

Paul Banks Family Handbook

2024-2025

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Welcome to Paul Banks Elementary!

We are thrilled you are here! We hope you have a wonderful experience with our staff, students, and community of Paul Banks. We encourage you to visit and communicate with us often! Our partnership is the most important thing for your child's success. This handbook has been prepared to give you an overview of the policies and procedures most frequently asked about by families and specific to Paul Banks Elementary. Please contact the school if you have any questions (office hours are 7:30 am – 3:00 pm). Let us know if you have questions on additional policies or rules not contained herein. Additional KPBSD policies and regulations are available through the KPBSD Student/Parent handbook, which is available online at <https://kpbsd.org/students-parents/parent-student-handbook/>

THANK YOU FOR JOINING US IN THE JOY OF LEARNING! WE ARE GLAD YOU
ARE PART OF OUR SCHOOL!

School Schedule

Instructional day is 7:50 am - 2:30 pm. Doors open at 7:30 am. Students may be dropped off at school beginning at 7:30 am. Breakfast is served at 7:30 am. No one is available to supervise students prior to 7:30 am or after 2:45 pm.

We cannot stress enough how important good attendance is! It is crucial to student success. Please be sure 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 Parent-Student Handbook](#). Parents are asked to contact the office when their child will not be in school.

Students who are late miss important academic time and disrupt their classroom and other students' learning. Students are marked late and must sign in at the office if they arrive at 8:05 am or later.

If you are planning a trip or have a scheduled absence between 5 and 10 school days, please see the school office for a Prearranged Absence Form to complete prior to the scheduled absence. **Students who miss 10 consecutive days or more for any reason must be dropped from our enrollment per KPBSD policy.**

Early Release Schedule: Our school district designates early release days throughout the school year. Please note these days via the school district calendar. Our school day begins at the same time but ends at 1:00. We will send reminders home prior to early release days.

After School Programs

In partnership with our PTA, we offer many different after school programs. Depending on the year, some of the activities may include LEGO club, basketball, Japanese club, art, chess, theater, zumba and others. Our PTA is always looking to add to our after school programs; reach out to them if you are interested in leading or assisting (paulbankspta@gmail.com).

Registration will occur quarterly online. Many have limited space and entrance is on a first-come-first-serve basis. We also have scholarships available for students who are unable to pay the activity fees.

Please arrange to pick up your child promptly at the end time of an activity.

Siblings not participating in the activity should follow their normal end of the school day routine.

Behavior Expectations

Consideration of other people, respect for their feelings, their safety, their privacy, and their social rights form the basic expectation of student behavior at our school.

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 focus on acknowledging and reinforcing positive behavior. Your compliment has a direct impact on students and classes reaching their behavior goals.

Students who choose hurtful behavior will receive logical and natural consequences to the greatest extent 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 consequences, including a parent/student/principal conference. Very serious misconduct may result in suspension either in school or out of school.

When students find themselves in a conflict with another student, we teach that they have a choice in how to handle the situation. We teach the Choice Wheel (see back cover of this document) to encourage prosocial choices in managing conflict. Should a student feel as though they are being hurt or see another student being hurt by someone's words or actions, we teach students to STOP–WALK–TALK: Tell the person to **Stop**. **Walk** away from the person. **Talk** to an adult about what happened.

Should students choose to bring items to school that disrupt the learning environment, parents may be contacted and asked to retrieve the item from the office. **SEE [KPBSD PARENT/ STUDENT HANDBOOK](#) FOR FURTHER INFORMATION.**

Building Security

If you are visiting, please park in the front parking lot and use the front entrance. As a security measure, we are now required to keep all of the front doors locked. When you arrive, please use the intercom system to alert us that you are here. 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 visitor/volunteer pass. If you are not wearing a pass, expect a staff member to stop you and ask if you checked in at the office. In these instances, expect to be escorted back to the office to check in. Student and staff safety is the most important thing!

Cell Phones

Cell phones and other personal electronic devices (smart watches, smart phones) are not allowed at school. If you need to contact your child, please reach out to our office.

