

# STUDENT HANDBOOK

## 2023-2024



Matanuska-Susitna Borough School District

*www.matsuk12.us*

**Principal: Matthew LaHue**

Administrative Secretary: Julie Laskey

Front Office Secretary: Kelly O'Malley

Records Specialist: Tiara Kudlacek

Instructional Coach: Polly Rowell

Main Phone: (907) 352-2300

Main Fax: (907) 352-2345

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.

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

Dear Families,

Welcome to the home of the Eagles! At Larson, we strive to meet our district's mission, "*We prepare all students for success,*" by focusing on our vision, "*Larson Eagles achieving excellence.*"

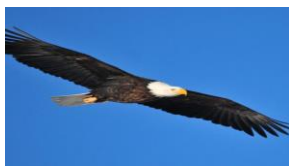
The Larson staff looks forward to creating a collaborative environment where all stakeholders have one mission: to help each student become a successful member of our community.

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.

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

Respectfully,

Matthew LaHue, Principal



Dear Larson Students,

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

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

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

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

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

We pledge to keep you **safe.**

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

Sincerely,  
Your Larson 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 that 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 @ 907-746-9255  
LRE Principal @ 907-352-2300

Or visit the district website @ [www.matsuk12.us](http://www.matsuk12.us).

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

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\* 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!**

## Eagle Chant

Eagle, eagle, eagle.

I am an eagle.

Eagle, eagle, eagle.

I am an eagle

I am Encouraging

Ambitious

Generous

Learning and

Excelling every day in every way

I am an eagle.



## 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 (Measures of Academic Progress):** Students in grades K-5 take the MAP test 3 times per year, per district guidelines. This assessment takes 45-60 minutes per subject area and gives a detailed report about where students are compared to other kids across the nation. Reports are sent home to parents.

**AK STAR (Alaska System for Academic Readiness):** Students in grades 3, 4, and 5 take the AK STAR in the spring. It is combined with the spring MAP test.

If you have any questions about mandated assessments, please contact our Instructional Coach.

## ATTENDANCE

- Be at school every day on time!
- Stay at home if you are 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 :)
- Get plenty of rest and eat breakfast!
- Get out and play every day!
- Parents can enter absences in ParentVUE and School Dismissal Manager

## 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 such as: abusive language, fighting, extreme defiance, weapons, 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

Biking/Walking permission slips are available in the main office and are available on the Larson website. All bikers and walkers must have a permission slip on file in the office. Bikers/Walkers check in at the office in the morning and put their names on the Biker/Walker list for that day. Parents are able to change their student to a Biker/Walker through the School Dismissal App.

## BREAKFAST and LUNCHES

Our school offers breakfast and lunch for all students - applications for free and reduced breakfast and lunch 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.*

Classroom teachers are not required to have microwaves.

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

## CHROMEBOOKS

Each Larson student will be assigned a Chromebook, a cord and gumdrop case that they are responsible for.

K-2 Students will be assigned a Chromebook that will stay in the classroom unless illness or remote learning occurs.

K-2 students will not be expected to bring a Chromebook back and forth to school unless returning from an illness or remote learning.

3-5 students will be expected to use their Chromebook at home as part of their daily homework. They will be responsible for 3-5 students and will be responsible for keeping their Chromebook charged and in working order.

### **CLASSROOM/SCHOOL CELEBRATIONS**

#### **Golden Awards, Special Eagle Award, Student of the Month**

Each month we celebrate student of the month. Each quarter we celebrate reading and math awards, exceptional eagle awards and special eagles awards at a short 'pep rally' in the gym.

**Holiday/Birthday/Reward Celebrations:** 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.

### **CODE OF CONDUCT**

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

All Larson 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. Larson 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, Larson recognizes that social-emotional development, as with 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.

### **COLD WEATHER DRESS CODE**

During cold weather, students must dress warmly. The wind chill on the playground can be severe, and warm clothes are necessary. Students should wear warm boots, gloves or mittens, scarves, hat, snow pants and a warm coat. We have limited gear available to borrow. If your family needs help obtaining snow gear, please see Nurse Ramilo for options. Please mark all clothing with your child's name. Children wearing snow boots to school should leave a pair of shoes at school to be worn in the classroom.

### **COMMUNICATION (PARENTS)**

Good communication between teachers and parents is vital. Teachers use a variety of media to communicate with parents (phone calls, emails, class dojo, written notes, newsletters). K-2 teachers will send a **Folder** home with the students. This folder may contain informative messages and materials, as well as homework and corrected schoolwork.

The school newsletter will be sent monthly via an email link and will be posted on our website by the end of the second 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 will strive to return your call or email within 24 hours.

Meetings with the principal are to be scheduled in advance whenever possible.

