

Tustumena Elementary School

Student/Parent Handbook

2013-2014

“Home of the Tustumena Lynx”

Mission Statement

At Tustumena, we never stop adapting. It takes talented staff, making thousands of decisions every day to provide an engaging and meaningful education for each individual student to prepare them for their future.

***We at Tustumena School wish each student
an enjoyable and productive school year!***

Doug Hayman, Principal

WELCOME

We welcome you to a new year at Tustumena Elementary School. You are an important part of the school team. We strive to maintain a safe and user-friendly environment where students, staff, and volunteers practice adherence to our mission and respect for one another.

ASSESSMENT

See KPBSD Handbook Pp. 14-16.

ATTENDANCE

The KPBSD School Board, as well as we at Tustumena Elementary, believe that all children should have the opportunity to learn. To that end, attendance serves a vital role in student achievement. Classroom time is irreplaceable and cannot genuinely be duplicated. Because of this, parents are encouraged to not remove their children prior to our regular dismissal time. If it is necessary for a child to be absent, teachers will make every attempt to provide make up work for that child. When your child is absent we ask that you call the school to let us know that they will not be here. If you aren't able to do so please send a note with your child upon their return. If you know in advance of an absence we encourage you to notify your child's teacher so that they may be able to have the work they will miss if it is available.

BICYCLES

Once on school property, bikes should be walked, not ridden. Bike riders are released to go home after the buses have been dismissed.

BREAKFAST PROGRAM

Tustumena will once again offer a breakfast program to our enrolled students. This service is provided as part of our district student nutrition program and those students who qualify for free or reduced lunch will also qualify for free breakfast. ***Meals are served from 8:30am to 8:55am daily.***

BUS INFORMATION See Bus Conduct Pp. 17&18 of the KPBSD Handbook

Parents are reminded that written notice should be sent with a student anytime a child will not be transported on his/her specified bus. Our practice will continue to be that of placing students on their regular bus at the end of the day should we not have parent contact by note or phone prior to bus departure.

CO-CURRICULAR ACTIVITIES

A number of after-school programs take place at Tustumena School. Additional programs are offered in conjunction with Boy Scouts, Girl Scouts, and the Boys and Girls Club.

All students are to be picked up immediately after an activity or practice has concluded.

COLD WEATHER DRESS

All children are expected to go outside for recess unless it is raining or the temperature is minus 10 degrees and below (including the wind chill factor). On cold, windy winter days, we consult the temperature and wind chill charts to determine whether students should be allowed out for a shortened recess or stay inside.

Students should be appropriately dressed for cold or rainy weather. This includes boots, hats, gloves, and coats. Snow pants are also required for the sledding hill. If a family is not financially able to purchase adequate clothing, please contact the principal, as the school has some donated items on hand.

Reminder: Summer clothing (ie. shorts or tank tops) is not permitted from Oct 1st through May 1st. "Flip flop" types of foot ware are hazardous on the playground and we ask that students not wear them to school.

COLD WEATHER/HAZARDOUS ROADS See the KPBSD Handbook Pp. 18 & 28-29.

DISCIPLINE

Student discipline occurrences may be documented by any school employee. Parents will receive written notices of such incidents on the same day whenever possible. Parents are asked to sign and return these notices in order to confirm that parental awareness of an occurrence has been established. Parents are invited to contact the principal should there be questions or concerns regarding a "Discipline Notice".

See "Stop & Think" and School Guidelines that follow.

See KPBSD Handbook Pp.19-25.

DRESS/APPEARANCE

Student clothing and appearance should not be disruptive to an educational setting. Students should not wear clothing that advertises drugs, alcohol, tobacco, or other controlled substances. Clothing that displays inappropriate language is not permitted as well. Students wearing clothing deemed unsuitable for the school environment will be removed from class until he/she has located appropriate garment(s). The use of make-up by elementary students is not encouraged. Students may not wear caps/hats while inside the building during school hours. See the KPBSD Handbook P. 25.

PowerSchool

KPBSD employs this on line service as a method to build strong partnerships between parents and teachers. At Tustumena, all teachers are required to post their grades to PowerSchool weekly, thus giving both students and their parents access to timely progress reporting. Parents will be notified of an activation code in order to access their child's information. Parents may also access information on account balances for the student lunch program. ***We strongly urge our parents to make use of this electronic service!***

EMERGENCY ACTION PLAN

In the event of a natural disaster or emergency, Tustumena will implement the school's Critical Incident Plan. In this type of event, please do NOT call the school. By so doing, you immobilize our emergency phone lines. Procedures are in place for the orderly dismissal of students **only to those persons designated as the emergency contact**. Emergency information will be broadcasted over KSRM radio (920 AM). If students are evacuated from the school, they will be escorted and supervised at the Kasilof Fire Station. Due to limited parking at the Fire Station, parents should park on Johnson Lake Road and wait for staff to direct their car across to the Fire Station where parents can pick up their child in a safe and orderly place. No students will be released to people other than those listed on the emergency report form.