Cold Weather & 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 negative 10 degrees Fahrenheit. Generally, any child well enough to come to school is well enough to go outside for recess. Even shortened recesses give children a much needed break in routine and fresh air. A child too sick to go outside is too sick to be at school and should be resting 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 coat, snow pants or a snowsuit, warm hat, and gloves or mittens. Contact the office if you need help securing these items for your child.

During the rainy season, rain jackets, rain pants, and boots are crucial.

Dangerous Objects, Weapons, Alcohol, Smoking, & Drugs

It is illegal to have weapons, alcohol, tobacco, e-cigarettes, or drugs on school grounds. Weapons or any items connected with safety, health, or unlawful acts will be confiscated. This includes but is not limited to pocketknives, 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.

Dress Code

Research demonstrates that there is a close relationship between dress and student attitude toward school and personal conduct. Students are to dress and groom themselves neatly in clothes that are suitable for school activities and a kindergarten through 2nd grade educational, not a social, setting. Clothing or accessories intended to be costumes or that draw undue attention will not be allowed. Any form of dress that is considered detrimental or disruptive to the educational climate will not be allowed. Students will need to replace the offending item or go home to change if necessary. Repeated violations of the dress code will result in consequences.

The following are guidelines for students, parents and staff.

- Hats may be worn if they do not detract from the educational environment. Teachers may request that students remove hats and hoods as needed.
- No skin below the collarbones should be exposed.

- No spaghetti straps or open back tops. Tank top straps need to be 2 inches in width (unless another garment is worn over as a cover-up).
- No exposed midriff.
- Skirts need to be long enough to cover the kneecap (unless tights, pants, etc. are worn under the skirt, which exceeds the minimum length).
- Shorts need to touch the top of the knee.
- Tights must have shorts or a skirt over them.
- No exposed undergarments.
- Appropriate language and/or graphics on all clothing.
 - Questionable material (including but not limited to alcohol/tobacco, hate speech, weapons, explicit graphics, etc.) will be dealt with on a case-by-case basis by an administrator.
- No chains, spikes, of any other accessory that could be used as a weapon.
- No skates, heel skates, or skateboards.
- Inside shoes must be worn at all times.

Emergency Situations

In the event of a natural disaster or emergency, Paul Banks Elementary will implement its Emergency Action Plan. Be assured that a complete care plan is in place at school and the staff is trained to care for students until they can be safely released to their parents. 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. We will post updates of any situation as soon as we can through KPBSD School Messenger calls/texts and Facebook. Do not proceed to school to pick up your child until it is safe and you are instructed to do so.

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 arises at <http://www.kpbsd.k12.ak.us/>

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. Field trips are a privilege. Students with chronic absences, who fail to behave appropriately, or who are not in good academic standing may be excluded from field trips.

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

Parent drivers are to follow only the itinerary of the field trip. Making stops at any other location with children during a field trip is not allowed. Parents are only allowed to drive their own children unless all of the required paperwork is in place with the teacher for that field trip.

Children who are not part of the group participating in the trip, including younger siblings, may not accompany parents when parents serve as chaperones.

Paul Banks Parent Teacher Association (PTA)

Paul Banks's active PTA has been very supportive and involved in many projects beneficial to our students. We encourage parents to join. Paul Banks is always looking for enthusiastic parents and community members to share expertise with our staff and students. Throughout the school year, the PTA sponsors many special activities and school fundraisers. We always need help for these activities! You may contact the PTA via email paulbankspta@gmail.com.

Getting To and From School

KPBSD provides transportation to students who meet transportation guidelines and from specific stop locations set up through First Student Bus Company. Student safety is the primary concern in the operation of student transportation services. KPBSD Board Policy states that misconduct on the bus may be cause to suspend or deny transportation services to the student as determined by the administration. All students need to be safe so all students can arrive at school and home safely!

