

# WELCOME TO REDOUBT ELEMENTARY SCHOOL

Dear Parents:

We are proud to welcome you and your children to Redoubt Elementary. We look forward to sharing the responsibility of your child's education with you. We seek your involvement and support of our best effort to provide the best education possible for your child.

We encourage you to visit and communicate with us often. The partnership forged between home and school will in no small measure help determine the degree of success students find in their school activities.

This handbook provides important information and is a supplement to the KPBSD Parent/Student Hand-book. Please review both with your child. For additional information, please call us at 260-4300. Office hours are 8:15 am - 4:00 pm Monday through Friday. Welcome to Redoubt!

Sincerely,  
William Withrow, Principal

## SCHOOL HOURS 8:45 am - 3:18 pm

Supervision is not provided and students should not arrive at school prior to 8:15 am. Upon arrival, students sit in the front hall until dismissed for morning recess at 8:30.

Students arriving after 8:30 should leave books and lunches at their classroom door and go outside to play until the first bell at 8:45 am. Students are tardy after 8:50 am and are required to check in at the office.

School ends at 3:18 pm. Please be prompt if you are picking up your child. No supervision is provided after 3:45 pm. Buses generally depart at around 3:30.

## ATTENDANCE, TARDIES AND ABSENCES

**The importance of good attendance cannot be stressed enough! It is crucial to student success. Please assure that your child arrives at school every day, on time, except in cases of illness, family emergencies, and other excused absences as listed in the KPBSD Policy Manual.**

Students who are late miss important academic time and disrupt classrooms and other students.

Students returning after an absence must present a satisfactory explanation verifying the reason for the absence. Students are responsible for making up missed work as directed by their teacher.

## EARLY DISMISSAL, RELEASE OF STUDENTS, AND SPECIAL CUSTODY/LEGAL ARRANGEMENTS

All students must remain on school grounds during school hours. Students may leave school only with permission from their parents and teacher, and approval by the office.

Students must be checked in and out of school at the office. For student safety, teachers have been instructed not to release children without authorization from the office.

Students will be released only to parents and those authorized by parents as listed on their emergency form. It is very important that this information remain current and updated. Please notify the school office if your information changes. If your child has special custody or other legal arrangements of which the school should be aware, please assure that we have a copy of such documents on file in the school office.

## **BUILDING SECURITY**

All exterior doors, excluding the two front doors, remain locked during the school day. If you are visiting, please park in the front parking lot and use the front entrance. All parents and other community members entering the building during the school day are required to sign in and out at the office and will be issued a pass.

### **PLEASE KEEP STUDENT INFORMATION UPDATED.**

It is very important that we have up to date address, parent home and work phone numbers, and emergency contact information. Please provide any updates to the office or your child's teacher.

### **CLASSROOM VISITATION AND VISITORS**

Parents are invited to observe classrooms. However, in order to create the least interruption of the teaching process, such visits must be scheduled in advance with the teacher and principal.

Students may not bring visitors to school unless prior arrangements have been made with the teacher and principal. All visitors to the school must check in at the office.

### **CLOTHING, COLD WEATHER, AND OUTDOOR RECESS**

**Students should come to school dressed for the weather and prepared to go outside.** All children go outside for recess until the chill factor temperature is minus 10 degrees.

Generally any child well enough to come to school is well enough to go outside for recess. Even shortened recesses give the children a much needed break in routine and fresh air. A child too ill to go out-side should be recuperating at home. When special circumstances exist, students may be allowed to remain indoors for recess with a doctor's note. Please contact the school nurse to make arrangements.

Boots are essential for outdoor recess. A pair of shoes should be kept at school to wear inside the building. Sitting with boots on all day is not healthy for feet. Students also need a heavy, winter weight coat, snow pants or a snowsuit, warm hat or hood, and gloves or mittens. Contact the school nurse if you need help securing these items for your child.

### **SCHOOL NURSE, STUDENT HEALTH, AND MEDICATIONS**

Our school is served by a nurse five days a week, from 8:30 am to 3:30 pm. A health record for each child is kept on file in the nurse's office. All students must present proof of an up-to-date immunization record in accordance with Alaska state law. Various required health screenings are conducted through-out the school year.

Prescribed or over the counter medication you wish your child to take during school hours must be in the original container and a medication request form, available in the nurse's office, must be filled out by the parent or guardian.

In order to protect your child's health as well as the health of other children, keep your child at home for at least 24 hours AFTER any of the following symptoms have subsided: a temperature of 100 degrees or higher, diarrhea, vomiting, or a persistent cough.

Students should report any injury or illness immediately to the school nurse, the teacher, or the office.