FIELD TRIPS

Permission slips and notice of cost, if any, will be sent home with students at least a week before any trip. We ask that you sign and return those as soon as possible so we can make the appropriate copies and have them on file. **We must have all permission slips and money in at least the day before any trip.** We want to make sure we include all of our students, but we must hold to this in order to make sure we follow all rules and guidelines. Any student who does not have these in the day before will not be able to attend the trip. In order to help parents spot these forms we will always print them on yellow paper.

We also realize that the cost associated with a trip may be difficult for some. Through our PTO, we are able to offer scholarships for those students who are unable to financially afford a trip. If this is the case, please let your child's teacher know so that we may make the appropriate arrangements. We appreciate everyone's help in making each trip a success while following all district guidelines.

FOOD, SNACKS, PARTIES

We want to encourage all families to provide healthy treats and snacks for our students. When providing treats for a birthday or class parties we ask that you consider sugar free and low fat alternatives. District policy states that fats should be no more than 30% of the calories and sugars should be no more than 35% by weight. To that end we are listing some suggestions below.

- Sugar free gelatin molds or cups with low fat whipped cream.
- Gorp or trail mix
- Carrot cake, banana bread, zucchini bread
- Fruit cups, fruit filled crepes with low fat whipped cream
- Fruit kabobs- cut fruit on skewers dipped in orange juice to preserve, possibly rolled in coconut
- Bugs on a log- celery or pretzel with peanut butter and raisins for bugs
- Peanut butter balls- 1C peanut butter, 5T non fat dry milk, 4T raisins, 4T honey, ½ C coconut. Combine, roll into balls and roll in seeds such as sesame or sunflower.

We also ask that parents consider the nutritional values of foods they send in student lunches. We suggest that **sugar sodas and energy drinks not be sent to school**. Besides not being a healthy choice, in some cases it may cause undue activity in a student.

HOMEWORK

In general, students should be able to complete their school work at school if they use their time wisely. Reasonable homework assignments will generally be given on a daily basis. Should your child be devoting long periods of time doing homework each day, please inform his/her teacher. It may be advisable to adjust the workload, or develop a time management plan during school hours.

KASILOF PUBLIC LIBRARY

The Kasilof Public Library operates in coordination with the Tustumena Elementary Library. The public is encouraged to use the public library during "public library hours". The public library hours vary and are posted on the school door. During summer hours access to the library is from the rear entrance.

STOP & THINK/ LYNX TRACK

"**Stop & Think**" is the name of Tustumena's school wide behavior management program. This program is designed to reward positive student behavior by offering a quarterly activity for all students who have met the designated criteria for participation. Each student in the school will have his/her own card which is kept in the student's classroom. A "**Lynx Track**" stamp will be placed on the student's card each Friday of the week, indicating appropriate behavior was exhibited during the previous week. Any student who receives a discipline referral during the week is ineligible to receive a lynx track stamp on that Friday.

At the end of the quarter, all students in good standing will qualify to participate in the school wide activity. If a student does not have enough stamps to attend the activity, he/she will remain at the school and will work on school assignments. It is important for students and parents to understand that students who are not eligible to attend the quarterly activity are NOT being "punished". Rather, the students with exemplary behavior have earned the "privilege" to participate in the special activity.

If a student does not have enough stamps to qualify for a quarterly activity, that student will be allowed to "trade in" three stamps on his/her previous card for one stamp on his/her current card. This trading time is only allowed during consecutive quarters and is allowed only if the student does not have enough stamps at the end of that quarter in order to participate in the activity.

***Note: Very serious offenses may prohibit a student from participating in a quarterly activity no matter how many stamps he/she has earned. Any student receiving an out of school suspension during a quarter will not be allowed to attend.**

MEDICATIONS

If a child is to receive medication during the school day, a parent or guardian must fill out a "School Medication Permission" form. The medicine to be dispensed will be kept in a locked cabinet in the nurse's office and will be administered to the child according to the doctor's instructions.

