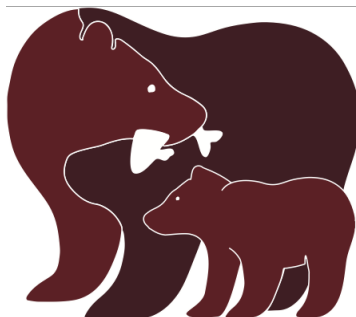


STUDENT HANDBOOK

2022-2023



Dena'ina Elementary School:
Healthy bodies, active minds, responsible citizens!

Matanuska-Susitna Borough School District

www.matsuk12.us

Principal: Benjamin Lavalier

Administrative Secretary: Jacky Lawrence

Front Office Secretary: Crystal Nunley

Records Specialist: Effrosia Matveev

7068 S. Knik Knack Mud Shack Rd. Wasilla, AK 99623

Main Phone: (907) 864-5600

Main Fax: (907) 864-5680

Student Name: _____

Parent Signature: _____

Teacher: _____ Grade: _____

***Please read as a family, sign the front cover & return it to school.**

******THE INFORMATION IN THIS HANDBOOK HAS BEEN
UPDATED TO GENERALLY REFLECT OUR STANDARD
OPERATING PROCEDURES.**

**DUE TO THE UNIQUENESS OF THIS YEAR, SOME OF OUR
PROCEDURES HAVE CHANGED. THESE THINGS MAY
CHANGE AGAIN OR BE FLUID, SO RATHER THAN CHANGING
THE WHOLE HANDBOOK WE UPDATED THE PARTS THAT
ARE PERMANENT CHANGES; YOU'LL SEE SOME SECTIONS
CROSSED OUT OR WITH NOTES. PLEASE READ IT ALL
CAREFULLY.**

**PROCEDURAL CHANGES WILL BE COMMUNICATED OUT VIA
EMAIL, TEXT AND FACEBOOK.**

**YOU CAN ALSO READ OUR FULL SCHOOL MITIGATION PLAN
AT WWW.MATSUK12.US/CORONAVIRUS.**

Dear Families,

Welcome to the home of the Grizzlies! At Dena'ina, we strive to meet our district's mission, "*We prepare all students for success,*" by focusing on our vision, "*Healthy bodies, active minds, responsible citizens*".

Our goal is to teach students about health and wellness, increase their physical fitness and provide multiple opportunities to get active! We want to keep their minds active as well, and we do this through the use of brain-friendly teaching techniques, cooperative learning, and personalized learning. In order to be responsible, we empower students to learn how to recover from mistakes and make positive choices through our school-wide Responsibility program. This system helps students understand that they are in charge of their own choices each day. They have the power to make positive choices to determine their own success. Parents can help reinforce this by asking your child how the day went and if they made good choices. Once students reach the 'Y' on the class chart, they begin earning privileges because they have proven themselves to be trustworthy and capable. This system mimics life outside of school, and research shows that students who learn early on to manage their own choices and behavior become more productive as adults.

We work hard to make sure our home and school connection is strong for our students. We provide multiple events for families to come in and visit, see what your children are learning each day and have some family fun! These events will be advertised through phone, email, and newsletter notifications.

Dena'ina is also leading our district with integrated classrooms. Our teachers receive training in the newest technology that will allow them to improve instruction for your child. We will also use online newsletters, online parent surveys, and other online tools to get information to and from you. Our website will be your biggest resource! If you would like to receive the school newsletter on paper, you are welcome to let us know in the office, otherwise, it will only be available online.

We are so grateful that you have entrusted your child to us, and we look forward to a great year!

Respectfully,

Benjamin Lavalier, Principal



Dear Dena'ina Students,

I pledge to be a **positive** leader, to teach you **healthy** habits and show you learning can be **fun**!

I pledge to **challenge** you to make your brain grow and **encourage** you when things are hard because **I believe in you.**

I pledge to show you **respect, dignity** and **kindness**; to listen to your needs and be **patient**.

I pledge to **embrace our differences** and foster **teamwork**.

I pledge to hold you **accountable** and **never give up** on you.

I pledge to keep you **safe**.

This is my promise to you - to give you my very best every day!

Sincerely,
Your Dena'ina Staff



This entire Handbook is subject to the laws of the United States and Alaska and policies of the local Borough School District and is subject to any School Board policy changes.

