

KNIK ELEMENTARY



**Parent/Student Handbook
(with School Bus Transportation Guidelines)
2014-2015**

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Knik Elementary School

Traci Pedersen, Principal

PO Box 877830

Wasilla, Alaska 99687

Ph (907) 352-0300 Fax (907) 352-0380



August 14, 2014

Dear Parents and Students,

We would like to welcome you to Knik Elementary School. We offer exciting opportunities for growth and learning from third through fifth grade and we are glad you are in our school this year.

The Mat-Su Borough School District and Knik Elementary School believe in the alliance of parents, community, and school staff to help all students reach their peak potential. This partnership is the foundation of all learning.

We encourage all parents to be active participants with their children in the educational process. Visit our school often. Your volunteer help is always appreciated.

This handbook contains an overview of the procedures and practices of Knik Elementary. It also includes the Student Transportation Handbook. All parents and students also receive a Mat-Su Borough School District Elementary Handbook on disc. Please take the time to review this handbook with your child at the beginning of the school year. All policies and procedures at Knik Elementary School are designed to ensure a safe and productive learning environment for our students and staff.

We look forward to an exciting and positive school year with your child. Please do not hesitate to contact your child's teacher or the principal if you have questions, concerns, or suggestions throughout the year. We are committed to providing the very best education possible to your child, and we look forward to working with you in this endeavor.

Sincerely,

Traci Pedersen

DISTRICT CALENDAR

OPENING STATEMENT

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

This Handbook is intended to be a general guide for parents and students. It should be understood that no one document can contain policies to cover every single situation that can occur in a public school setting. Any questions that may arise as this document is read should be referred to the principal for clarification and/or answers.

NOTE: It shall be the policy of the Mat-Su Borough School District to provide equal educational opportunity to all persons, to prohibit discrimination on the basis of race, color, religion, sex, marital status, parenthood, age, national origin, or disability, and to promote the full realization of equal educational opportunity in each department, division, and school unit in the District.

NOTICE OF AHERA COMPLIANCE

The Mat-Su Borough School District, in order to maintain a safe educational environment in our school facilities, has completed the school inspection and planning requirements as established by the Asbestos Hazard Emergency Response Act (AHERA). Our school buildings have been thoroughly inspected for the presence of asbestos containing materials. Although we have identified asbestos materials in our facilities, these materials are not “friable” (crushable by hand pressure to release fibers) and do not present a hazard to any of our students or our faculty and staff.

The Mat-Su Borough School District has developed an asbestos Management Plan for all buildings found to contain asbestos-containing building materials. Interested persons can review the Inspection Report and Management Plan by contacting maintenance at 376-0806 or calling the Mat-Su Borough School District Superintendent’s Office at 746-9255.

SURVEY OF TEACHER AND ADMINISTRATOR PERFORMANCE

These forms provide a means for parents and other community members to provide input to improve the quality of instruction. These forms are available at the office and on the District website.

FIRE DRILLS/EARTHQUAKE DRILLS/LOCKDOWNS

Every precaution is taken to ensure the safety of your child during normal school hours. Fire drills are executed once per month. Earthquake drills and lockdowns are performed periodically during the school year. This is to ensure students learn proper safety procedures and adhere to all safety guidelines.

DISTRICT POLICY FOR BUILDING EVACUATION

In an emergency requiring building evacuation, all students and staff will be transported to Goose Bay Elementary (352-6400) or Snowshoe Elementary (352-9500).

Student/Teacher/Parent/Principal Compact
Knik Elementary
2014-2015

Parent/Guardian Agreement - As a parent, I will:

- Support my child at home by establishing a time for homework while monitoring progress and discussing school experiences.
- See that my child attends school regularly and on time, is dressed appropriately and well rested.
- Encourage my child to read at home regularly.
- Show respect and support for my child, the teacher and the school discipline policy.
- Be a positive role model that helps children developing a love of learning.
- Have high expectations for student's ability to learn.
- Love my child unconditionally, value and accept them for whom they are.

Student Agreement - As a student, I will:

- Come to school every day and be ready to learn.
- Believe that I can learn.
- Complete and return all homework assignments.
- Share something about my school day with my family.
- Read every day.
- Obey the school and bus rules.
- Be responsible for my own behavior.
- Feel comfortable to share concerns with my teacher and parents.
- Respect other people, my school, and myself by being a good citizen.
- Try hard to resolve problems with fellow students, independently.

Teacher Agreement - As a teacher, I will:

- Provide a safe and caring learning environment for each student.
- Believe that each student can learn and have high expectations appropriate for each child.
- Promote good communication and seek ways to encourage parents and community to be involved in school programs.
- Provide necessary assistance to parents and guardians so that they can help their child at home.
- Be a positive enthusiastic role model that encourages a love of learning.
- Demonstrate professional behavior and a positive attitude.
- Provide high-quality curriculum and instruction.

Principal Agreement - As a principal, I will:

- Focus primarily on encouraging student academic growth and achievements.
- Be responsive to parent concerns and input.
- Encourage the opportunity and development of healthy life skills in students and staff.
- Provide a consistent and positive discipline plan for behavior problems within school programs.