NURSING SERVICES

The schedule provides for 4 days of services each week. Because their chief duties are updating and maintaining student immunization records and conducting health screenings, parents are asked to provide accurate information upon enrollment at Tustumena School. Should required immunizations not be documented properly, a child will not be admitted until these immunization(s) are accomplished locally.

The nurse would be the first to tell you they are not a doctor. Students who are seriously ill or have been hurt in some way at home should not wait to have the nurse diagnose the problem. A general rule to follow is that if a child has vomited in the night, has diarrhea, has had a fever in the past 24 hours, or is too ill to go outside for recess, he/she is best served resting at home instead of attending school. If a child is too ill to work productively in the classroom, a parent will be called to come get the child from school. However, if your child has a special health problem, parents are encouraged to discuss this with the teacher and nurse. Our goal is always to do what is of the most benefit to your child. In case of sudden illness or accident at school, we will make every attempt to reach a parent or a person designated as the emergency contact person. It is very important for the office to have updated telephone numbers for all students as well as their emergency contact information.

OPEN HOUSE

We will have an open house for all parents and students on Monday, August 19th, 2013. This is a great opportunity for parents and student's to meet their teacher and bring their supplies to set up in their classroom. We hope you all take the opportunity to attend.

PARENT TEACHER ORGANIZATION

We have an active Parent Teacher Organization with monthly meetings beginning at 4:00pm the third Tuesday of each month in the multi-purpose room. We urge you to join. This group provides support for our school by purchasing instructional materials, through sponsoring special activities (i.e: our Open House, our annual field day & picnic), and also by providing funding for field trips, as well as special school programs and events.

PICTURES

Tustumena has scheduled individual student pictures with Life Touch on Thursday, October 4th. Payment information will be sent home with students two weeks prior to that date. Parents wishing financial assistance for student pictures may contact the principal for more information. Picture re-takes will occur November 8th and more information will be sent home in the newsletter.

REPORT CARDS AND PARENT CONFERENCES

Report cards are prepared quarterly for all students. Parent/teacher conferences are held at the end of the first and third quarters. Each student is encouraged to attend his/her conference. Additional parent conferences can be scheduled at any time by contacting your child's teacher. Teachers may provide mid-term progress reports, especially if students appear to be making little progress academically.

SAFETY

Students are taught basic stranger awareness and personal safety information. We encourage you to talk to your child about not getting too close to vehicles or talking to strangers when they are walking to and from the bus stop.

Also, to ensure the utmost safety for students upon dismissal from school, parents who pick up their child after school are encouraged to park and then come get their child from the school's front door.

SCHOOL COLORS AND MASCOT

The school colors are green and white. Our mascot is the Lynx. Tustumena Elementary T-shirts and sweatshirts may be purchased from our PTO during the year. Every Friday is SPIRIT DAY at

Tustumena School. Students and teachers are encouraged to wear their Tustumena Lynx shirts and jeans on that day.

SCHOOL DAY

8:45	Busses Arrive (Students are allowed in classrooms at this time.)
9:00	School Begins (Students arriving after this time must sign in and obtain a tardy pass to give to his/her teacher.)
12:00 - 12:30	Lunch (Gr. K-3); Recess (Gr. 4-6)
12:30 - 1:00	Lunch (Gr. 4-6); Recess (Gr. K-3)
3:35	Dismissal
3:45	Busses Depart (All students are to be picked up by this time.)

It is very important for students to arrive on time for school. Not only is it an excellent lifelong habit, but it avoids interruptions in the learning time of other students. Prior to going to the classroom, late arrivals must check in at the office, sign in and take a tardy pass to class to give to the teacher.

Students should NOT arrive at school prior to 8:45, as supervision is not provided before that time. Students should leave school by 3:45, as supervision is not provided after that time.

SCHOOL LOCKERS/SEARCH & SEIZURE

According to school board policy Sec. 14.03.105, school lockers may be searched and examined at any time by school personnel to determine compliance with school regulations, school district regulations, and local, state, and federal laws. See KPBSD Handbook Pp. 37 & 40-41.

SCHOOL LUNCH PROGRAM

Families are offered the opportunity to participate in the Free and Reduced Fee Hot Lunch Program. An application form consolidating several programs has been developed to reduce paperwork for parents/guardians. We ask that it be completed and returned ASAP as the compiled data will serve to increase state and federal revenue to KPBSD. Lunches are now priced at \$2.85 per day for a full price lunch or \$0.40 for reduced lunch price, and may be purchased for as far in advance as one desires.

Qualification for free or reduced priced lunches will be determined by KPBSD Nutrition Services and records are maintained in a confidential manner.