This Student Handbook is intended to be a general guide for parents and students. It does not contain the complete details of each school's regulations. It should be understood that no one document can contain policies to cover every single situation than can occur in a public school setting. The unit school principal or teaching principal has the responsibility to make decisions and develop each school's detailed policy implementation. Any questions that may arise as this document is read should be referred to the unit administrator for clarification and/or answers.

For more information, please contact the following person(s):

*The Chief School Administrator/Superintendent @ 746-9255
DNE Principal @ 864-5600*

Or visit the district website @ www.matsuk12.us

Note: *You may visit the district's website to complete a teacher/administrator performance form.*

How can you be successful at Dena'ina Elementary? It's easy! Just practice the following expectations!

At our school, we use the [CHAMPS](#) framework for classroom management and a school wide system called the Responsibility Chart.

The Responsibility Chart

R	-	RESPECT
E	-	EMPATHY
S	-	SELF-CONTROL
P	-	PROBLEM SOLVING
O	-	OPTIMISM
N	-	NEATNESS
S	-	SAFETY
I	-	INITIATIVE
B	-	BEST EFFORT
I	-	INTEGRITY
L	-	LEADERSHIP
I	-	INDEPENDENCE
T	-	TEAMWORK
Y	-	YOU ARE RESPONSIBLE!

The *RESPONSIBILITY* program is a student management system that emphasizes the use of positive reinforcement & procedures to oversee classroom and school behavior. The process uses earned privileges as reinforcers for appropriate conduct with natural and/or logical consequences as deterrents. The routine is consistent, used by everyone in the building, easily learned by students, and they enjoy the intrinsic reward process and the positive reinforcement that is achieved with good behavior. Parents value the process as they can see emotional growth in their children. The process is in direct contrast to a more autocratic approach where there is order in the classroom

but no freedom, no choices, and all responsibility belongs to the teacher. This system can be used in conjunction with Glasser's book "Schools Without Failure."

At Dena'ina Elementary our "Responsibility" program is school-wide which creates consistency and predictability for students. Students know what is expected and any adult in the school can and should assist the child in maintaining appropriate behavior. Children are taught what is expected of them through the acronym traits, classroom rules and CHAMPS. Their behavior is monitored on the Responsibility chart clearly visible in the room. Every situation can be connected to the chart, and mistakes are merely an opportunity to learn and grow.

The classroom teacher initiates the process each morning through class meeting, by explaining the concept that each of us is responsible for our own behavior. All day long we choose how to act and make decisions. Sometimes it is difficult to control our emotions, but part of growing up is learning how to maintain control over our actions. When the students have demonstrated that they can control their behavior and are responsible, privileges are granted. Privileges are many and varied across class, grade, and school, but there is one constant privilege: moving about the school with permission, but unescorted. For example, a teacher may let the students who have reached the 'Y' to walk to specials together on their own. The privilege extends to using the restroom unescorted. Students can use the restroom whenever needed, but only students on the Y may go unsupervised. Sometimes, parents are confused and may think that using the restroom is a privilege; using the restroom is an express human right that will never be taken away. It's merely that the concept of earning the privilege to be unsupervised extends to the restroom.

IN THE FRONT OF THE HANDBOOK, YOU'LL SEE OUR DENA'INA STAFF PLEDGE TO OUR STUDENTS. BELOW IS THE PLEDGE THAT STUDENTS MAKE TO THEIR TEACHERS AND THEIR PEERS:

* Responsible Citizens *

It is **MY responsibility** to behave in a way that allows me
and my classmates to learn and my teacher to teach.

I am in control of my choices, even if my feelings or other
people are bothering me.

I accept responsibility for my mistakes because they are an
opportunity to learn. I choose how I react to mistakes.

Every day, my attitude determines my success!

ASSESSMENT

AIMSweb: Students in grades K-3 are assessed using this tool 3 times per year, per state law. The tests are one minute each and done one on one. Reports are given to parents and used to help teachers with instruction.

MAP: Students in grades K-5 take the MAP test 2 or 3 times per year, per state law. This assessment takes 45-60 minutes per subject area and gives a detailed report about where students are at compared to other kids across the nation. Reports are sent home to parents.

PEAKS: This is the state test for grades 3-8, given yearly in the spring. Reports will be sent home to parents when received by the school.

If you have any questions about mandated assessments, please contact Mr. Lavalier.