BOUNDARY EXCEPTION PROCEDURES

Decisions to grant, deny, or revoke a boundary exception will be based upon the following considerations:

1. Before a boundary exception request is granted, it must be determined that there is reasonable space available in regular classrooms and special education programs (if relevant). This decision should also take into consideration the current pupil-teacher ratios.
2. A boundary exception decision with regard to a special education student shall be made only following consideration and consensus by the appropriate multi-disciplinary team. Multi-disciplinary team meetings will be arranged by the Student Support Services Office at the site administrator's request.
3. Each student application for a boundary exception will be reviewed for school attendance and disciplinary history. A request for an exemption may be denied by the site administrator if there is evidence of multiple school enrollment, truancy, tardiness, or behavioral/disciplinary problems.
4. Any boundary exception student who engages in conduct prohibited by school policy, board policy, and/or Alaska State laws is subject to immediate revocation of the boundary exception.
5. An application for a boundary exception may be accepted by the site administrator at any time. However, all boundary exceptions that are granted will expire at the end of the school year for which the application is made.

BREAKFASTS AND LUNCHES

Our school district offers a breakfast and lunch program. For your convenience, the students at Knik are on the Accu-Scan system. This system allows you, the parent, to put any dollar amount in the child's account. The child can then use the account for the purchase of his/her lunches. When writing checks, please make them payable to Nutrition Services. Accounts MAY NOT be used by anyone other than for whom they were issued, including brothers and sisters. You may pay online at www.mealpayplus.com.

Please be advised that free and reduced lunch prices do not go into effect until after the official approval date through the District's Nutrition Services (861-5100). Applications for free/reduced lunches may be picked up at our office.

Lunches may be charged for ONE DAY ONLY. After one charge, a cold pack lunch will be given to students. PLEASE HELP YOUR CHILD BY PURCHASING LUNCHES IN ADVANCE.

Student elementary school lunch prices are as follows:

	1 day	\$ 2.95	
	5 days	\$14.75	
	10 days	\$29.50	
Adult lunch	1 day	\$ 4.75	
Student breakfast	1 day	\$1.60	(please note that as of 7/1/12, breakfast is not provided free to all students. It is still free to those on the school lunch program.)

Students may bring their own lunch to school. However, please note that there is not enough time for students to heat lunches; microwaves are not available.

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

SPECIAL EDUCATION SERVICES

Knik has an intermediate resource program. In keeping with federal and state guidelines (Public Law 94-142) a resource program is special education instruction that may take place either in the resource room or in the regular classroom.

We offer the Alaska Department of Education publication, **Special Education in Alaska, A Guide for Parents**. Please contact the school office to talk with our resource teachers if you have any questions, or if you would like a copy of the publication.

RESPONSE TO INTERVENTION (RTI)

Knik Elementary School utilizes a Response to Intervention protocol to identify and address students with academic difficulties. Our RTI team is comprised of classroom teachers, special education teachers, the school psychologist, literacy coach, counselor, principal, and the parents of individual students who are brought to RTI. The RTI team meets regularly to review student achievement data, develop intervention plans, and monitor student progress.

TALENTED AND GIFTED PROGRAM

The Matanuska-Susitna Borough School District offers services to gifted students in the district through the Talented and Gifted Program (TAG), grades 3-12. The program is administered through the district Office of Education with a TAG program coordinator. At Knik, an Elementary TAG Advocate works with students and families to ensure the learning needs of TAG students are met.

ENRICHMENT PROGRAMS

EXTRA-CURRICULAR PROGRAMS

Our well-rounded program offers a number of extra-curricular activity opportunities. Knik Elementary may offer cross-country running, basketball, track & field, student government, choir, and Battle of the Books, in addition to other programs. These programs are conducted throughout the year. Please check our building newsletters for current program offerings.

BOYS & GIRLS CLUB

The Boys & Girls Club is open to students grades one through five before and after school. Watch for flyers with more information! The Boys & Girls Club is located on the Knik Goose Bay Campus.

LIBRARY BOOK CIRCULATION PROCEDURES AND POLICIES

1. All students visit the library with their class once every three days.
2. Students are permitted to checkout three books at a time.
3. Library books are checked out for a two-week loan period.
4. Students are welcome to return books prior to their library day and may checkout during open library time.
5. Students may renew their books for one additional two-week period.
6. Students with overdue books may not check out another book until the overdue book is returned.
7. A fee will be charged for lost and/or damaged items. Replacement price for a hardcover book is \$20.00; paperbacks are \$7.00.
8. If your child loses a book, please call or see the librarian as soon as possible so that she/he may continue to borrow books.