### **EMERGENCIES**

In the event of a natural disaster or emergency, Redoubt will implement its Emergency Action Plan. Please do NOT call the school as this ties up emergency lines and critical personnel. Keep your phone line open so that we can contact you. Tune to local radio stations for emergency information. Do not proceed to school to pick up your child until it is safe and you are instructed to do so.

Be assured that a complete care plan and emergency supplies are in place at school and the staff is trained to care for students until they can be safely released to their parents. **IMPORTANT!** Please maintain up-to-date contact information for your child, specifically telephone/text numbers, and email addresses. The school's SchoolMessenger auto notification system will use this information to send you important school activity and emergency information.

### **SCHOOL CLOSURES OR DELAYS**

Should severe conditions exist, an announcement of either school closure or a two hour delay in school opening will be made over local radio stations prior to regular bus service. Please tune to a local radio station and wait for instructions. The SchoolMessenger system may also be used to relay information to you.

### **INFORMATION ABOUT STUDENTS**

Information about students may be released to the newspaper and other organizations (awards, honor roll, etc.) A form is sent home at the beginning of each school year offering parents the opportunity to exclude their children from such announcements. Please advise us if you do not want your child's name released.

### **STUDENT TELEPHONE USE**

Students are allowed to use their classroom telephone, with teacher permission, to call home for school related purposes or for emergencies. Please help us keep student use of the phone to a minimum. Students should make all lunch and after school arrangements **PRIOR** to coming to school. Students are not allowed to use the telephone for social purposes.

### **FREE AND REDUCED FEDERAL LUNCH PROGRAM SCHOOL LUNCHES, SNACKS AND TREATS**

**We encourage all families who qualify to complete a Federal Programs/Lunch Program application. You do not need to complete a form if you do not qualify.** Forms are sent home at the beginning of each school year and are available at the office.

All students have a lunch account and the specified amount is deducted from their account on days that they purchase school lunch. Lunch accounts may not be used to buy lunch room snacks. To assure student privacy, lunch account procedure is identical whether students are receiving free lunch, reduced lunch, or paying full price. The computer is programmed to deduct the correct amount for each individual child.

Parents can deposit any amount they wish into their child's account throughout the school year. Envelopes for this purpose are on the table in front of the school office or you can send money in an envelope labeled with your child's name, teacher's name and "lunch money".

Lunch charges are not allowed. A student's hand is stamped as a reminder when lunch money is needed.

Students may bring a sack lunch from home. Parents are asked to support the District wellness policy by providing nutritious, well balanced lunches containing limited amounts of sugar and fat.

District wellness policy guidelines should be followed when providing snacks and treats for classroom parties, birthdays, etc. Contact the school office for a copy of the policy and guidelines or if you have questions.

### **PETS**

Students may bring pets to school when they are part of a school sponsored activity and prior permission has been given by the teacher. Animals must be healthy and in a cage or on a leash.

## **MONEY, PORTABLE ELECTRONICS, CELL PHONES AND TOYS AT SCHOOL**

Portable radios, cassette/CD players, MP3 players and I-Pods, and electronic games may not be brought to school. Other toys may be brought only as allowed by the classroom teacher. Cell phones brought to school must be turned off and kept in the student's backpack while at school. They may not be used during the school day. It is recommended that students not bring valuables or money (other than that required for school lunch, etc.) to school. The school cannot be responsible for personal items.

## **HOMEWORK**

Homework is a valuable tool for increasing student proficiency and providing enrichment. If your child is spending long periods of time doing homework, please contact your child's teacher.

## **REPORT CARDS AND PARENT CONFERENCES**

Report cards are prepared quarterly. Parent conferences are held twice each school year. Communication between parents and teachers is vital to student success. We will be happy to schedule individual conferences as needed throughout the year. Please call the school if you have concerns or desire a meeting with your child's teacher.

## **PLACEMENT OF STUDENTS**

Students are placed in classes by the principal, in cooperation with teachers. Every effort is made to place each child in a class where he/she will have the greatest educational opportunity.

After school begins, room change requests are very carefully screened. Great care is taken to maintain stability and balance in all classrooms. Transfer requests from one room to another will not be considered until a conference with teachers, parents, and the principal has taken place.

## **WITHDRAWAL FROM SCHOOL**

Parents and students should notify the teacher and school office in advance of transferring to another school.

## **CONDUCT AND BEHAVIOR**

Consideration of other people, respect for their feelings, their safety, their privacy and their social rights and privileges form the basic expectation of student behavior at our school.

Students who choose inappropriate behavior will receive logical and natural consequences when possible. Students will be encouraged to take responsibility for their actions and to consider appropriate behavior alternatives.

Consequences will be progressive in that repeated offenses and dangerous actions will result in more severe penalties. Serious or repeated offenses will result in a parent/student/principal conference. Very serious misconduct may result in suspension.