ATTENDANCE

- Be at school every day on time!
- Stay at home if you are very sick! ***Students cannot come to school if they have a fever or have had any vomiting or diarrhea in the last 24 hours.*** Please do not share :)
- ****Please see the attached letter this year for COVID-19 symptoms and information on how students are sent home, and how they can return to school.**
- Get plenty of rest and eat breakfast!
- Get out and play every day!

BEHAVIOR Referral Form

In the event that a student is disrupting class and a staff member's prior interventions are not successful, the student can be referred to the office to see an administrator. Students may also be referred immediately for other infractions: abusive language, fighting, extreme defiance, weapon, etc.

A behavior referral form can also be given for 'minor' infractions; those that are disruptive but do not require a visit to the Principal.

Parent communication regarding discipline is of utmost importance. Parents are to be notified the same day when an office referral is given.

BIKING/WALKING TO & FROM SCHOOL

All bikers and walkers must be accompanied by an adult. There have been animal attacks in the area, and all the traffic from Redington (teenage drivers!) goes by our school. If you would like to have your child bike or walk from school, please contact the office and indicate which adult will be with them.

BREAKFAST and LUNCHES

Our school offers free breakfast and lunch to all students - no applications are necessary! If your child has allergies, please alert our Nurse and your child's teacher. *If you never want your child to eat school meals, please alert your child's teacher.*

If you send your child to school with lunch from home, please refrain from sending candy. Most classrooms do have microwaves, however, they aren't required to and some may not.

****Please do not send soda/energy drinks to school per School Board Policy BP 3554**

CLASSROOM/SCHOOL CELEBRATIONS

Each month we celebrate students of the month, reading and math awards at a short 'pep rally' in the gym. Teachers may also hold holiday celebrations in class. We encourage parents to send in healthy snacks when requested for such celebrations. Many parents like to send something in for the class when their child celebrates a birthday; if you can, please send healthy alternatives to cupcakes or other sweets.

CLASSROOM MEETINGS

Classroom meetings are an essential part of our school management plan, and are conducted daily. All class meetings must meet these criteria:

- Students sit in a circle, either on the floor or in chairs
- An agenda/procedure is posted and followed
- Meetings start with compliments/good things
- Each student is given the opportunity to reflect on his/her day or goals

CODE OF CONDUCT

Elementary school is a time of tremendous physical, psychological, and emotional growth and change, and the expectations for Dena'ina students reflect the capabilities of children at this developmental stage and the aspirations the community has for them.

All Dena'ina students are expected to behave in ways that support the well-being, health, and safety of themselves and others. To this end, students should be respectful in their interactions and relationships and learn to recognize how their actions, including their speech, affect others. Dena'ina students should aim to be courteous, kind, and inclusive, and accept constructive feedback and criticism as being essential parts of learning and membership within the community.

As an educational community, Dena'ina recognizes that social-emotional development, as any other subject, takes time to master, and involves mistakes and missteps. As such, adults are charged to help students reflect upon their behavioral choices, especially when these choices hurt or deny the rights of others. In cases of severe or repeated negative behavior that falls short of expected conduct, disciplinary action may be taken.

COMMUNICATION (PARENTS)

Good communication between teachers and parents is vital. Teachers will send a ***Grizzly Folder*** home with the students. This folder may contain informative messages and materials, as well as corrected schoolwork. Student behavior referral forms and other notices will be sent home within these folders as well.

The school newsletter will be sent monthly via an email link and will be posted on our website by the end of the first week of the month. We will not send paper copies home unless you specifically request one from the office.

It is expected that staff and families will communicate in a respectful manner. We strive to contact you back within 24 hours if we miss your call or email.

Meetings with Mr. Lavalier are to be scheduled in advance whenever possible.

Meeting notices for MTSS (Multi-Tiered Systems of Support) or Special Education purposes will be sent home 10 days in advance.

CURRICULUM & STANDARDS

The MSBSD has adopted a comprehensive curriculum which DNE is implementing. All staff work together as a team to meet the learning needs of our students through the proper use of the adopted curriculum and approved programs. The State of Alaska does not use Common Core Standards, however, the adopted Alaska standards are very similar. For this reason, you will see 'Common Core' on some of our math or reading materials because they come from a nationwide publisher.

DAMAGED PROPERTY

In the event school property or materials are lost, damaged, or abused, teachers will notify the office of the appropriate sum of money that will be assessed. This includes end-of-the-year book fines. All vandalism must be reported to the office AND administration will determine student/parent responsibility.