LIBRARY TECHNOLOGY CENTER

The goal of the Library Technology Program at Knik Elementary School is to ensure all students and staff are effective users of all forms of information, technology and ideas. We strive to attain this goal by providing:

- A highly qualified Teacher/Librarian to provide developmentally appropriate learning opportunities that integrate reading and technology into daily life.
- A Library/Technology Center that functions as the information center of the school.
- A learning environment that encourages and promotes a life-long passion for reading, exploring and learning.
- Learning environment that uses current forms of information and technology to develop life-long problem solving skills
- Learning experiences that encourage students and staff to be competent, discriminating users and creators of quality information.
- Current tools that allow students and staff to create and communicate educational excellence in a variety of media.
- Instruction how to determine what tools and information are best for each learning opportunity.

At Knik Elementary students have multiple opportunities during the week and after school to use our library. They are encouraged to borrow items of their own choice and to responsibly care for those items. **As part of our covenant with parents to provide quality experience in our library/Technology Center, parents are expected to support their child's responsibility by replacing or re-imbursing our school for any lost or damaged items that were checked out to their child.**

MUSIC/CREATIVE ARTS

MUSIC- Knik Elementary offers 3rd, 4th, and 5th grade general music classes where we sing, practice reading melodies and rhythms, and learn about form, tonality, and timbre. Students perform melodies, harmonies, and dances. Students experience playing Orff instruments and various percussion instruments while practicing learned skills. General music class at Knik Elementary is full of rich vocabulary that supports other academic classroom learning. Fourth and fifth graders also focus on pre-band skills and the application of music skills while learning to play the soprano recorder.

We also offer additional experiences to students outside of the general music classroom. These include choir, keyboarding, and guitar. Our school focuses on students as soloists as well as great members of a musical team. This helps students have more confidence in themselves as they go on to the middle school environment.

CREATIVE ARTS – Knik Elementary also offer children the opportunity to learn about visual arts. Time is built into the music rotation in order for students to learn about and experience line, color, texture, value, shape, and space. In class, students try their hand at making art fun while learning about various artists, gaining art vocabulary, and experiencing various art techniques.

Knik School Music/Creative Art Education Goals

To provide meaningful and fun opportunities in both music and art in order for students to positively experience the arts. It is also our goal to help students discover their strengths in the arts so that they can continue to pursue making the arts a part of their life. It is our goal to help students grow in their musical skills so that they can make informed choices in musical taste and future choices in band and choir participation in upper grades. We are committed to making sure students have the skills to productively and positively participate in music as they enter higher grade levels.

Music Grades

Music grades are based on the standards aligned report card in the areas of skills, behaviors that supports learning, and effort. Students are assessed several times throughout the quarter in the above three standards.

PHYSICAL EDUCATION

The physical education program emphasizes the three basics of fitness; aerobic endurance, speed and power, and strength. Physical health is promoted through running, rope jumping, selected exercises, rope climbing, gymnastics, and sports participation. All sports are selected on their fitness value.

To ensure a safe and healthful activity time, the following gym attire is required:

- A pair of white soled tie-on or Velcro closure gym shoes labeled with child's name to be kept at school.
- No wheeled shoes- even with the plugs in!!!
- Comfortable pants worn on P.E. days (no dresses without shorts underneath, please).
- No "skater" shoes.

Medical Excuses:

Please send a note if your child is to be excused from PE due to illness or injury. If a student needs to be restricted in physical activity due to illness or injury for more than two PE days, a doctor must provide a dated note describing the nature of the disorder and the duration of the restricted activity.

POSITIVE RECOGNITION

Throughout Knik Elementary School there exists a wide range of ways in which deserving students are recognized for their academic achievement, demonstrated citizenship, participation in school activities, and other specific efforts. Most of these rewards and ceremonies of recognition are done in an individualized and personalized fashion. There are far too many to list by individual teacher.

CAUGHT YA'S

We also have a school-wide recognition program that is a part of every school day. You may have heard of a "Caught Ya." Staff members look for ways to recognize student's efforts and achievements in conjunction with the character trait of the week.

All Caught Ya's are put into our "fish basket." We have a weekly drawing where the winners are recognized and awarded a prize. Please ask your child about their Caught Ya's and why they received them.

HONOR AND ACHIEVEMENT ASSEMBLY

We hold quarterly assemblies in which students in all grades are recognized for their academic achievement through classroom awards. Students who achieve perfect attendance during the quarter receive a certificate. We also recognize students who show good citizenship on the bus with the Principal's Bus Award. Parents are always invited to join us in honoring these students. Please check Knik's website or newsletter for a current schedule of events.

REGISTRATION

We are happy to assist you in enrolling your child at Knik Elementary. In order to expedite this process, your assistance is appreciated in providing:

1. Current immunization records (required by law).
2. Previous school address or phone number for obtaining records.
3. State issued birth certificate for all students.
4. Correct physical address for bus assignments.
5. 3 emergency contact names and phone numbers.

ATTENDANCE

Studies have shown that attendance at school is directly related to student success. Additionally, student attendance is one of the factors used to determine Adequate Yearly Progress under NCLB. Parents, students, and schools need to work together to promote attendance and success. Three days of absence will result in a phone call made to the parents. A written notice will be mailed to the parents after five days of absence. Nine consecutive days of absences will be considered habitual and another written notice will be mailed to the parents. In cases of habitually truant students, a referral may be made to the Office of Children's Services. The principal shall have the final authority and discretion on matters related to such discipline for truancy.

