

**Parent/Student Handbook
Fawn Mountain Elementary
(Revised June 2014)**

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Fawn Mountain Elementary School first opened its doors to students in January of 2006. It was built to replace White Cliff Elementary School. The school is bright and welcoming, set against a backdrop of Fawn Mountain with a wonderful view of Nichols Passage and Annette Island in front.

Fawn Mountain is a drug free school. By action of the Ketchikan Gateway Borough School District, use of any drugs, including alcohol and tobacco, by students or adults, is prohibited.

You are encouraged to visit the school, meet with teachers and be involved in your child's education. For the safety of the children, we ask that everyone check in with the office when entering the school. The office is directly inside the main entrance.

We hope the Student/Parent handbook answers any questions you might have about your child's school. If you have additional concerns or questions, please call the school office at 907-228-2200

Daily Schedule

- 8:30 Preschool Begins
- 8:30 Playground supervisors on duty. **NO** adults are monitoring the playground before 8:30
- 8:50 Kindergarten-6th Grade School Begins
- 12:30 Preschool Dismissed
- 3:20 Kindergarten-6th Grade Dismissed. **NO** playground supervision after school

General Information

A&P Cache Card 1% Program

Fawn Mountain participates in the A&P 1% program. Simply send in or drop off your A&P receipts to the office. Proceeds from this program help our PTA fund our Breakfast Club as well as other student activities.

Address and Phone Number Changes

It is very important that you contact the school office as soon as you make a change in your address, home phone number, work phone number, or your emergency contact information. That information is critical if the school needs to contact parents/guardians in case of an emergency.

Admissions

Proof of age is required of all enrolling students. A legal birth certificate or copy of the birth certificate is required as well as a copy of an up to date immunization record. If these aren't available, school staff will be happy to help you obtain them.

After School Programs

After school programs are often offered at Fawn Mountain. These programs can greatly enhance a child's education. When a child signs up for an after school program, it is the parent's and the child's responsibility that the child attends. The adult in charge of the after school program does not take attendance or call parents to let them know if the child did not attend.

Attendance

Regular attendance is necessary for a student's success in school. Make-up work does not replace all the instruction and activities, which are essential to keeping up with the rest of the class. If your child is absent, call the school before 9:00am. Late students need to check in with the office before going to class. Students are counted as tardy at 8:51. Students arriving after 10:30am are counted as ½ day absent. Any student that leaves before 2:00pm is counted as absent for ½ day. For more detailed information regarding the attendance policy, please refer to the Ketchikan Gateway Borough School District Code of Conduct (see appendix a).

Attendance and Tardy Procedures

The office will 'red flag' students with attendance problems the previous year so if the pattern seems to be continuing it can be addressed right away. The office will run weekly attendance reports by teacher. Students will be considered on an individual basis, but if the classroom teacher/Principal sees a problem developing the following procedures will begin:

- 1) The classroom teacher calls parents/guardian
- 2) If more absences occur, a counselor referral may be made.

Counselor will meet with the student to talk about why they have missed school, anyway they can help, etc.

3) Principal contacts family after a child has missed 10 total days or 4 in one month

4) (AR5131 (a), 7.3.1): At 15 absences a letter is sent home to parents/guardians advising them to the importance of better attendance and the potential problems if attendance limits are exceeded.

5) (AR5131 (a), 7.3.2.1): At 20 absences the student may be expected to repeat his/her current grade.

6) At 20 days the student may be referred for summer school

7) (AR5135 (a) 7.3.2.2): At 20 absences the parent/guardian will be required to attend a meeting with the teacher(s) and principal to determine future action. A written record of this meeting will be retained in the student's file. This meeting is intended to be for support, not intended to be punitive. It should involve classroom teacher, counselor, principal, parent, any involved agencies, etc. A warning will be made that if further days are missed Step 6 may occur.

8) (AR5131 (a) 7.3.3): If it is determined that the Alaska Compulsory Education laws may have been violated, the Superintendent shall report said apparent violation to the School Board for further investigation.

Birthday/Party Invitations

Please do not send birthday or other party invitations to pass out at school unless you are sending enough invitations for each child in the class.