Changes to the usual bus routine for a child requires a written note and must include the following information: student name, teacher's name, date, physical destination, phone number at physical destination, bus number (if known), and parent/guardian signature. If a student does not have a written note, they will be required to follow their usual procedure going home.

Please let your child's classroom teacher know their afterschool plan and communicate any changes to your child's after school plan with the office and the classroom teacher at least one hour before dismissal so we can assure the message is delivered to your child.

Health Procedures

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. Our school conducts various required health screenings throughout the school year.

Prescribed or over-the-counter medication (Tylenol, Tums, cough drops, etc.) you wish your child to take during school hours must be brought to school in the original container with a medication request form, available in the nurse's office, 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. Please refer to the [KPBSD Symptom Free Protocol](#).

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

Lice

The management of head lice in the school setting should not impede the educational process. If live lice or nits are found, the nurse will inform the parent/guardian by the end of the school day, providing education and required information. Parents/guardians are expected to treat their child and remove all lice and nits. Students will be checked upon their return to school. If treatment was successful, they will return to class; if not, they will be sent home for further treatment.

The nurse will examine siblings and other students found to have had head-to-head contact with the child. The nurse will not check entire classes of students nor will

communication be sent home to all families in that class or the school. Reminders will be sent home periodically to check your own children for lice as a matter of routine.

Hygiene

Hand washing is essential to ensuring that students do not spread germs, and this is a skill that all of our classrooms focus on. Additionally, parents should send students with a change of clothes in case of any accidents.

Information About Students

Information about students may be released to the newspaper and other organizations (awards, participation in activities, school events, etc.). 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. This form is also available online.

Parent and Guardian Communication

Parents and guardians are encouraged to call or email their child's teacher on a regular basis. Frequent communication with teachers is one way families can support their child's efforts to be successful in school. Asking questions about classroom expectations, sharing insights regarding your child, getting regular updates about your child's progress, and bringing any concerns directly to the teacher in a timely manner are important things the school hopes parents will do. When contacting our staff, please be kind. Teachers and staff are people too and unkind, accusatory, or hurtful words are counterproductive to our joint mission of student success.

We also post information on our school website:

<https://kpbsd.org/schools/paul-banks/> and Facebook. Our school newsletter will be emailed at the beginning of each month. Please be sure you have an email address on file with our office.

Parent Pick-up

All students must remain on school grounds during school hours. Students may leave school only with permission from their parents and approval by the office. Students must check in and out of school at the office. For student safety, children are not released from class 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. **Anyone who picks up children at Paul Banks Elementary may be asked to show identification.** Please notify the school office if your information changes.

At the end of the school day, parents picking up students may park and walk in through the West Entrance to meet their child at their child's classroom. Parent pick-up students are released at 2:35 pm.

Pets and Other Animals

Animals are not allowed on school grounds except when they are part of a classroom learning activity and prior permission has been given by the teacher and administrator. Animals must be in a cage or on a leash. They must be transported by parents/guardians and are not allowed on the school bus. All animals must be supervised by the parent/guardian during the visit to school. Animals with any history of

aggressive behavior are not permitted at school for any reason. More information is available in this [district document](#).

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 they will have the greatest educational opportunity. Parents will have the opportunity each year to offer input on their child's placement.

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 class placement change request form is completed and will require a conference with teachers, parents, and the principal.

Reporting Student Progress

Report cards are prepared quarterly. Parent/teacher 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.

School Closures and Delays

Should severe weather 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 beginning for the day. Please tune to a local radio station and wait for instructions. This information will also be posted on the KPBSD Facebook page, KPBSD app, and [KPBSD website](#).

School Nutrition

We encourage all families to complete the Free and Reduced Lunch application even if you do not think your family will qualify as it helps with our overall funding. Document can be found HERE: <http://mealapp.kpbsd.org/>

To ensure that all students have access to healthy school meals and to be good financial stewards, KPBSD Student Nutrition has instituted a charge policy. This policy has as its guiding principle the belief that every student deserves a nutritious meal but that ultimately it is the parent's/guardian's responsibility to provide one unless the family qualifies for the free lunch program. To that end, the charge policy is as follows:

Student Nutrition department will extend credit to students without lunch or meal money. Parents will be notified with information regarding meal account balance as early as possible. 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.

