



Soldotna Elementary Student/Parent Handbook

2020-2021

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School Mission.....	3
Schedule.....	4
Attendance.....	4
Behavior Expectations	4
Behavior Consequences.....	5
Busses.....	5
Breakfast/Lunch Program.....	5
Lunch Expectations.....	5
Playground Expectations.....	6
Hallway Expectations.....	7
Bathroom Expectations.....	7
Classroom Expectations.....	8
Bus Expectations.....	8
Change of Residence/Phone/E-mail.....	8
Cold Weather.....	9
Parent Concerns	9
Dress Code.....	9
Emergency School Closure.....	9
School Visitors & Volunteers.....	9
Student Drop Off & Pick Up.....	10
Early Dismissal.....	10
Health Procedures.....	10
Parent Teacher Association.....	11
Safety Issues/Weapons.....	11

Student Assessment.....11
Student Progress.....11

School Mission

The mission of Soldotna Elementary is to provide learning experiences that help each child develop their potential and achieve maximum intellectual, social, physical, moral and emotional development. We believe that education is a team effort that requires positive and open partnerships with families and community that support and promote educational excellence in a safe and nurturing environment for our children.

Soldotna Elementary Vision

In partnership with our community and parents Soldotna Elementary students will be engaged, creative, innovative and compassionate. They are challenged to excel in their educational journey with confidence and competence.

WELCOME TO SOLDOTNA ELEMENTARY

Welcome to Soldotna Elementary School. This handbook has been prepared for you to review the procedures and the policies for the students. If you have any questions, please do not hesitate to call.

SCHEDULE

8:15-Students may be dropped off at school
8:20-Breakfast begins
8:25-Busses begin to arrive
8:40-First bell rings and students go to class
8:50-School day begins
3:10-Kindergarten Dismissal
3:20- Walkers Dismissed
3:25-School day ends
3:35-3:45-Busses dismissed

***Please note that teachers are not on duty and no one is available to supervise students prior to 8:15 a.m. or after 3:45p.m. Students are to leave campus promptly at dismissal.**

ATTENDANCE

Regular school attendance is crucial to your child's academic success. It is both state law and district policy that children attend school during all times that public school is in session. Absences resulting from parent's failure or refusal to require a student to attend, or the student's refusal to attend when directed so by the parent or school official, or a student's unapproved absence from school or class after arriving at school are considered trancies. The district counts every 5 absences as one "act of truancy". Parents will be notified in writing of dates of absences should absences become excessive. These letters will also be forwarded to the Assistant Superintendent of Instruction. If three letters are sent due to 15 or more absences, the situation will be reported to the district attorney.

In addition, **please avoid removing students from school early** unless necessary. Instruction occurs until the end of the school day, and early pick-up results in valuable loss of instructional time.

BEHAVIORAL EXPECTATIONS

Each teacher has an individual classroom management plan. Parents may request a copy of this plan is so desired. In general, it is important that all students conduct themselves in a manner that supports the educational process. Students are reminded to:

- ❖ Be Responsible
- ❖ Be Kind
- ❖ Be Safe

These expectations are school wide and apply to any school event. By maintaining these expectations, an optimal learning environment will be achieved. In addition, chewing gum, wearing hats indoors, bringing toys and electronic items is at the discretion of certified staff. Leaving toys at home can prevent later problems on school grounds. Should students choose to bring nuisance items to school, parents will be contacted and asked to retrieve them. **Cells phones** may be brought, however they must remain in the student's backpack and should not be utilized during school hours. *See KPBSD Parent/Student Handbook for further information.* All students will be taught stop, talk & walk strategy for minimizing and resolving conflict.