Parents are invited to have lunch with their children. Please call the school prior to 10:00 a.m. to let us know that you would like to have lunch with your child. **The adult lunch charge is \$4.25 without milk.**

Lunch money is to be turned in to the child's teacher. Money for an account will be accepted every day but parents are encouraged to send in the money on Mondays. When there is insufficient funding remaining in a child's account, a dollar sign will be stamped on the child's hand to remind parents to send in money or provide a lunch for the following day. KPBSD has no provision for charging lunches.

SITE-BASED COUNCIL

Tustumena School has a school based decision making team made up of parents, teachers, staff, and a community member. Meetings are held monthly and are open to the public. Meeting dates and discussion topics are published in the school newsletter.

The mission of Tustumena Elementary is to provide learning experiences that help each child develop his/her potential and achieve maximum intellectual, social, physical, moral and emotional development.

SPECIAL SERVICES PROGRAMS

Tustumena provides a wide range of services available to reach the academic needs of students. The QUEST program is designed for the gifted/talented students. We also provide Title I assistance and special education services for students who meet the criteria for these services. Central Peninsula Counseling Service may again provide services to students in need of individual or family counseling.

Please contact your child's teacher or the principal should any of these services seem appropriate for a member of your family.

SUBSTITUTE TEACHERS

Replacement employees are an essential component of a school's instructional team. Such individuals are trained annually and are valued highly by our full time professionals. When these staff members are assisting in a classroom, parents are often notified by the classroom teacher. However teachers may be absent on short notice and therefore will not have notified students or parents. It is expected that students will behave as they would with his/her regular instructor when a substitute teacher is serving in our classrooms. See KPBSD Handbook P. # 49.

TELEPHONE

Students may use the school telephone to call home only in cases of emergencies or changes in the school schedule. Arrangements for after school activities should be made in advance of arrival at school.

TUSTUMENA NEWS

"Tustumena News", our school newsletter is sent home every Friday. This newsletter includes the weekly schedule and information about upcoming events and is always printed on green paper. A copy is available in the magazine rack in our entry foyer, online at the school web site, as well as at the Kasilof Post Office.

Some classrooms may also publish a newsletter on a weekly or periodic basis.

VISITORS

All visitors to the school are asked to check in and out at the office to obtain an identifying badge that reads "Visitor". For safety purposes, parents and volunteers are required to obtain such a badge before reporting to a classroom.

VOLUNTEERS

Tustumena relies on adult volunteers to provide a wide variety of services to our children throughout the school year. Those assisting directly with students in the classroom are selected by the classroom instructor and trained by that professional. All volunteers must complete a background check each year before beginning their volunteer work. This simple and confidential process can be completed online and is for the protection of all students. We appreciate our volunteers and will offer any help needed in completing this process. Parents wishing to serve at Tustumena are invited to contact the school at 260-1345.

FACILITY USE

Use of the school may be accomplished by simply contacting the principal. Completing a "Building Use" Form is necessary in order to secure use of school facilities and grounds before/after school hours.

Tustumena Elementary School

BEHAVIORAL GUIDELINES

These rules have been developed to promote safety and fair play. Games played on school grounds will be closely monitored to keep students on task. Thank you for taking the time to review these with your children.

Tustumena Elementary uses a detention system for inappropriate behaviors. The principal, classroom teacher, or supervisor may assign detention. Students who receive three (3) detentions in one month for a given offense are subject to suspension from school. The minimum length of a suspension is three (3) school days. Continued violations of a similar behavior could result in suspension of greater length, or in extreme circumstances, expulsion from school. Parent contact will be made as soon as possible for any violation that results in detention. Parent support and understanding is critical to the success of any discipline system. Tustumena staff will work closely with the parents on any behavior plans that may help the students make correct and healthy decisions. {Also see Discipline in the KPBSD Handbook pp. 8-13.}

HALLWAY RULES

1. Walk on the right hand side of the hall.
2. Walk in a single file in a straight line.
3. Walk quietly.
4. Go directly to your destination.
5. Pause at corners and look all directions before continuing.

ZERO TOLERANCE OFFENSES

Students abusing playground rules will be disciplined as needed by the teacher on playground duty. Repeated offenses will result in a detention. Serious offenses such as those listed as zero tolerance will result in detention/suspension for the first offense.

1. Fighting.
2. Bad and/or abusive language.
3. Non-compliance - refusing to do as asked by the adult in charge.
4. Disrespect for the person in authority and/or peers.
5. Disregard for the safety of others.
6. Destruction of property belonging to another person.
7. Written Bus Incident Report.