- Collection Procedures: Charges will be applied to a special meal account. Money received from a parent/student with an outstanding charge will be applied toward the meal account first and the balance remaining will be applied to the student's account. Remaining funds and outstanding charges will be carried over to the following school year.
- It is ultimately the parent/guardian's responsibility to monitor their student's account and to be proactive in replenishing funds as needed.

Student Nutrition encourages parents to prepay for meals and put money on their child's account at <https://kpbsd.revtrak.net/Food-Service/> Money will be accepted at the school office or kitchen, preferably in the morning, to allow funds to be applied to the student's account before the meal period.

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. No soda or energy drinks are allowed. There are limited microwaves and adult help in the lunchroom. Please take that into consideration when preparing lunches to send to school.

Site Council

A school-based advisory team composed of parents, teachers, support staff, community members, and the Principal meets six times a year. Meetings are open to the public. If you have an item or a concern you would like to present, please contact any council member or the principal. If you would like to participate in our school's site council team, please contact the principal.

Technology

Paul Banks Elementary uses computers to support education and research consistent with the educational objectives of KPBSD. Paul Banks 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.

Paul Banks Elementary recognizes that screen time is on the rise for children and can lead to unhealthy habits and, at the same time, that technology plays an important role in all our lives. With that in mind, screen time usage will be focused on creative learning experiences for educational purposes only, and care is taken in being intentional about how much time students spend learning on screens. Use of screens as a reward or early finisher activity will not be permitted (showing movies, playing video games, or other types of uses that do not specifically have an educational purpose will not be permitted).

Paul Banks Digital Technology Policy

- Does the use of digital technology consider the age, health, and safety of students?
- Does the use of digital technology enhance (i.e.: differentiate instruction, enriching learning) and simplify learning (i.e.: provide an outstanding explanation or example that benefits students abilities)?
- Does the use of digital technology outweigh the value gained through social, collaborative interactions, or does it provide opportunities for collaboration?
- And finally...Will the use of digital technology go ABOVE AND BEYOND what can be achieved with more traditional methods of learning?

If the answer is yes to these questions, then teachers would consider the use of digital learning.

- Smartboards are an integral interactive display tool used for learning.
- Students will not use personal devices at any time during the school day.

Telephone Use

Students are allowed to use the classroom telephone, with teacher permission, to call home for school-related purposes or for emergencies. Please help us keep student use of the phone to a minimum.

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.

Toys, Balls, and Sleds at School

Toys are not allowed at school except on special spirit days or other special in class days, like show and tell, etc.

For recess, students may bring Nerf-type balls (soft foam) or air-filled balls, such as soccer balls, basketballs, footballs, and playground balls. Hard items such as boomerangs, baseballs, softballs, and hard Frisbees are not allowed.

During the winter, students are allowed to sled on our sledding hill. Paul Banks provides sleds to students. Sleds from home are not allowed.

Visitors

Parents are invited to visit classrooms. In order to create the least interruption of the teaching process, visits must be scheduled in advance with the teacher and, at times, the principal.

Students may not bring visitors to school unless prior arrangements have been made with the teacher and principal. Visitors who visit more than once are expected to complete the district's background check as a volunteer. All visitors to the school must check in at the office and wear a visitor pass for the duration of their visit.

