

# Redoubt Elementary Student Handbook



## Welcome to Redoubt Elementary

Dear Parents:

We are proud to welcome you and your children to Redoubt Elementary. We look forward to sharing the responsibility of your child's education with you. We seek your involvement and support of our best effort to provide the best education possible for our child.

We encourage you to visit and communicate with us often. The partnership forged between home and school will, in no small measure, help determine the degree of success students find in their school activities.

The handbook provides important information and is a supplement to the KPBSD Parent/Student Handbook. Please review both with your child. For additional information, please call us at 260-4300. Office hours are 8:15am-4pm Monday through Friday. Welcome to Redoubt!

Sincerely,  
William Withrow, Principal

## SCHOOL HOURS 8:15 am – 3:18 pm

Supervision is not provided and students should not arrive at school prior to 8:15 am. Upon arrival, students sit by the gym doors. A duty teacher will come at 8:30 to take them outside.

Students arriving after 8:30 should leave books, lunches, and backpacks at their class's designated location in the hall and go outside to play until the first bell at 8:45 a.m. Students are tardy after 8:50 a.m. and are required to check in at the office.

School ends at 3:18 p.m. at which time students who are walkers and students being picked-up by parents will be dismissed. There will be an announcement on the intercom

for all students riding the bus home to be dismissed to the bus loading area. Please do not go down to the classroom to pick up your child. 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 3:45 pm. Buses generally depart at around 3:30.

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

We cannot stress enough how important good attendance is! It is crucial to student success. Please assure 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 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. 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 assure that we have a current copy of such documents on file in the school office.

### **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. Registration forms must be updated each year in the fall.

### **CLASSROOM VISITATION AND VISITORS**

Parents are invited to observe classrooms; however, in order to create the least interruption of the teaching process, such visits must be scheduled in advance with the teacher and 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 minus 10 degrees Fahrenheit. Generally, any child well enough to come to school is well enough to go outside for recess. Even shortened recesses give the children a much needed break in routine and fresh air. A child too sick 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**

Redoubt has a school nurse five days a week, from 8:15 a.m. to 3:18 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, Redoubt Elementary 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/>.

### **INFORMATION ABOUT STUDENTS**

Information about students may be released to the newspaper and other organizations (awards, honor roll, 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.

### **STUDENT TELEPHONE USE**

Students are allowed to use their 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.

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

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 included in each registration packet in the fall.

### **STUDENT NUTRITION SERVICES CHARGE POLICY**

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/guardian's responsibility to provide one unless the family qualifies for the free lunch program. To that end, the charge policy is as follows:

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, the school office or administrator will call the student's parent for direction before any subsequent meals are charged. 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.

Adults/Teachers: Charges will not be allowed for a la carte or meal items.

Collection Procedures: Charges will be applied to a special meal account at each school. 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.

Parents/Guardians: It is ultimately the parent/guardian responsibility to monitor their student's account and 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-Payments/>. Money will be accepted at a student's 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 and fat. No soda or energy drinks are allowed in the lunchroom.

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**

Homework is a valuable tool for increasing student proficiency and providing enrichment. Please consult your child's classroom teacher to ensure that your student is completing the necessary amount of homework to 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.

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.

## **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 REDOUBT ELEMENTARY 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 an educational, not social, setting. Clothing or accessories that tend to be costumes or draw undue attention will not be allowed.

The appropriateness of dress is the judgment of the teachers and 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 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. Repeated violations of the dress code will result in consequences for insubordination.

### **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. In addition, field trips are a privilege. Students 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 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**

Redoubt Elementary utilizes computers to support education and research consistent with the educational objectives of the KPBSD. Redoubt 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 during registration.

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 8:15 a.m. to

3:18 p.m. 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 the parent or guardian to pick up the phone. 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 losing of 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 8:15 a.m. to 3:18 p.m. 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**

Redoubt 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 every year. You can access the KPBSD's "Volunteer Screening Process" on its home page at <http://www.kpbsd.k12.ak.us>

### **PTA**

Redoubt's active PTA has been very supportive and involved in many projects beneficial to our students. We encourage parents to join. Redoubt 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 monthly. Meetings are open to the public. If you have an item or a concern you would like to present, please contact any council member.

### **MESSAGES FOR STUDENTS**

Routine arrangements should be made with your child prior to coming to school. End of day messages for students should be limited to urgent messages resulting from an unexpected change in plans. Please call the school prior to 2:30 p.m. After 2:30 p.m., we are busy preparing students to go home and there may not be anyone available to answer your call. **If you call and no one answers, please leave a message.**

### **STUDENT ACTIVITIES**

Redoubt offers a number of school activities, including an excellent band program for 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders and a highly successful intramural sports program for grades 4 - 6. Annual events include the Spelling Bee, Geography Bee, Battle of the Books, and Forensics. Individual classes work on various projects, plays, and programs throughout the school year in conjunction with class studies.



## **BUS TRANSPORTATION**

School bus transportation is provided by Apple Bus. Please contact the carrier in regards 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 the principal for a behavior that interferes with the health, safety, comfort, or well-being of others. In the case of a serious infraction or repeated offenses, the rider may be denied transportation for a period of time determined by the principal.

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. The office is not responsible to figure bus information out for you. Parents are asked to call Apple Bus (262-4900) for the correct information. Students are required to get their pass before 2:30. We cannot delay bus departure to issue a bus pass.

If a student does not have a written note, he/she will be required to follow his/her usual procedure going home.

## **BICYCLES, SCOOTERS, ROLLER BLADES, AND SKATE BOARDS**

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. The school is not responsible for lost or damaged bikes.

**STUDENT SAFETY  
GOING TO AND FROM SCHOOL**

Encourage your child to:

Come directly home

Walk on sidewalks where available

Look before crossing a road or street

Cross only at corners or marked crosswalks

Take the safest and most direct route between school and home

Wear reflective clothing or tape to make them more visible

**REFUSE AND REPORT ALL OFFERS FROM STRANGERS**

**STUDENTS, THANK YOU FOR.....**

Showing respect to everyone involved in your school day

Using good manners and being considerate of others

Thinking positively

Working hard and giving your school work your best effort

Listening and following directions

Raising your hand and waiting your turn to share in class

Taking care of your school

Using time wisely

Using library books and materials in a responsible way

Leaving dirt, snow and rocks on the ground

Listening to each other

Taking turns to talk, play on equipment and be first in line

Not chewing gum or using profanity

**THANK YOU FOR JOINING US IN THE JOY OF LEARNING**

**WE ARE GLAD YOU ARE PART OF OUR SCHOOL!**