BEHAVIOR CONSEQUENCES

Soldotna Elementary will take a similar approach for all inappropriate behavior in accordance with the KPBSD Handbook, as well as in accordance with School Board Policy. Parent contact will be made by the classroom teacher for most discipline issues. This will be done by phone, e-mail, or note home. If the behavior results in a visit to the Principal, parents will be notified as soon as possible by phone. After further investigation consequences could include community service, in-school suspension, out of school suspension or expulsion. Parent support and understanding is critical to the success of any consequences for inappropriate behavior. Any physical altercations will result in an automatic suspension. Physical altercations leading to student injury will lead to immediate suspension following investigation.

BUSSES

The KPBSD provides transportation through First Student Bus Company for those students who meet transportation guidelines. Student safety is the primary concern in the operation of bus services. KPBSD Board policy states that misconduct on the bus may be cause to suspend or deny transportation to the student as determined by administration. Parents will be notified of all bus interaction notes, and are required to sign and return them. Three bus interaction notes will lead to suspension from the bus. Changes in the usual bus routine require a written note and should include: Child's name, teachers name, date, physical destination, phone number at physical destination if known, bus number, and parent/guardian signature. Bus expectations are reviewed with students and practiced.

LUNCH/BREAKFAST PROGRAM

A breakfast program is available to all students wishing to eat at school. This is part of the National School Lunch program, so any student who qualifies for free or reduced lunch also qualifies for free or reduced breakfast. Lunch and breakfast payments are handled through accounts, so those who do qualify for free and reduced lunches are not identifiable. Other students may choose to purchase breakfast from their student nutrition account. The cost of lunch is \$3.00, and the cost of breakfast is \$2.00. Checks or cash may be sent with students to be applied to their account or you can now pay online at <https://kpbsd.revtrak.net/tek9.asp>. Accounts may be checked on Power School.

LUNCHROOM EXPECTATIONS

Students are allotted a 30-minute lunch period and lunch is eaten in the common area. There are specific expectations for lunchroom behavior. They are:

BE SAFE

- *We keep our personal space in the line and at the table.
- *We use walking feet.

BE KIND

- *We use quiet voices.
- *We keep conversation local.

BE RESPONSIBLE

- *We raise our hands before we leave our seats.
- *We eat our own food.
- *We use good manners.
- *We take care of all of our trash.

PLAYGROUND EXPECTATIONS

Safety is the main concern when students are on the playground. Specific rules are in place and enforced by duty staff. Students are familiar with these rules. If an infraction of these rules occurs the consequences will be dependent on the violation. Students may be asked to:

- ❖ Go to a time out area or walk with a duty
- ❖ See the Principal
- ❖ Miss a recess
- ❖ Student may be sent home or placed in school suspension.

BE SAFE

- *We use equipment for its intended use.
- *We keep our personal space (keep hands, feet, and objects to ourselves).

BE KIND

- *We take turns.
- *We share equipment.
- *We show good sportsmanship.

BE RESPONSIBLE

- *We follow adult requests the first time they are given.
- *We follow playground safety rules (see student handbook).
- *We clean up and bring equipment inside.

For student safety the following rules will be enforced

- *Students may not stand on any piece of equipment that is not designed for such an activity.
- *We shall not throw rocks, stones, snowballs, dirt or any other thing that will harm others.
- *No pushing on swings or double riding them or twisting chains. Also if others are waiting there is a 5-minute time limit.
- *Students need to play in the designated play areas. The hill is only open if a duty is there to supervise.
- *No rough play or fighting games on the playground. This includes hat stealing, king of the mountain, or tackling.
- *Students must slide on pockets, feet first.
- * Footballs, Frisbees, Nerf balls and Roll up Sleds may be brought from home.
- *Follow directions of duty
- *Line up for dismissal into building, keeping hands to oneself leaving space between you and another person. Wait for your teacher quietly to pick you up.

HALLWAY EXPECTATIONS

<p>BE SAFE</p> <ul style="list-style-type: none">*We have walking feet.*We keep on the right side.*We keep our personal space.*We keep our hands clasped together.
<p>BE KIND</p> <ul style="list-style-type: none">*We have quiet hands, silent mouths, and quiet bodies.
<p>BE RESPONSIBLE</p> <ul style="list-style-type: none">*We have walking feet.*We walk in a line.*We appreciate the artwork with our eyes.