DETENTION

The teacher shall notify parents of children who are to be kept in for recess for disciplinary purposes. Detention handed out by the homeroom teacher is served in the classroom; detention handed out by monitors or an administrator can be served in the office (or in the classroom if the teacher chooses).

DISASTER PROCEDURES

Every precaution is taken to ensure the safety of your child during school hours. Fire drills are conducted once per month. Earthquake and ALICE drills (safety threat) are performed at the beginning of each semester. Students are expected to practice safety at all times.

NOTE: In an emergency requiring building evacuation, all students and staff will relocate to Redington Jr/Sr High School.

DISTRICT APP & PARENTVUE APP

Please download the district app and the ParentVUE app for the most comprehensive information. You can find the app on the Apple App Store and Google Play.

DRESS CODE

Students' dress and general appearance is a shared responsibility among students, parents/guardians, and school staff. The school board requires students to attend school in appropriate dress that meets the following standards and does not interfere with the learning process (**BP 5132 DRESS AND GROOMING**).

Student dress code includes:

- Shirts or tops that cover the waistband or are able to be tucked into shorts, pants, or skirts covering the midriff. Tank tops that have spaghetti straps ***must be covered appropriately.***
- Shorts, dresses, and skirts need to be no higher than three inches above the knee.
- Pants need to fit appropriately.
- Shoes need to be appropriate ***and safe*** for school. **Flip flops and shoes with any sort of wheels are prohibited.**
- Apparel cannot be of a sexual nature or display anything that pertains to alcohol, tobacco, other drugs or weapons. Racial, religious, or other prejudices may not be advertised.
- Hats ***and hoods*** may only be worn to and from recess or the bus.
- ***Makeup is not to be worn at school and makeup items are to be kept at home!***

Students wearing inappropriate clothing will be ***asked to fix/change their*** clothing to adhere to the dress code.

COLD WEATHER DRESS CODE

During cold weather, students should dress warmly. Wind chill is quite severe at times, and warm clothes are a must. Children should wear warm boots, gloves or mittens, hat, and a warm coat. Snow pants are highly suggested and will be required for some activities including use of the sledding hill. Students who choose to wear shorts or skirts without tights/leggings will be required to wear snow pants to recess. Recess time is the teacher's lunch time, therefore students with bare legs and no snow pants will be asked to read in the office. It is recommended that students coming to school with bare legs bring winter gear on the bus in the event of an emergency in cold weather. Please mark all clothing with your child's name. Children wearing snow boots to school should have a pair of shoes

to be worn in the classroom. If they do not bring a separate pair of shoes they will be asked to wear their PE shoes inside.

A student who violates the dress code may be subject to disciplinary action.

ELECTRONICS

IPods, cell phones, CD players, MP3 players, and all other electronics are not allowed out of backpacks, unless permitted by staff for instructional purposes. If these items are in use at inappropriate times (ex. Hallways), they will be confiscated and held by staff until the end of the day. Repeated offenses will result in requiring a parent pick-up of the item. **Lost or stolen items are not the responsibility of the school, and we are not obligated to investigate alleged theft.** It is recommended that electronics be left home unless they are needed for a specific purpose.

EXTRA-CURRICULAR ACTIVITIES

Dena'ina Elementary offers many extra-curricular activity opportunities. Each year, we may offer the following: cross-country running, basketball, track & field, choir, band, Battle of the Books, and JNYO (Junior Native Youth Olympics) or other activities. Please see our Master List of Activities/Clubs and Events.

FIELD TRIPS

Field trips or similar educationally motivated activities are encouraged provided they meet a curricular standard or educational goal (a celebration related to student goals set). ALL grade level students are granted the opportunity to attend regardless of disability, or economic disadvantage.

If the trip is contingent upon behavior in any way, the criteria will be determined by the grade level team AND Principal, and communicated to parents on the permission slip or accompanying letter regarding the trip. If specific students are on a behavior plan, the Principal and/or teacher may request a conference with parents to make sure the criteria for attending the trip are clear.

GRADING—Report Cards

A grade report to students and parents is required on a quarterly basis. These grade reports should go to students within six working days after the end of the quarter. DNE uses the Standards Aligned Report Card system.

GUM

No gum is allowed. Upon request, students are expected to deposit gum in the trash.

HEALTH SERVICES

The School Nurse will be providing health services. During the school year, the following screening will be conducted:

Immunization Review – Grades K and all transfer students (State Law)

Hearing and/or Vision Screening – All students and teacher referrals

Head Lice Checks – As deemed necessary.

