OF STUDENTS**

Students are placed in classes by the principal, in cooperation with teachers. Every effort is made to place each child in a class where he/she will have the greatest educational opportunity.

After school begins, room change requests are very carefully screened. Great care is taken to maintain stability and balance in all classrooms. Transfer requests from one room to another will not be considered until a conference with teachers, parents, and the principal has taken place.

### **WITHDRAWAL FROM SCHOOL**

Parents and students should notify the teacher and school office in advance of transferring to another school.

## **CONDUCT AND BEHAVIOR**

Consideration of other people, respect for their feelings, their safety, their privacy and their social rights and privileges form the basic expectation of student behavior at our school. In order to foster a positive school culture, our staff strives to recognize students in various way when they are meeting behavior expectations.

Students who choose inappropriate behavior will receive logical and natural consequences when possible. Students will be encouraged to take responsibility for their actions and to consider appropriate behavior alternatives.

Consequences will be progressive in that repeated offenses and dangerous actions will result in more severe penalties. Serious or repeated offenses will result in a parent/student/principal conference. Very serious misconduct may result in suspension.

If you are in the building and you observe our students modeling safe, respectful, and responsible behavior, please compliment them individually or as a class. As a school, we are focused on acknowledging and reinforcing positive behavior. Your compliment has a direct impact on students and classes reaching their behavior goals.

## **COMMON EXPECTATIONS**

See the matrix on last page for common expectations.

### **DANGEROUS OBJECTS AND WEAPONS, ALCOHOL, TOBACCO, AND DRUGS**

It is illegal to have weapons, alcohol, tobacco, or drugs at school. Weapons or any items connected with safety, health, or unlawful acts will be confiscated. This includes but is not limited to pocket knives, firecrackers, steel marbles, matches, lighters, or water guns. Leave these at home.

Disciplinary measures in such cases will be pursuant to KPBSD policy. See the KPBSD policy manual for more information.

## **DISTRICT AND K-BEACH DRESS CODE**

The appropriateness of dress is the judgment of the administrator. T-shirts or other clothing that carry profane, drug/alcohol/tobacco related, sexually suggestive, or otherwise objectionable slogans or pictures are not permitted. Any shirt or top that ends above the top of the pants or skirt when the student's outstretched arms are raised to shoulder height (bare midriff skin should not be visible at any time). Pants with holes or slits in them that are four or more inches above the kneecap are also inappropriate for school. Any form of dress which is considered detrimental or disruptive to the educational climate will not be allowed. The students will need to replace the offending item or go home to change if necessary. Hats are not allowed to be worn inside the building

during the school day. Repeated violations of the dress code will result in consequences for insubordination. The dress code remains in effect during after school activities.

### **FIELD TRIPS AND PARENT DRIVERS**

Teachers are in charge of field trips. Students are required to bring a permission slip signed by a parent in order to participate.

All adults accompanying classes on field trips must complete the KPBSD volunteer screening process and a volunteer indemnification form. In addition, drivers are required to provide a copy of their valid driver's license, insurance information (required to be in all vehicles under Alaska state law), and vehicle information. All forms are available through your child's teacher or at the school office.

### **TECHNOLOGY**

K-Beach utilizes computers to support education and research consistent with the educational objectives of the KPBSD. K-Beach is part of the KPBSD internet system which students may access with teacher approval and parental permission. Inappropriate use of these resources may result in cancellation of these privileges. Please contact the school office if you do not want your child to use the internet at school.

PowerSchool will provide individual student information. Students and parents are provided individualized access codes. Complete information will be provided at the beginning of each school year.

District information may be obtained by visiting <http://www.kpbsd.k12.ak.us/>.

### **CELL PHONES**

Cell phones are to be turned off and left in a student's backpack from 7:30 a.m. until they leave the school building. Cell phones found in possession of a student during the school day (whether on or off) will be confiscated. On the first offense, the student may pick up the phone after school and take it home. Any additional violations will require that the phone be picked up by the parent or guardian. Only under the teacher's discretion may a cell phone be used to support teaching and learning in the classroom. The school is not responsible for the loss or damage to a cell phone.