BATHROOM EXPECTATIONS

<p>BE SAFE</p> <ul style="list-style-type: none">*We make sure water stays in the sink.*We respect the plumbing.*We keep school tools in classroom.
<p>BE KIND</p> <ul style="list-style-type: none">*We have silent mouths and quiet bodies.*We allow others privacy.

BE RESPONSIBLE

- *We flush the toilet.
- *We use two pumps of soap and two pumps of paper towels.
- *We wash our hands.
- *We put paper towels in the trash.
- *We leave when we are finished.

CLASSROOM EXPECTATIONS**BE SAFE**

- *We have quiet hands/quiet bodies.
- *We use school tools properly.
- *We have walking feet.

BE KIND

- *We treat everyone as we want to be treated.
- *We respect personal space.
- *We share.

BE RESPONSIBLE

- *We follow teacher requests the first time they are given.
- *We do our best work (cooperate, participate, etc.).
- *We get permission to borrow.
- *We are active listeners

BUS EXPECTATIONS**BE SAFE**

- *We follow driver directions first time.
- *We have quiet hands/quiet bodies.
- *We stay in our assigned seat facing forward.
- *We walk to and from the bus and school building.

BE KIND

- *We use kind words.
- *We keep conversation local.

BE RESPONSIBLE

- *We keep track of personal items and use them for their intended purpose.
- *We tell the driver if we see and/or hear unsafe or inappropriate behavior.

CHANGE OF RESIDENCE/PHONE/E-MAIL

If you change your address, home or work telephone or e-mail address, please notify the school office immediately. It is critical that we are able to reach parents if an emergency arises. If you move to an address outside of the Soldotna Elementary attendance zone, you should request an Out of Area Transfer request Form to remain at Soldotna Elementary (granted on space available basis) or obtain a transfer for admission to a new school.

COLD WEATHER

KPBSD Policy states students can be sent outside for recess unless it is -10 degrees or colder. Wind chill factors are considered when determining temperatures. Parents are responsible for ensuring that children come to school dressed appropriately for going outside and remaining outside for 30 minutes in a variety of weather.

In winter and during rainy periods, students should wear boots, warm coats, gloves, hats, and rain gear. Students without proper gear are not kept inside during recess.

Students who come to school are required to go outside for recess. If a child is too sick to go outside, he or she is considered too sick to be at school. If a child needs to be held in the office during recess for illness, a doctor's excuse is required.

PARENT CONCERN

Parents who have a concern about their child's behavior or education should discuss the issue first with the classroom or specials teacher. After meeting with the child's teacher, if the concern has not been satisfactorily addressed, the parent may request a meeting with both the parent and the teacher. SEE KPBSD PARENT/STUDENT POLICY HANDBOOK FOR FURTHER INFORMATION.

DRESS CODE

In accordance with KPBSD Board Policy 5132, student dress and grooming must not disrupt or detract from the educational environment of the school. Any style or item of clothing which compromises the school learning environment is not acceptable. The school administration has the right to determine which types of dress or appearance constitutes a disruption.

EMERGENCY SCHOOL CLOSURES

Should severe weather conditions exist or if there is a natural disaster, an announcement of either school closure or a two-hour delay in school opening will be made over local radio stations as well as on the District Website. The website is www.kpbsd.k12.ak.us. You may also download our District App to receive automatic notifications. Announcements will be made prior to regular bus service.

SCHOOL VISITORS & VOLUNTEERS

For safety reasons, when visiting or bringing items to your students there will be no more quick passes to your students classroom. All Parents, school visitors and volunteers are required to sign in at the front office and pick up a visitor or volunteer badge to wear while at our school. All Volunteers in classrooms and Chaperones for field trips must have a completed and passed a background check.

