

# **Tebughna School Student Handbook**



**2020 - 2021**

*Dear Families,*

*Welcome to the 2020/2021 school year! I am excited and honored to be your principal!*

*I encourage you to take advantage of the information and resources provided in this handbook. We are dedicated to serving our students and providing a challenging and supportive learning environment. Our mission is to deliver a great public education to every student, every day—and with your involvement, support and engagement, each child is sure to be successful.*

*This handbook is an agreement between you, your child, and your school. You and your child both have rights in education, and we all have a shared responsibility in ensuring your child gets the high-quality education he/she deserves. Tebughna School has a duty and honor to challenge your child academically, socially and emotionally. This handbook serves as a pledge that we will work with each other to make that happen. Along with that, our commitment to you is that we will provide a positive school culture designed to help students build positive relationships and healthy social skills. Thank you so much for all you do to help make this another fabulous school year!*

*Sincere appreciation,*

*Pamala Potter*

*Tebughna Principal/Teacher*

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**Tebughna Vision**

*Inspiring a passion for learning through personalized education, cultural values and collaboration with students, parents and the community.*

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**Tebughna Mission**

*It is the mission of Tebughna School, with the involvement of our families and community members, to support learners as they develop positive character skills, achieve academic success, and thrive in an ever-changing world.*

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**School Hours**

8:50 a.m. to 3:30 p.m.

Students may come earlier and wait in the enclosed entry way, so they may stay warm. They will be picked up for breakfast at 8:20 a.m. Then they will be walked to the gym at 8:30 a.m., in order to enjoy themselves, until our assembly begins at 8:50 a.m. School ends at 3:30 p.m. If it is necessary for your child to leave school earlier for any reason, please follow normal check-out procedures at the office.

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**COVID Protocol**

Attached is what is necessary to keep our students and staff safe, which has been approved by the KPBSD Board. Please remember: everyone who walks into our school needs to sign in at Jenna’s desk, wear a mask at all times in the hallways, foyer and bathroom, and use hand sanitizer available in multiple locations. Also, to pick up a child, please call or text Jenna at 907-583-2291, so she can have the child sent to the office. All students will wear a mask all day, unless they can practice social distancing (6 feet apart), along with always wearing a mask in the hallways, foyer and bathroom. They will enjoy lunchtime recess outside to increase safety, so please send warm clothes that your children will have available, when needed.

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**Attendance, Tardies, and Absences**

The importance of good attendance cannot be stressed enough! 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 can disrupt classrooms and other students. Also, please remember that students are responsible for making up missed work.

### **Release of Students**

All students must remain on school grounds during school hours. Students may leave school only with permission from their parents, teacher, and approval by the office. Students will be released only to parents/guardians and those authorized, as listed on their emergency form. Therefore, it is very important that this form remains current and updated, by notifying the school office, if needed.

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### **Building Security**

If you are visiting, please park in the front, but not blocking the entrance. Also, please both enter and exit through the front door. All parents and other community members entering the building during the school day are required to sign in and out at the office.

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### **Classroom Visitation**

We encourage parents and the community to visit and assist in our classrooms/school. We also enjoy having volunteers on a regular basis, but you must submit the necessary district background check online. You are welcome to use our teacher-room computer in order to complete this information.

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### **Clothing, Cold Weather, and Outdoor Recess**

Students should come to school dressed for the weather and prepared to go outside. Even short recesses give the children a much-needed break in routine, along with fresh air. In addition, boots are often essential for outdoor recess. But if a child wears boots to school, 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 also have a heavy, winter weight coat, snow pants or a snowsuit, warm hat or hood, and gloves or mittens, that they can wear for recess.

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### **Closed Campus**

Tebughna School is a closed campus, for the safety of our children. Students may not

leave without permission, from both their parents/guardians, and the principal. The reason for this is we need to always know where every child is during the school day. And if a high-schooler is allowed an exception to leave the campus under specific circumstances, they will be expected to return on time for afternoon classes to re-begin, or will not be able to leave again when they ask.

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**Student Health and Medications**

A health record for each child is kept on file in our school 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 Jenna’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 their teacher or to the office.

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**Emergencies**

In the event of a natural disaster or emergency, Tebughna School 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. Also, please 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. It is important that you 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/>.