## **STUDENTS, THANK YOU FOR . . .**

Showing respect to everyone involved in your school day;  
Using good manners and being considerate of others;  
Thinking positively;  
Working hard and giving your school work your best effort;  
Listening and following directions;  
Raising your hand and waiting your turn to share in class;  
Taking care of your school;  
Using time wisely;  
Using library books and materials in a responsible way;  
Leaving dirt, snow, and rocks on the ground;  
Listening to each other;  
Taking turns to talk, play on equipment, and be first in line;  
Not chewing gum or using profanity;  
THANK YOU FOR JOINING US IN THE JOY OF LEARNING.  
WE'RE GLAD YOU'RE PART OF OUR SCHOOL!

## **DANGEROUS OBJECTS AND WEAPONS, ALCOHOL, TOBACCO AND DRUGS**

It is illegal to have weapons, alcohol, tobacco or drugs at school. Weapons or any items connected with safety, health, or unlawful acts will be confiscated. This includes but is not limited to pocket knives, fire-crackers, steel marbles, matches, lighters, or water guns. Leave these at home.

Disciplinary measures in such cases will be pursuant to KPBSD policy. See the KPBSD policy manual for more information.

## **DISTRICT AND REDOUBT DRESS CODE**

Research demonstrates that there is a close relationship between dress and student attitude toward school and personal conduct. Students are to dress and groom themselves neatly in clothes that are suitable for school activities and an educational, not social, setting. Students may not wear baseball type caps in school. Clothing or accessories that tend to be costumes or draw undue attention will not be allowed.

The appropriateness of dress is the judgment of the teachers and administrators. T-shirts or other clothing that carry profane, drug/alcohol/tobacco related, sexually suggestive, or otherwise objectionable slogans or pictures are not permitted. Any form of dress which is considered detrimental or disruptive to the educational climate will not be allowed. The students will need to replace the offending item or go home to change if necessary. Repeated violations of the dress code will result in consequences for insubordination.

## **FIELD TRIPS AND PARENT DRIVERS**

Teachers are in charge of field trips. Students are required to bring a permission slip signed by a parent in order to participate. In addition, field trips are a privilege. Students who fail to behave appropriately or who are not in good academic standing may be excluded from field trips.

All adults accompanying classes on field trips must complete the KPBSD volunteer screening process and a volunteer indemnification form. In addition, drivers are required to provide a copy of their valid driver's license, insurance information (required to be in all vehicles under Alaska state law), and vehicle information. All forms are available through your child's teacher or at the school office.

**STUDENTS SHOULD NOT LEAVE PRIOR TO THE END  
OF THE SCHOOL DAY AT 3:18.**

Parents should wait in the foyer until the bell rings at 3:18 when picking up students. Do not go to the classroom prior to the bell. Instruction continues and teachers are providing important end of day information until 3:18. If it is necessary for your child to leave early, follow normal check out procedures at the office.

**STUDENT ACTIVITIES**

Redoubt offers a number of school activities, including an excellent band program for 5th and 6th graders and a highly successful intramural sports program for grades 4 - 6. Annual events include the spelling bee, geography bee, Battle of the Books, and forensics. Individual classes work on various projects, plays, and programs throughout the school year in conjunction with class studies.

**BUS TRANSPORTATION, BUS PASSES**

School bus information and schedules may be obtained at the school office or by contacting the bus company at 260-3557. Bus transportation is a privilege and bus rules must be followed for the safety of all children.

If your child is riding the bus home with a friend or getting off the bus at a different stop, send a note to the office with the child's name, date, destination, and bus number if known. Your child will be given a bus pass to present to the bus driver. Students are required to get their pass before the end of the school day. We cannot delay bus departure to issue a bus pass.

If a student does not have a written note, he/she will be required to follow his/her usual procedure going home.

**BICYCLES, SNOW MOBILES, MOTORCYCLES,  
ATVS, SCOOTERS, ROLLER BLADES, AND SKATE BOARDS**

Bicycles may be ridden to school and parked in the bicycle racks provided. Bicycles may not be moved until the end of the school day. A lock is highly recommended. All students are expected to wear a bicycle helmet. Motorcycles, snow mobiles, and ATVs are not permitted on school grounds at any time, including after-school hours.

**STUDENT SAFETY GOING TO AND FROM SCHOOL**

Encourage your child to:

Come directly home.

Walk on sidewalks where available.

Look before crossing a road or street.

Cross only at corners or marked crosswalks.

Take the safest and most direct route between school and home.

Wear reflective clothing or tape to make them more visible.

**REFUSE AND REPORT ALL OFFERS FROM STRANGERS.**