Connect-Ed, the school district's automated calling system, will call if your child has been absent a full or half day absent.

Parents are encouraged to report any planned absences on i-Parent on-line.

- When a child is absent because of illness, doctor or dental appointment or death of an immediate family member, please inform the teacher by note or phone call. The teacher will assist the student in making up the missed work.
- If you are planning an **EXTENDED TRIP**, a Prearranged Absence form is available at the office and must be filled out and approved by the teacher and school administration.
- Parents must sign the student out upon picking them up early. The office staff will call the child out of class once he/she has been signed out by the parent.
- Please try to make arrangements so that children are not picked up for appointments and activities during the last half-hour of school. This tends to halt/hinder the learning process for the entire class.
- The Mat-Su Borough School District has a policy to DROP students from enrollment after an absence of 10 consecutive days. Upon their return, students must be re-enrolled.

TARDY POLICY

Children should be in class by 9:15 am. Students are considered tardy if they are not in their classrooms by 9:21 am. Students arriving AFTER 9:21 am are **TARDY**. A tardy student should report to the office upon arrival. Persistent tardiness is a matter of serious concern. The child misses the setting of the tone and the context for the day. This has significant implications for learning readiness, as well as sense of belonging to the classroom community. The late student needs to have instructions, presentations and explanations repeated and this hinders instructional efficiency.

ARRIVALS AND DEPARTURES

STUDENTS ARE NOT ALLOWED IN THE CLASSROOM BEFORE 9:05 AM. There is no supervision prior to that time. Parents bringing children to school in the morning or children walking or riding bicycles in the fall or spring need to wait for the bell in the foyer. **Afternoon dismissal:** Students are to go **directly** to their bus unless they have a note/message saying otherwise. Boys & Girls Club members go to the outside line-up area. Students being picked up at Knik **MUST** be picked up in the gym..

LEAVING SCHOOL EARLY

At Knik Elementary, we work hard to maximize every instructional minute right up to the end of the day. It is very disruptive to the entire class when students are picked up early at the end of the school day; one student leaving early may send a signal to the others that the school day is finished. For that reason, **please try to avoid picking your student up between 3:15-3:45.**

We understand, however, that your child may, on occasion, need to leave school prior to the end of the school day. **Please stop at the office to sign your child out.** Also, if you plan to have a non-family member pick up your child, the school must be notified.

BICYCLES

Students who ride their bikes to school are required to have a school form signed by parent on file in the office. Due to the extremely hazardous streets in our area, we ask that parents assume the responsibility for their child's safety when riding bicycles. Students who ride bicycles during nice weather should do the following:

- 1. Students must wear a helmet when riding a bike to and from school.**
2. Be familiar with laws and safety rules for bicyclists and practice these rules.
3. Upon entering the school grounds, take your bicycle directly to the bike racks.
4. Bicycles should be equipped with locks to prevent theft or unauthorized borrowing.
5. To prevent accidents or other problems, bicycles will not be ridden in the parking lot, on the lawn, on the walkways, or on the playground. Bicycles are only used for transportation to and from school.
6. Do not leave bikes overnight or on weekends.
7. Children riding bicycles on the school lawns will not receive any warning. A first offense will result in a two-week suspension of bicycle privileges. A second offense will warrant a suspension of bicycle privileges for the remainder of the semester.
8. After dismissal from the classroom, students are expected to check out at the office, then go directly to the BIKE RACK and leave campus.
9. Students are expected to go directly home.
- 10. No skateboards, rollerblades or scooters allowed at school.**

WALKERS

Students who walk to school are asked to have a school form signed by parent on file at the school. We do this for the following reasons:

1. We are concerned about the safety of the child.
2. We believe parents should be aware that their child is walking home.
3. There are extreme hazards for pedestrians on the road in our area.
4. It is practical for us to want this information both for teachers and the office so that we can facilitate entry and dismissal of pupils as well as contact the parent if anything unforeseen should happen.
5. After dismissal from the classroom, students are expected to check out at the office, then exit the building and go directly home.
6. We ask that parents assume the responsibility for their child's safety when walking to and from school, e.g. moose, vehicles, abduction hazards.

We ask that parents of children that walk to school do the following:

1. Review with your child pedestrian and traffic rules.
2. Go over the exact pathway or route you want your child to follow. Let your child's teacher know the agreed upon route.
3. Help your child understand the "personal safety" guidelines you want them to follow should a stranger approach.
4. Alert your child to the dangers of moose. They are common to our area.
5. Instruct your child that they are to enter and leave the building as explained by their classroom teacher.
6. Encourage your child to follow our safety rules, which are written to keep pedestrians away from high-density traffic areas.

VISITORS

For the safety of all students, all visitors/parents/guardians must check in at the office before checking out students or going to the classrooms. We will not release students to anyone who appears to be impaired by alcohol or other substances. Students will only be released to people authorized by parent or legal guardian.