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**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.

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**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. If at all possible, students should make all after-school arrangements prior to coming to school.

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**Free Federal Breakfast and Lunch Program**

We encourage all families to complete a Federal Programs/Lunch Program application in order to receive free breakfast and lunch meals. Forms are sent home at the beginning of each school year. If you prefer, 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.

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**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.

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**Report Cards and Parent Conferences**

Report cards are prepared quarterly and we will send out mid-quarter grades each

quarter, also. 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.

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### **Conduct and Behavior**

Consideration of other people, respect for their feelings, their safety, their privacy and their social rights, form the basic expectations 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/teacher/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 can have a direct impact on students and classes reaching their behavior goals.

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### **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 unsafe or unlawful acts, also will be confiscated. This includes, but is not limited to, pocket knives, firecrackers, steel marbles, matches, lighters, or water guns. Disciplinary measures in such cases will be pursuant to KPBSD policy.

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### **Technology**

Tebughna School utilizes computers to support education and research consistent with

the educational objectives of the KPBSD. We are 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 available to parents and students, and they will receive individualized access codes at the beginning of each school year.

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### **Cell Phones**

Cell phones are to be turned off during the academic school-day. Cell phones may only be used to make or receive calls/texts before the first bell rings in the morning, during lunchtime or after school. Elementary and Middle Schoolers must turn in their cell phones during the morning assembly, or when they arrive at school, and they can retrieve them for lunch (and return them to the teacher after lunch) and once again retrieve them after school. It is the high school teacher's discretion if a high schooler can keep their phone during the school day. This may change period by period, if the high school student is not acting responsibly with their phone. Cell phones found being used by a student during the school day, other than as stated (whether on or off), may 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 the parent or guardian. Only under the teacher's discretion may a cell phone be used to support teaching and learning in the classroom.

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### **Site Council**

A school based advisory team comprised of parents, teachers, support staff, community members, students and the principal meets monthly. Meetings are open and all are encouraged to attend. If you have an idea or concern that you would like to present, please contact the secretary or principal to add it to the agenda.

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### **Student Activities**

Tebughna School offers a number of school activities, including Native Youth Olympics, Spelling Bee, Talent Show, Battle of the Books and Science Olympiad. Also, classes work on



various projects throughout the school year, in conjunction with class studies.



# Symptom Free School Protocol

## Students, Staff, Volunteers, and Visitors:

If you are experiencing one or more of these symptoms\* stay home, and do not go to school or report to work:

- Temperature of 100 or greater
- Cough or Sore Throat
- Shortness of Breath
- Chills, Muscle Pain
- Runny or Stuffy Nose
- Headache, Vomiting, Diarrhea, Nausea, or Abdominal Pain
- New Loss of Taste or Smell
- New undiagnosed or untreated rash or skin condition
- You are taking first 24 hours of antibiotic treatment



FEVER



COUGH



FATIGUE



LACK OR LOSS OF APPETITE



SHORTNESS OF BREATH



SPUTUM PRODUCTION



MYALGIAS

ALL COVID-19 TESTS MUST BE PCR OR MOLECULAR TESTS  
ANTIGEN OR ANTIBODY TESTS WILL NOT FULFILL THE TESTING REQUIREMENT

## When to Return to School after Illness:

- If you have been tested and are diagnosed with COVID19, you may return to school no sooner than 10 days after the onset of symptoms, or the date you took the test that was returned positive, whichever is earlier, and you have been symptom free for 24 hours without medication.
- If you have COVID19-like symptoms but choose not to be tested, you may return to school no sooner than 10 days after the onset of symptoms AND you must be fever-free for 24 hours without taking any medicine to reduce the fever AND you must be free of cough, cold, or other symptoms for 24 hours, without taking medication to reduce symptoms.
- If you have COVID19-like symptoms, are tested and receive a negative test result, you may provide the test results and return to school no sooner than 24 hours after you are symptom free without medication.

*\*Exceptions for preexisting conditions will be determined and potentially approved by the school nurse or administrator*

KPBSD and COVID19 web hub: [covid19.kpbsd.org](https://covid19.kpbsd.org)

State of Alaska Health and Social Services: <http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19> CDC: <https://www.cdc.gov/coronavirus>