PLAYGROUND RULES

1. We believe that all students should be included in playground activities. It is not allowed to exclude any student from a game or other activity.
2. Clubs or groups that exclude other students on the playground are not allowed.
3. Students are never to be on the playground until a teacher is present.
4. Children are to go directly outside at recess time.

5. Students who need to return to the building need permission.
6. Children are to play in designated areas in view of the teacher.
7. All food and drink items are to be consumed before going outside.
8. Balls should be carried down the hallways.
9. Students are to stop playing and quietly line up when the bell rings or the whistle is blown.
10. Students are not to go into the woods.
11. King of the Mountain is NOT allowed.
12. No throwing of rocks, snowballs, or other unsafe items.
13. Snow & Ice: Students are to play safe. Students may build snow figures and forts. Please do not tear down what other students have built. The teacher on duty will determine if sliding is permitted. Slide only on knees or seat. Take turns, one at a time.
14. Students should stay out of water puddles.

ADDITIONAL RULES

1. No gum chewing.
2. Students should walk in the halls.
3. No fighting, kicking, pushing, “play fighting”, hitting, or pulling.
4. Students should have a pair of shoes to leave at school. These shoes should be used when inside the building. It is expected that they shall change into their outside shoes before going to recess and change back into their inside shoes immediately when they come back in to help keep our school looking nice. If purchase of a second pair of shoes is a hardship for a family please contact the Principal for assistance.
5. Electronic audio devices, electronic games, and cell phones are not permitted for use during the school day. We do realize that having these for the bus ride to school and home can be helpful, and that it adds a safety factor having a cell phone. However if brought they are solely the responsibility of the student and phones must be turned off at all times in school. Use of electronic games on field trips, of a short duration, is discouraged and will be at the discretion of the teacher.
6. We understand that many students now have electronic reading devices that contain their books and recreational reading materials. We do allow them to be brought to school at the sole responsibility of the student. While at school they may be used at appropriate times for reading but if they contain games they are not to be used for this during the school day. Any student using them for gaming at school will lose the privilege of bringing them to school. If they are network enabled the network capability must be off unless approved by the teacher for access that supports classroom learning and activities.
7. We discourage students bringing personal items, such as toys, to school. We provide a variety of equipment to play with at recess that is appropriate for many activities. Any personal items brought to school are solely the responsibility of the student.



SLEDDING HILL RULES

1. Snow pants, coat, gloves, boots, and gloves are required.
2. Only one person to a sled.
3. Only those students whose class and/or grade level is scheduled may slide.
4. Only students with sleds may go up the hill.
5. Only the plastic school sleds may be used.
6. Walk up the hill on the backside of the designated path. No walking up the front of the hill or the sides.
7. Start sledding only after the preceding person is well out of the way.
8. Spectators are not allowed on the hill.
9. The sledding hill is open at lunch recess and other special times.
10. Students are responsible for returning borrowed sleds to the duty teacher.
11. Students breaking rules will not sled.

INDOOR RECESS

1. Students are to remain in their assigned areas.
2. Adult permission is required to pass to the restrooms.
3. Find one place to work or play, and refrain from wandering.
4. Students playing board games are to replace them properly at the conclusion of the recess.

PLAYGROUND EQUIPMENT

SLIDES:

- One person at a time
- Go down feet first on your seat.
- No pushing or grabbing off the slides.
- Stay off poles.
- No sand, rocks or snow are to be piled on the slide surface.

SWINGS:

- No standing in the swings.
- No jumping out of the swings.
- One person per swing.
- No wrapping swings over the bars.
- Swing straight.
- No climbing on the upright poles.

BIG TOYS:

- No walking across the tops of the big toys.
- No jumping from the tops of them.
- No sitting on the top.
- Be safe and take turns.

MONKEY BARS:

- No playing chicken.
- No walking, playing or sitting on top of them.
- No swinging by one's legs.



SCHOOL BUS GUIDELINES



Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including on field trips and other special trips. School personnel, parents/guardians and the students themselves all must see that these regulations are followed.

1. Riders shall follow the instructions and directions of the bus driver promptly and courteously, at all times.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders are to remain seated while the bus is in motion, and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Each student may be assigned a seat in which he/she will remain at all times unless permission is given by the principal or driver to change.
6. Serious safety hazards can result from noise or behavior that distracts the driver. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals or insects shall be allowed on the bus.
10. Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported in writing to the school Principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

Bus safety is critical and will not be compromised! Tustumena Elementary seeks to ensure safe transportation for all its students.