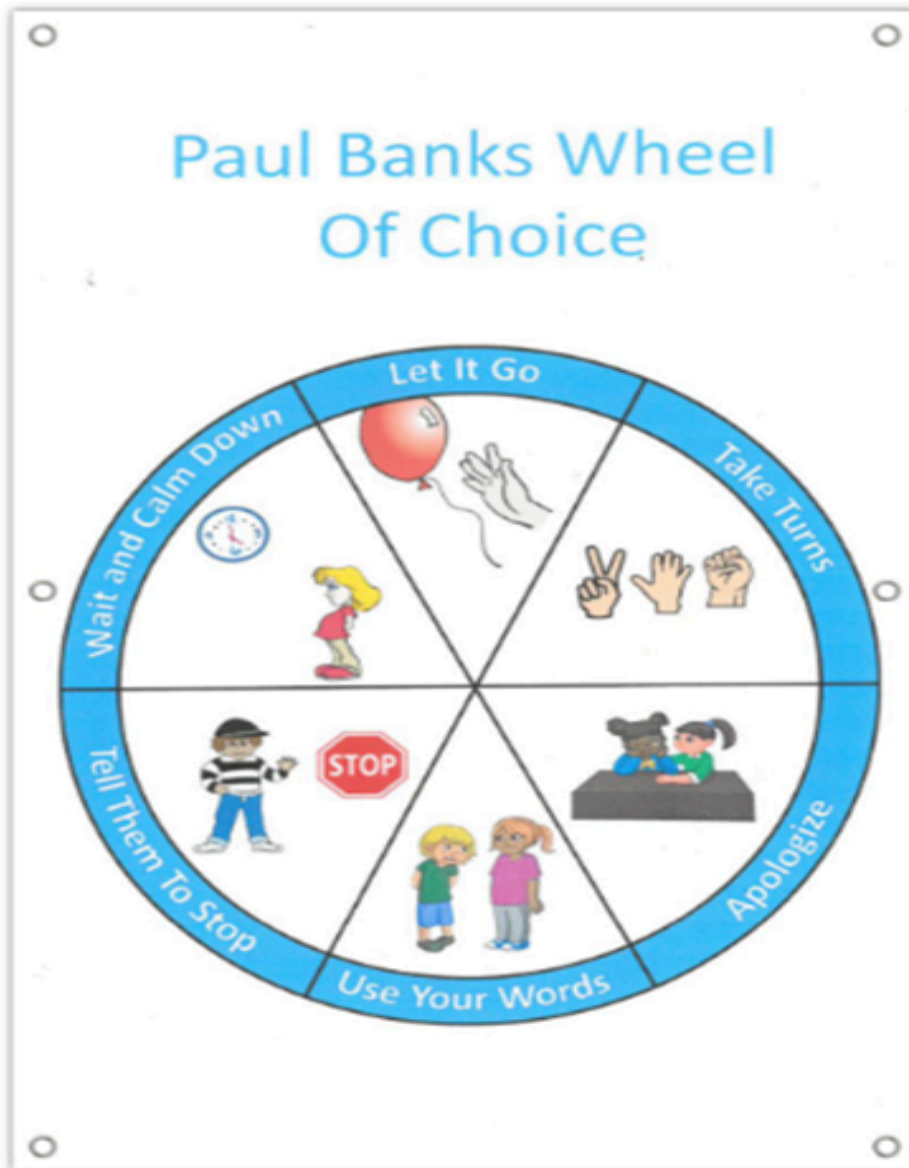
Volunteers

We could not be the vibrant school we are without volunteers! We welcome volunteers in many different capacities: in the classroom, prepping supplies/lessons, helping in the office, chaperoning field trips, or assisting with special events. We love our volunteers!

All volunteers in KPBSD schools are required to pass a criminal background check before volunteering in schools. The background check is free and is conducted by the Human Resources Department of KPBSD. No information from the background check is provided to principals or teachers; however, school staff is informed once a volunteer is cleared by the Human Resources Department. The volunteer application form must be completed annually after July 1st, and it can be found at www.kpbsd.k12.ak.us/students_parents.aspx under the section titled "Volunteer Screening Process" or by visiting the District's employment openings page and clicking on the posting for "Volunteer." Volunteers for field trips must complete additional paperwork and may not bring children along who are not enrolled in the class going on the field trip.

Paul Banks Choice Wheel

If it is a small problem
and no one could get hurt,
try a problem solving strategy!



If it worked, let it go.
If it didn't, walk away.
If it continues, tell an adult.