### **ELECTRONIC DEVICES**

Electronic devices, such as Kindles, I-Pads, I-Pods, tablets, are to be turned off and left in a student's backpack from 7:30 until they leave the school building. Only under the teacher's discretion may an electronic device be used to support teaching and learning in the classroom. The school is not responsible for the loss or damage to an electronic device.



## **VOLUNTEERS**

K-Beach has an active volunteer program and all parents are invited to become involved. No experience is necessary. The KPBSD requires all volunteers to register and complete a background check. This is required in order to volunteer in the classroom, as well as to eat lunch with your student. A one-time visitor pass can be issued to have lunch with your student while your volunteer application is being processed. You can access the KPBSD's "Volunteer Screening Process" on its home page at <http://www.kpbsd.k12.ak.us>

## **PTO**

K-Beach's active PTO has been very supportive and involved in many projects beneficial to our students. We encourage parents to join. K-Beach is always looking for talented parents and community members to share expertise with our staff and students.

## **SITE COUNCIL**

A school based advisory team comprised of parents, teachers, support staff, a community member, and the principal meets quarterly. Meetings are open. If you have an item or concern that you would like to present, please contact any council member.

## **MESSAGES FOR STUDENTS**

Before each school year begins, we require parents/guardians to inform the office staff of how your child will get home on a typical school day. This will be the permanent way your child gets home each day unless you notify the office otherwise. If your child enrolls in an extracurricular activity at K-Beach, it is the responsibility of the parent to call the office each day that the club meets to notify them that your child will be staying after school and not following their typical plan to get home.

End of day messages or changes for students should be limited. **Please call the school prior to 1:30 p.m.** After 1:30 p.m., we are busy preparing students to go home and there may not be anyone available to answer your call or time to relay your message.

## **BUS TRANSPORTATION**

School bus transportation is provided by First Student. Please contact the carrier in regard to bus transportation (262-4900). Pets, large objects, or hazardous items are not allowed on the bus. Please note the bus rules in the Kenai Peninsula School District's Parent/Student Handbook.

Riding district provided transportation is a privilege that may be denied by school administration for a behavior that interferes with the health, safety, comfort, or well-being of others. Students who engage in behavior that disrupts the safety and well-being of others will be referred to the office by the bus driver.

- First Offense – Warning/reprimand, phone call home
- Second Offense – Reprimand, assigned seat, phone call home
- Third Offense – 3-day bus suspension, phone call home
- Fourth Offense – 5-day bus suspension, phone call home
- Fifth Offense – Bus suspension for a time determined by school administration, phone call home

In the case of a serious infraction, the rider may be denied transportation for a period of time determined by school administration regardless of the number of previous offenses.

School bus information and schedules may be obtained at the school office or by contacting the bus company at 262-4900. Bus transportation is a privilege and bus rules must be followed for the safety of all children.

If your child is riding the bus home with a friend or getting off the bus at a different stop, send a note to the office with the child's name, date, stop description, and bus number. Your child will be given a bus pass to present to the bus driver. Parents are expected to coordinate with each other to obtain this information. Students are required to get their pass before the end of the school day. We cannot delay bus departure to issue a bus pass, so be sure to communicate any changes to the office by the 1:30 deadline.

If a student does not have a written note, or the office doesn't receive a phone call from the parent/guardian before the 1:30 cut-off, he/she will be required to follow his/her usual procedure going home.

### **BICYCLES, SCOOTERS, SKATEBOARDS, ROLLERBLADES, SNOWMACHINES, ATVS, ETC.**

Bicycles may be ridden to school and parked in the bicycle racks provided. Bicycles may not be moved until the end of the school day. A lock is highly recommended. All students are expected to wear a bicycle helmet and reflective gear when riding bikes, scooters, skateboards, rollerblades, etc. to and from school. For safety reasons, students who are riding bikes, scooters, skateboards, rollerblades, etc. will be dismissed from school once car pick up has concluded for the day. Snowmachines, ATVs, etc. are not permitted to be driven to and from school by students. Students who are being picked up by snowmachine, ATV, etc. will only be released to a parent/guardian.