TELEPHONE USE

The office will take messages to students when there is an emergency or when it is essential the student receive information. Students are not usually called to the phone. Please leave a message at the office for your child. Classroom teachers do not always have a chance to check messages during the day. The office phones are reserved for school business use. Students may not use these phones unless it is an emergency. Use of the classroom phones is at the discretion of the teacher.

VEHICLES

If you are driving to or from school it is critical that you keep all children and adults safe by observing the following safety rules:

- Be alert for children on foot in the parking lot and drive way.
- Drive slowly in the school zone and when entering the school grounds – *note the 5 mph speed limit.*
- Keep in a single file line as you proceed to the curb drop-off zone.
- Children should exit and enter your car quickly and safely so that the car line moves efficiently.
- Please have them exit curbside as often as possible.
- If your child needs assistance getting to and from the classroom, park in the parking lot and DO NOT leave your car parked curbside. *The curbside area is for dropping off ONLY.*
- No ATV's or snowmachines on school property

CONFERENCES

District wide conferences are scheduled twice a year. However, during the year many situations arise which may be handled most efficiently in a conference with your child's teacher. Please send a note or call to arrange such a meeting.

LOST AND FOUND

Parents please mark your child's belongings with his /her name! Children losing money should check at the office and notify his/her classroom teacher. All money found will be kept for one week after which time it will be returned to the finder. An effort will be made to locate persons losing large amounts. Lost clothing will be placed in the lost and found. Articles not picked up will be donated to the appropriate places. **Parents should periodically check our lost and found.** Frequently, children do not even realize they have misplaced personal items.

MONEY

We discourage students carrying large sums of money to school. If there is not another alternative, please send money in an envelope and request that the envelope be handed to your child's teacher immediately upon arrival at school.

VALUABLES AND TOYS

Frequently children like to bring **valuable possessions** and other toys to school or on the bus. Since it is virtually impossible to ensure that these items not be damaged, lost, or stolen, **we request that they be left at home.** Although we do allow cell phones and electronics at school (see below), students are responsible for safe-keeping of these items. Students are not to trade, exchange, or sell personal items at school. There is to be NO TRADING CARDS of any kind at school.

CELL PHONES AND ELECTRONICS

Cell phones and electronics are allowed at Knik Elementary School. They may not be out at any time during the instructional day. Electronic devices such as E-Readers and DSIs may be used during non-instructional times at the discretion of the school official. Electronics may be used on the bus at a student's own risk. **Knk Elementary is not responsible for personal electronic devices that are lost, stolen, or damaged on school grounds or the bus.** If electronics are seen during instructional times or when not permitted, the device will be confiscated and returned to the student at the end of the day. A parent may be required to pick up an item if a student habitually abuses this policy.

NO ANIMALS PERMITTED AT SCHOOL

Per school board policy 6142.4, due to health and safety regulations and conditions, animals are not allowed on school grounds or in classrooms. Any exception to this policy must be approved by the school administration.

KNK ELEMENTARY – PARENT GROUP

Parent participation and involvement are vital to student success in school. To further our goals of working with parents as partners in their children's education, we have a parent group that meets with the principal, counselor, and other staff regularly. We share information on curriculum, materials, instructional strategies, and programs. Our parent group provides valuable feedback to the principal and all staff on what is working in our school and what areas need our attention. All parents are invited to join our parent group meetings.

SCHOOL BUS PROCEDURES

If your child needs to ride a different bus or not ride the bus, we must have a note or a telephone call from the parent. *Otherwise we must put the child on his or her regular bus.* Student messages are delivered at 3:15 p.m. each day. Please call as soon as possible with your messages, **but no later than 2:30.** If you have an emergency requiring a change of plans after 2:30 p.m., you will be asked to talk with the principal to authorize the change of plans. Thank you for your understanding of this important policy which is in place to provide adequate time to get messages to students and insure their safety.

TO PROTECT YOUR CHILDREN, BUS DRIVERS WILL NOT RELEASE A CHILD TO ANYONE EXCEPT A SCHOOL OFFICIAL ONCE THEY HAVE BOARDED THE BUS. Parents need to check in at the office and the staff will have your child called from the bus and meet you at the office.

Students who are issued bus misconduct citations may lose school bus privileges.

VOLUNTEERS/VISITORS

Throughout the school year there may be classroom parties: Halloween, Christmas, and Valentine's Day. Many parents see this as their chance to assist us with needed preparations. The children of these parents really appreciate having them help. If you are interested in being a room parent, or helping with a special event, please contact your child's teacher early in the school year.

Visitors are welcome at Knk. Teachers greatly appreciate classroom volunteers! The staff asks that you make arrangements with the teacher for extended visits. **All visitors must sign in at the office before entering classrooms.** Training for volunteers is recommended to operate the workroom machines.

FIELD TRIPS

Field Trips are opportunities for extending learning experiences and they are a privilege. In order to participate, students *must* meet the school, classroom and bus behavior standards. An activity permission slip must be completed, signed and submitted at least one day prior to the activity.