STUDENT DROP OFF & PICK UP

Drop off time for students in the morning should be no earlier than 8:15, as there is not staff here to supervise your child. To reduce congestion in the lobby and the parking lot, we stagger our release times. Students who are picked up are dismissed at 3:20. Please make sure when picking up your student that you are on time and you do not park in the pick -up only lanes. You must keep moving through if your student is not at curbside. If you get here early please park in designated parking areas. Bus riders will be released at 3:25. If you are picking your child up early please check in at the office and they will call your student down. Please **do not** go to their classroom as this is disruption to classroom instruction.

EARLY DISSMISSAL

Should a student need to leave campus prior to the end of the day, the parent or guardian must come to the office to sign them out. In the interest of student safety, **students will not be released to someone other than those people listed on the student release form.** Photo ID **may** be required anytime someone seeks early release for a student. Office personnel will confirm the identity of the person to whom the child is released.

HEALTH PROCEDURES

The nurse helps students to develop good health habits as well as tending to injuries and children who are ill. If your child experiences a temperature greater than 100 degrees, diarrhea, has vomited, or has a persistent cough that is disruptive in the classroom; we ask that your child be kept at home. Students must be fever free for 24 hours before returning to school. If a child experiences these symptoms at school, a parent or guardian will be notified. Any child who is too ill to go out to recess is too ill to be in school. There are rare long term exceptions that can be approved by a school nurse and implemented according to physician direction.

Any prescribed or over-the-counter medication you wish your child to take during the school day must be in the original container, and a "School Medication Permission" form must be completed by the parent or guardian. Please talk to the school nurse to obtain this form, and to confirm which procedure must be followed. **ALL** medicine to be dispensed must be kept in the nurse's office and will be given according to physician's instructions. Over-the-counter medications should be delivered with parent permission and instruction.

PARENT TEACHER ASSOCIATION

The parent teacher association at Soldotna Elementary is active throughout the school year promoting the welfare of children. They are “The Pack” and always in need of extra support. By parents and teachers working together, a unified effort is made to secure the highest advantages in social, mental and physical education for children. Our Parent Pack encourages you to be involved in your child’s education. Regular membership meetings are held monthly. You may contact any of the Pack members, or find out meeting times by contacting the front office.

SAFETY ISSUES/WEAPONS

In accordance with KPBSD Board Policy 5132.7, no student shall possess or use weapons, dangerous instruments or their replicas on school grounds or on district provided transportation or at any school-related or school sponsored event away from school. Students who violate this policy are subject to disciplinary action in accordance with district policy and procedures, resulting in up to a 30-day suspension. Knives of any kind/size are considered a weapon. All threats against person are taken seriously and not considered a joke. If a student is aware of another student possessing a weapon, they should report it immediately to his/her teacher or the principal.

STUDENT ASSESSMENT

Students in the KPBSD are tested annually in a variety of areas. Students in K-3 are tested using AIMSWEB and CBM to assess basic skills in reading. Students in 3rd through 6th grade are tested using a criterion-referenced assessment referred to as AMP. This assessment is an indicator of how our students are performing and whether or not they are meeting the State Standards. Attendance for these this assessment is crucial, and parents are provided with a copy of results from year to year. In addition, teachers are continually monitoring student progress in their classrooms. A schedule of district-wide assessments is available on the district webpage (kpbsd.k12.ak.us).

STUDENT PROGRESS

Report cards are prepared quarterly and parent/teacher conferences occur in October and February. Parents do have access to Power School, and this will be updated weekly by parents. Soldotna Elementary promotes the communication between parents and school. This communication reinforces clear and consistent expectations, as well as a shared vision for student success. Feel free to make an appointment anytime with your child’s teacher to schedule individual conferences if needed.

The staff at Soldotna Elementary looks forward to providing a safe and comfortable climate that offers students the best educational experience possible. If you ever have concerns, please feel free to contact us at 260-5100.