<b>Teachers, Students, Parents – Together for Success</b>		
<p style="text-align: center;"><b>Teachers</b></p> <p>To support student success, teachers will:</p> <ul style="list-style-type: none"> <li>• Provide a safe and caring environment.</li> <li>• Believe that each student can learn and have high expectations for each child.</li> <li>• Promote and encourage communication and involvement with parents and community.</li> <li>• Assist parents so they can help their child at home.</li> <li>• Model a love of learning.</li> <li>• Demonstrate professional behavior and a positive attitude.</li> <li>• Provide high-quality curriculum and instruction.</li> </ul>	<p style="text-align: center;"><b>Students</b></p> <p>To be successful, students will:</p> <ul style="list-style-type: none"> <li>• Come to school every day responsible, respectful, and ready to learn.</li> <li>• Complete and return all homework assignments.</li> <li>• Read regularly.</li> <li>• Obey all school and bus rules.</li> <li>• Be responsible for personal behaviors.</li> <li>• Share concerns with teachers and parents.</li> <li>• Be a good citizen-respect others and self.</li> <li>• Try to resolve problems with fellow students independently.</li> </ul>	<p style="text-align: center;"><b>Parents</b></p> <p>To support student success, parents will:</p> <ul style="list-style-type: none"> <li>• Establish a homework routine.</li> <li>• See that their child attends school regularly, on time, dressed appropriately, and well rested.</li> <li>• Encourage their child to read at home regularly.</li> <li>• Show respect and support for their child, teacher, and the school discipline policy.</li> <li>• Be a positive role model that helps children develop a love of learning.</li> <li>• Have high expectations for their child's achievement.</li> <li>• Stay updated about school events and activities.</li> </ul>

**CURRICULUM & STANDARDS**

The MSBSD has adopted a comprehensive curriculum which Larson 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, the damage will be assessed, and parents will be notified of the appropriate sum of money that will be owed. 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 principal may be served on the playground and/or in the office depending on the severity of the infraction and the principal will notify the parents.

**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 Alcantra Pavilion and if necessary, Teeland Middle School.**



## DISTRICT APP & PARENTVUE APP & SCHOOL DISMISSAL MANAGER APP

Please download the MSBSD District app, the ParentVUE app, and School Dismissal Manager app for the most comprehensive information. You can find the apps in the Apple App Store and on Google Play.



ParentVUE



MSBSD District App



School Dismissal Manager

## 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. The exception is on a school spirit Hat Day.
- *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.

## 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 at home unless they are needed for a specific purpose.

## EXPECTATIONS:

Expectations for Extra Curricular Activities remain the same standards as all Larson Eagle Expectations.

1. Behavior: Listen and follow directions. Be respectful. Be kind to others.
2. Fees: Prepaid with completed forms for each individual event.
3. Timeliness: Please pick up students on time.

Before School- Arrive at school on time, understanding the doors to the school will open 5 minutes before 8am to allow entrance into the building for each club.

After School- Wait in your classroom until the office announcement to meet at the designated location.

4. Transportation: Parents will be responsible for transportation to early AM clubs, and pickup for PM clubs.
5. Equipment care and expectations: Any equipment or tools used for specific clubs will be expected to be treated and cared for properly. No exceptions.
6. You will be representing Larson at all times for all clubs and activities.

### **EXTRA-CURRICULAR ACTIVITIES**

Larson Elementary offers many Extracurricular Activity opportunities each year. We may offer some or all of the following activities:

**SPORTS:** Cross Country running, Basketball, Volleyball, Track and Field, Junior Native Youth Olympics and Flag Football.

**CLUBS:** We also offer some or all of the following clubs:

Lego Club, Art Club, Band, Choir, Battle of the Books, Math Club, Chess Club, Science Olympiad,

### **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 report card is required on a quarterly basis. These are available to parents within six working days after the end of the quarter. Larson uses the Standards Aligned Report Card system. **Parents have access to grades via ParentVUE and can access a PDF version of the report card through the documents tab in ParentVUE.**

### **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.

### **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. Visits to the nurse can be viewed in the ParentVUE account. Please contact the nurse for any health-related questions.

### **LIBRARY BOOK CIRCULATION PROCEDURES AND POLICIES**

1. All students visit the library with their class during their Specials rotation (usually twice per week).
  2. Students are permitted to check out two books at a time, depending on grade level.
  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 at the librarian's discretion.
  7. A fee will be charged for lost and/or damaged items. Replacement price for a book is its retail price. If a student damages a book and it is unreadable, they are expected to replace it.
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. Alternative arrangements can be made to replace lost or damaged library books.

### **LIBRARY TECHNOLOGY CENTER**

The goal of the Library Technology Program at Larson 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 on how to determine what tools and information are best for each learning opportunity.

At Larson 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 reimbursing our school for any lost or damaged items that were checked out to their child.