The Mat-Su Borough School District policy requires that students travel to and from school sponsored events via school district transportation. However, there are some instances when travel by personal vehicle occurs. It is the responsibility of the principal, or designee in charge, to make sure that the release of liability form be filled out properly and be on file at the school location before any private vehicle transportation takes place (BP3541.1)

Parents are encouraged to chaperone; however, siblings may not attend.

SCHOOL-WIDE BEHAVIOR STANDARDS

The foundation for a good instructional program is self-discipline and responsible behavior. The staff at Knik Elementary understands that these are learned behaviors and we take pride in continually working with students to meet these goals.

General School-wide Expectations:

1. Follow directions.
2. Stay in assigned area.
3. Keep hands, feet, and objects to yourself.
4. Respect other people and their property.
5. Use appropriate language.
 - * Profanity and obscene gestures are unacceptable.
 - * No verbal or physical put downs.
6. Hats off in the school building.
7. Clothing with offensive pictures or comments may not be worn.
8. Be safe (i.e. no running in the halls, no horseplaying, etc.).

Manners:

Good manners and concern for the rights, sensibilities, and safety of others require a certain standard of conduct.

We believe that all children are capable of making good decisions, and expect the best from our students. Self-discipline and respect for others are emphasized and our goal is for discipline to be a learning experience, not punitive.

Responsibility Chart Program:

**Remember Rules ~ Effort ~ Self-Control ~ Polite ~ Observant ~ Neat ~ Self-Reliant ~ Interest ~
Best Behavior ~ Integrity ~ Listen ~ Independent ~ Trustworthy ~ You Are Responsible!**

One way we address positive character traits and good choices is with our Responsibility Charts. The Responsibility Chart is a system where students' names are placed on a chart with the word "RESPONSIBILITY." Each letter of the word "responsibility" stands for a trait that students have discussed in class, such as effort, politeness, self-reliance, neatness, independence, trustworthiness, and remembering the rules. Each day a student makes good choices and shows responsibility, s/he is moved up on the chart. When students make choices that interfere with the learning or safety of themselves or others, they either stay put on the chart or move back, depending on the situation.

When students have consistently shown that they are responsible, they will reach the "Y" on the Responsibility Chart. "Y" students earn privileges such as being able to transition in the halls and use restrooms without a monitor, moving their seat at lunch, using the "Y" room when available, and other classroom privileges.

Consequences for misbehavior: (not necessarily in order)

- Oral warning
- Green slip (discipline slip) and movement back on Responsibility Chart
- Time-out from classroom
- Conference with principal
- Recess privileges denied for a period of time
- Conference with principal and parents
- Out-of-school suspension

Fighting/Bullying/Harassment – “Zero Tolerance”

Knik Elementary School is a safe place for students to learn and grow. Students are expected to treat others respectfully and resolve disagreements responsibly. Students must seek staff help in preventing bullying, harassment, and fighting. Teachers, the principal, and others are available to help students resolve difficulties. Students are expected to report any bullying or harassment issues to their teacher or the principal. Students who harass other students will receive a warning and parents will be contacted. If harassment continues, a student will receive further consequences up to and including suspension from school.

Disruptive Behavior/Willful disobedience

Disruptive behavior is student conduct, which materially and substantially interferes with the educational process and is not permitted. Examples of disruptive behavior include insubordinately threatening; disrupting other's learning opportunities, noncompliance with school/class rules, refusing to acknowledge a school employee's direction, behavior that jeopardized the welfare and/or safety of other students and staff.

Personal Appearance/Clothing

District policy is strictly enforced. Our appearance reflects our respect for ourselves and others. Wearing appropriate clothing both inside and outside is necessary for comfort and good health. In the event of an emergency we would want your child to have the proper clothing. Students need to dress in a clean, neat and appropriate manner. Students are not permitted to wear make-up to school.

Aspects of inappropriate/appropriate include but are not limited to:

For the safety of students especially during emergency situations or cold weather:

NO shorts except for field day, sporting events or special theme days.

NO strap tank tops, crop tops or shirts that expose the midriff.

NO mini skirts.

NO trousers that sag and need to be held up with a belt - they are not safe for school.

NO clothing with offensive words, slogans or pictures.

NO clothing that promotes violence, racism, alcohol, drugs or tobacco products.

NO high heels.

NO flip flop/thong shoes or slippers - please consider close-toed, low-heeled shoes or sport shoes.

NO hats or hoods to be worn in the school.

NO pajamas.

NO necklaces, collars or hoods with spikes, pins or any other object harmful to others.

NO wheeled shoes.

APPROPRIATE shoes for inside wear should be safe and healthy.

* Knik policy: For the safety and well being of our students, shorts are allowed on good weather days during the months of August and May or upon approval of special events/activities.

**Students should remove snow boots and put on indoor shoes (PE shoes are fine) when arriving at school and after recess.

Illegal Substance:

Smoking and/or possession of tobacco products, in any form, by students on school property are prohibited.

Theft:

Theft, the possession of stolen property or the use of stolen property by students will not be tolerated.

Dangerous Items:

The possession and/or use of dangerous items such as knives, Swiss Army knives, Leatherman tools, spitwad shooters, slingshots, etc. are prohibited while under school authority.