Students **must give all medicine**, including non-prescription medication **to the nurse** at the beginning of the school day, and take doses at the nurse's office at the designated time.

HAND WASHING

Good hand washing is the first line of defense against the spread of many illnesses, which includes the common cold and more serious infections. There are 5 simple steps to remember when washing your hands: Wet, Lather, Scrub, Rinse, & Dry. Always wash your hands before you eat, after the restroom, and following a sneeze and/or a cough. Each year nearly 600,000 children die of diseases that are preventable by hand washing!

MULTI-TIERED SYSTEMS OF SUPPORT

MSBSD has adopted the MTSS framework to help guide our decisions with regards to interventions and testing of students failing to make adequate progress in their studies. For more information regarding this framework please contact the school's Instructional Coach, Mrs. Stewart.

PARENT DROP-OFF/PICK-UP

Doors into the main part of the school open at 10:05am on Mondays, and 9:05am Tuesday-Friday. Morning drop-off occurs in the front loop.

Late arrivals: Parents can send the child to the office or come in with them. The tardy is excused if the parent sends a note with the child or comes in. Tardies are unexcused if we have no contact from the parent.

Afternoon pick-up: Parents use the back loop that goes around the staff parking lot in pick children up because it has 2 lanes and allows parents to exit the loop when they have their child(ren).

**** Please call the office with any pick up or bus changes by 3:00pm to ensure your child gets the message!**

REMINDER: The school day ends at 3:45. Unless you have pre-arranged an early pick up, students will not be called down and released between 3:30-3:45. Please use School Dismissal Manager to indicate a pre-arranged early release.

PLAYGROUND RULES

1. When the whistle is blown students will have a level 0 voice:
 - When students hear 1 whistle, they should stop and freeze.
 - When students hear the air horn, they should line-up.
 - When students hear 3 whistles, they should stop and go down on one knee.
2. You may not re-enter the building, unless you have permission and a pass from a monitor.
3. Safety first, fun second.
4. Keep your **feet & head below the red!** Any equipment with red lines indicates that your feet & head should always stay below the red line.
5. Swing
 - Swing straight on the swings facing forward
 - No jumping off
 - Stay at least 2 steps away from the swings when waiting for your turn.
 - Do not climb or swing off of the swing-set poles
 - Staying seated while on the swing
6. Play tag on the field instead of through equipment
7. Slides
 - Go down on your bottom
 - Face forward
 - Don't climb up the slides
8. Toys and electronic devices are not allowed on the playground
9. Football, soccer, basketball may be played in designated areas and no tackling.
10. No food or drinks on the playground.
11. Weapons, either real, toy, or pretend are not allowed.
12. Stay in the boundaries
13. Report issues to the monitor/teacher on duty.

RECESS – Personal Equipment

Students on the 'Y' may bring one personal playground item out to recess. Playground items include sports balls, jump ropes, Frisbees or the like. Toys (like action figures, dolls, etc.) are not to be brought outside. Students and parents understand that equipment brought from home are used at your own risk; items that are lost or damaged are not the responsibility of the school.

School Dismissal Manager (SDM)

All district elementary schools use SDM as a means for parents to determine dismissal instructions for their student online or through the mobile app without having to call the office, for up to two weeks at a time. It increases efficiency at dismissal time and reduces the confusion and margin of error with a paper pass system. For questions, contact Crystal Nunl in the front office. **PLEASE MAKE ALL CHANGES IN SDM BY 3:00PM.**

STUDENT TRANSPORTATION

School bus transportation is provided as a courtesy and **is a privilege, not a right**. If a student's conduct is such that the health, safety, comfort, or the well-being of others is jeopardized, on or off the bus, the privilege of riding the bus may be denied. The school bus driver is in charge of the bus and all its passengers and has total authority and responsibility. Only designated school officials are authorized to suspend transportation privileges.

In the event of misbehavior on the part of the student riding the bus, the bus driver may issue the student a "School Bus Conduct Report" for minor and/or major infractions.

Consequences for misbehavior may result in: a warning, a seat change, call home, and/or time off of the bus.

Loss of bus transportation privileges does not excuse a student from school attendance.

LATE BUSES? SCHOOL CLOSURE?

Parents are encouraged to check the district website, listen to KMBQ 99.7 beginning at 5:00 a.m. for bus information, or wait for a Connect-Ed phone message.

DURHAM

Regular transportation phone # (907) 885-3561

Special Ed. transportation phone # (907) 885-3561