## 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 see the guidelines on the district website or contact the school.

### PARENT DROP-OFF/PICK-UP

Doors into the main part of the school open at 10:00am on Mondays, and 9:00am Tuesday-Friday. Morning drop-off occurs in the front car loop.

**Late arrivals:** Students are considered tardy after 9:20am. Tardy students should report to the front office for a tardy pass. Parents do not need to come in with the student to receive the tardy slip but must send in a note or call the office to excuse the tardy. Tardies are unexcused if we have no contact from the parent.

\*\* Please enter any changes in pick up into School Dismissal Manager **before 2:40pm**. Parents are encouraged to make changes through School Dismissal Manager but can also call the office to make the change. Please do not leave changes in pick up on the office voicemail/teacher voicemail because the message may not be received in a timely manner.

**REMINDER:** The school day ends at 3:45. Unless you have pre-arranged an early pick up, we **STRONGLY** discourage dismissing students from classrooms between 3:15pm - 3:45pm. Classrooms and the office are extremely busy during this time frame. To streamline the early dismissal process, we encourage parents to schedule early dismissals through School Dismissal Manager.

### PLAYGROUND/RECESS RULES

Students will demonstrate an understanding of the recess/playground rules and the importance of being respectful to others, so that everyone can enjoy recess time.

1. Safety first, fun second.
2. 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 3 whistles, they should line up quickly.
3. Be Respectful to others and the equipment/school grounds.
4. You may not re-enter the building, unless you have permission from a monitor.
5. Swings
  - 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.
  - Stay seated while on the swing.
6. Play tag and other sports on the field instead of through the equipment.
7. Students will stay out of puddles and mud.
8. Students will leave rocks, bark, sticks and other potentially dangerous objects alone.
9. Throwing snowballs is not allowed.
10. Slides

- Go down on your bottom/feet-first.
- Face forward.
- Don't climb up the slides.

11. Toys and electronic devices are not allowed on the playground.
12. Football (**absolutely NO tackling**), soccer and basketball may be played in designated areas.
13. Students will take turns and share all equipment.
14. No food or drinks (including gum and candy) on the playground.
15. Students will take pride in their school by keeping the playground free of litter.
16. Weapons, either real, toy, or pretend are not allowed. A student who brings a real or toy weapon to school is subject to disciplinary action.
17. Stay in the boundaries/designated play area.
18. Report issues to the monitor/teacher on duty as soon as possible.

### **PETS POLICY**

Pets are not permitted on school property during the school day. This includes pets outside of a vehicle during parent pickup. Animal Control will be contacted for any unsupervised pets. Service animals are welcome at Ron Larson Elementary.

### **SCHOOL CLOSURE**

Parents are encouraged to check the district website, text messages, local radio/television stations.

### **SCHOOL DISMISSAL MANAGER (SDM)**

All district elementary schools use SDM as a means for parents to set dismissal instructions for their student 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 Kelly O'Malley in the front office at 907-352-2300. **PLEASE MAKE ALL CHANGES IN SCHOOL DISMISSAL MANAGER BY 2:40PM.**

### **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.**

## VACATIONS

Attendance is important for your success in school. However, we are aware that there are times when you may need to miss for family reasons. If this happens, please let your teacher know and inform the office. The teacher will give you information on what you may be able to work on remotely or give you ideas on what you can do to continue practicing some academic skills. Be aware that you will have missed work upon returning to school that will need to be completed. As the parent/guardian you will need to help your child work through these papers. The teachers may not be able to give you the work ahead of time.

## VOLUNTEERS

Adults who are interested in volunteering in the school, must complete the approved MSBSD volunteer paperwork. This paperwork is available through the MSBSD website or in the Larson front office. If a parent volunteer will be with students in an unsupervised capacity, A Persons of Interest Report must be obtained from the Alaska State Troopers (453 S Valley Way, Palmer, AK 99645) and costs \$20.00. If a parent will be under the supervision of a classroom teacher at all times, they are considered a "visitor" and do not need to obtain a Persons of Interest Report. Volunteering procedures are set to keep everyone safe. Once you have completed the paperwork, the teacher(s) you would like to help will contact you with days/times to volunteer.

Volunteers will be put to work with tasks from cutting, tracing, copying, assisting students, etc. Please be aware that the teacher will be engaged with students and will be unable to discuss your individual child's progress at this time. Also, we ask that you make arrangements for your younger children when you come in to help, so you can give your full attention to the tasks you are assigned while volunteering. Your time and participation will be greatly appreciated and welcomed.

**Please remember to sign in at the office and get a visitor name tag each time you plan to visit a classroom.** Signing in helps us keep the school a safe place for all of the students and allows us to know who is in the building in case of a fire or earthquake. Also, **remember to sign out before you leave the school.**