Rock or snowball throwing at school or the bus stop is unsafe and will not be tolerated.

Arson, Fire Alarms, Firecrackers:

For any offense involving arson, firecrackers, explosives, or the possession of such material, parents will be notified, the material confiscated, the student will be deemed liable for any damages, and disciplinary action will follow. The offense will be considered arson if fire occurs. Activating a false alarm violates Alaska State Statute. Offenses for possession/use of firecrackers, explosives, incendiary devices on school property and activation of a false fire alarm are prohibited for obvious safety reasons.

KNIK ELEMENTARY PLAYGROUND

COLD WEATHER & ADEQUATE WINTER CLOTHING

Knik Elementary sometimes experiences unusual conditions regarding rain and wind. When these conditions are prevalent, we will carefully monitor them, and take appropriate action to decide if we will have indoor or outdoor recess.

The District recommends:

Down to -10 degrees Fahrenheit - regularly scheduled outdoor recess

Below -10 degrees Fahrenheit - shortened or cancellation of recess at the discretion of the principal

Your child should be comfortable and protected from inclement weather during this time. Please don't underestimate the importance of proper clothing, especially footwear, in cold and wet weather. **During the winter months, ALL children must come to school with coats, hats, gloves and boots/snowpants.**

Knik Elementary does not have the staff to supervise ill or recovering students. If your child is not well enough to go outside for recess, please have them continue recovering at home. All children will go out to recess unless they are working with a teacher on school work. There are special allowances for injuries, special needs or children with doctor's note.

GENERAL RECESS RULES

1. NO WHEELED SHOES OF ANY KIND.
2. No food or gum.
3. No toys outside.
4. No profanity.
5. No spitting.
6. No name calling, pushing, hitting, kicking or biting
7. Do not throw snowballs, rocks, ice, or sticks.
8. Do not slide on ice.
9. Do not slide down snow hills, except in the designated area.

(The monitors will determine when conditions are safe.)

10. Do not throw snow, ice or gravel on slides.
11. No "tackle" games.
12. No rough housing/playfighting.
13. Do not enter the school without pass from a monitor.

EQUIPMENT RULES

1. No running up the slide.
2. One person on the swing at a time.
3. Do not stand on the swings.
4. Do not swing sideways.
5. Do not spin or twist the swings.

DO NOT JUMP OFF ANY OF THE PLAYGROUND EQUIPMENT

CONSEQUENCES

When playground infractions do occur, our playground monitors will institute one of the following depending on the severity of the infractions:

- Warning
- Time Out
- Movement back on Y Chart
- Recess detention
- Referral to the office

MEDICATION USE AT SCHOOL

"Please Read"

It is the policy of the Mat-Su Borough District to administer prescription medications under tightly controlled conditions. The following guidelines are for parents to use in understanding how and when medications can be administered to their children during school hours:

♣ Medications that need to be administered throughout the school year will require paperwork that needs to be completed by the prescribing physician. These forms are required on an annual basis, and are generally completed at the beginning of the school year.

♣ Short-term medications such as antibiotics often need to be given two, three or four times a day. A rule of thumb is that any medication that is ordered two or three times a day can be given to a child before going to school, on their return home and if three times a day, at bedtime. Medications that are ordered four times a day may require a school time dose by the nurse. For this medication to be administered, a parent will need to complete the necessary paperwork and provide the medication in its original container from the pharmacy.

♣ Children may not bring medication in a backpack or in their pocket while riding the bus. (*Mat-Su Borough District Department of Transportation Policy Manual, 107.0*) The potential exists for a tragic outcome if that medication was lost and/or accidentally ingested by another child. Carrying medication also places a child in violation of district policy. While this policy may not always make life easy, please help us in protecting the safety of our children by hand delivering all medications to the school nurse.

♣ Medications which can be purchased without a prescription are often termed over-the-counter (OTC). These medications cannot be administered by the school nurse, unless there is a physician's prescription detailing information on its use for a specific child with a current health concern. (*School Board Policy Manual, A.R. 5141.21*) While this may seem unreasonable initially, the reasoning behind this policy is sound. First, OTC medications can mask a child's symptoms, which can cause a child to become seriously ill due to lack of physician involvement. Second, the Nurse Practice Act, in Alaska, which governs a nurse's practice, does not allow nurses to practice "Medicine", i.e., diagnose and treat a patient's condition with medications. By not allowing the school nurse to administer OTC medications without a physician's prescription, this policy prevents school nurses from potentially treating a child's condition incorrectly and keeps the school nurse in compliance with Alaska law.

Knik Elementary 2014 - 2015

All textbooks and educational materials are provided by the School District. We do, however, appreciate your assistance in providing general school supplies. Please note that some of these items will be pooled for general use. Please explain this to your child before he/she enters school. Please also check with your child throughout the year for any items requiring periodic replenishing. Thank You

Check off	Supplies				3rd	4th	5th
	antibacterial wipes				3+ pks	4 pks	3 pks
	athletic shoes with non-marking soles for PE only				1	1	1
	backpack, marked with child's name (no wheels)				1	1	1
	crayons				1		1 set
	Eraser, pink pearl				3 pks	2 pks	1 pk
	folder, pocket (3 hole)				2	2	1
	glue sticks				4	1 pk	1 pk
	glue, Elmer's (no gel glue)					1	2
	highlighter				1	1	2
	kleenex box (not travel packs)				2	2	2
	marker set, Crayola brand preferred (fat tip)				1	1	1
	paper, lined, wide-ruled				3 pks	3 pks	2 pks
	pencil set, colored				1 set	1 set	1 set
	pen, red ballpoint (for correcting)				2 pks	2 pks	2 pks
	pencil pouch (3 ring for 4 th and 5 th grade)				1	1	1
	pencils, #2 (<i>Ticonderoga preferred, they sharpen better</i>)				5 dz	5 dz	5 dz
	pencil sharpener, hand held					1	1
	ruler, standard and metric units (wooden preferred)				1	1	1
	scissors, (Fiskars preferred)				1	1	1 adult size
	sharpie, black				1	1	1
	spiral notebook - wide-ruled, single subject only				3	2	2
	watercolor paints - Crayola or Prang preferred				1 set		1 set
	black chisel tip dry erase markers				3 pks	2 pks	2 pks
	Ziploc bags, quart size				1 box	1 box	1 box
	Soprano recorder for general music					1	1

Individual teachers may request other supplies at the beginning and throughout the year.

STUDENT TRANSPORTATION AND SCHOOL AND ROAD CLOSURE INFORMATION FOR SCHOOL YEAR 2014-2015

SCHOOL AND ROAD CLOSURE INFORMATION -A MESSAGE OF SAFETY-

Each school day, many children are transported to and from school. Our prime concern is to have this complex process occur as safely as is humanly possible. Occasionally our normal schedule is disrupted by weather conditions which make it hazardous in parts of the Borough. The following information is designed to help you and your family understand the District's procedures, necessary cancellations, or closing of schools. Please keep it handy for reference when the weather is bad. Your cooperation and support will help the District provide safe and efficient transportation for your children.

The following information is provided to answer questions regarding the School District's school closure, road closure and suspension of school bus transportation policies.

1. How will the School District notify parents when schools will be closed for the day or when the buses will not be running due to weather, road conditions, or for some other reason? Parents are encouraged to listen for radio announcements on the radio stations listed below beginning at 5:00 am for school closure announcements and/or announcements that school buses will not be running. If there is no announcement, school buses will run regular routes as usual. KHAR 590 AM, KENI 650AM, KFQD 750 AM, KSKA 91.1 FM, KYMG 98.9 FM, KMBQ 99.7 FM (RECOMMENDED), KGOT 101.3 FM, KWHL 106.5 FM

2. What kind of weather and road conditions will preclude school bus service and possibly prompt the closing of schools?

School bus service will be suspended and schools may be closed when the Glenn Highway, Parks Highway, the Palmer/Wasilla Highway and other arterial roads and highways cannot be traveled safely by a school bus.

3. If school bus service has not been canceled, may parents assume that buses will travel the regular routes, picking up and discharging students at all regular bus stops? Yes. Buses will travel all regular bus routes, stopping at regular bus stops, wherever road conditions permit.

4. If school bus service is being provided and the bus driver finds a portion of the regular route impassable while enroute to or from school, how will the School District advise parents that students on this portion of the route cannot be picked up or discharged at their regular stop? Parents will be advised of the designated pick up or discharge point through announcements on KMBQ radio during the morning and afternoon runs. In addition, the Bus Contractor will contact as many parents as possible by phone in conjunction with the school. In the afternoon middle school and high school students will be discharged at the designated point even though parents may not be at the designated point to pick them up. Elementary students and students riding special buses will not be discharged from the bus unless the parent, or someone acting on behalf of the parent, is there to receive the student. Students whose parents cannot be reached will be transported back to their respective schools and held until parents pick them up.

5. If school bus service is not provided in a subdivision, a portion of the subdivision, or on some other road off the arterial or highway and parents are unable to transport their children to school or the nearest bus stop pick-up point, will their absence from school be excused? Yes. Absences will be excused for students living in areas where bus service was not provided. Parents are encouraged not to take risks attempting to take their children to school or to meet the bus.

6. Do road closure policies apply to special education bus transportation also? Yes.

7. In the event the Superintendent announces a closure, what happens to all school sponsored activities? All school sponsored activities will be canceled for that day including co-curriculum activities and community school activities. No travel to activities outside of the District will be allowed. If road and weather conditions improve following a Friday closure, then activities may be held on Saturday and Sunday. For those students already on an activity outside of our District, transportation will be provided back into our District to the previously designated drop off area.

8. Who may parents call when they have questions regarding school bus transportation? Parents may call the Mat-Su School District Pupil Transportation Office - 373-2287, First Student, Inc., Regular Transportation - 357-4287, Special Needs Transportation - 357-4289, Bunker & Bunker - 495-6311, and Glacier View Transportation - 745-0948.