Box Tops for Education

Drop off your Box Tops to your child's classroom. Proceeds from Box Tops help fund student activities or buy student equipment.

Breakfast Club

With the financial support of the PTA, A&P receipts and local donations, Fawn Mountain School has breakfast available in the morning for students that don't eat breakfast at home. This begins at 8:30am, or when students get off the bus, until 8:50am.

Closed Campus

After arriving at school, students may not leave the school without parent/guardian or emergency contact permission. If any child leaves the school grounds without permission during the school day the Alaska State Troopers will be called. All visitors and/or volunteers must sign in at the front office and wear a Fawn Mountain label. We will only release a child to an adult that we know and we may require identification to release a child. We will only release children to contacts that are listed in their file or to the ones that we have specific guardian/emergency contact permission. We appreciate families' understanding of these rules that help keep our students safe.

Dress Code

Our dress code is very general. Clothing must be reasonably modest and suitable for the day's activities. (Dresses are not good on P.E. days) Bad weather clothing is important on all days. We do not allow clothing that promotes the use of drug (including alcohol or tobacco products). The bottom of the shirt must meet the waist of the pants or skirt. We do not want to see underwear-pants hanging low on the hips with shorts showing are not allowed. No strapless shirts or spaghetti straps. Skirts need to be at least fingertip length. Hats and hoods are not to be worn in hallway, lunchroom, or at assemblies by males or females. In the classroom, hats may be worn at the teacher's discretion. For safety we encourage children to wear sturdy shoes for running and playing. Heelies are not allowed.

Drug Free School

Fawn Mountain Elementary is a drug free school. Sale, use, or possession of any drug including alcohol, tobacco, or inhalants is strictly prohibited. Any

student violating this prohibition is subject to parental contact and may involve suspension or involvement by police. (See appendix a)

E-Mail

We encourage parents to contact school staff by e-mail. This can be done by typing firstname.lastname@k21schools.org. (sue.jones@k21schools.org)

Emergencies

In case of emergencies—such as school closure, attempts will be made to call all families. Please keep your contact numbers current in the school office. You may sign up for FlashAlert and Flash News on the school web page at fme.kgbsd.org. FlashAlert will send notices to your email and cell phones.

Expectations/Behavior

All Students are expected to be respectful to the staff, fellow students and school property. No child has the right to stop a teacher from teaching or to prevent another student from learning. We expect courteous, honest, and responsible behavior.

- In the interest of a positive learning environment we use the Positive Behavior Support Expectations Matrix designed specifically for Fawn Mountain. These expectations are taught to the students in weekly lessons in the classroom. (See playground rules in appendix c)
- Each classroom develops a set of behavior expectations for their class.
- Students are recognized for exceptional behaviors of kindness by receiving an “Eagle Head Award”. Families are contacted to share the good news.
- Severe infractions will be immediately referred to the principal and result in in-school suspension, out of school suspension, detention, or other appropriate measures according to the severity and frequency of misbehavior. Parents will be notified or called for conference.
Severe infractions include:
 - Physical abuse of others/fighting
 - Vandalism or willful damage to property
 - Stealing or cheating
 - Throwing objects so as to willfully endanger others
 - Displaying extreme defiance or disrespect to adults
 - Possessing tobacco, alcohol, chemical substances, weapons, or pornographic materials
 - Leaving school grounds without permission

- Continuous minor violations (insubordination)
- All adult staff members have equal authority to assist with the supervision, care, and discipline of all students. A student who chooses to misbehave will first be disciplined by the adult at hand and then referred to the classroom teacher or the principal.
- Parents/guardians are the most important and influential adult in their child's life. We need your cooperation and support to make Fawn Mountain a safe and comfortable place where children can learn and develop into responsible citizens.

Field Trips

Any student failing to bring a signed parent permission slip back to their teacher will not be allowed to participate in field trips. We **DO NOT** accept a verbal parent/guardian approval.

First Aid and Emergency Care

We do not have a full time registered nurse on duty. In case of a serious accident or injury, the most accessible and qualified first aid caregiver will provide appropriate first aid and emergency care. Parents/guardians or designated contact person will be contacted as soon as possible. In case of a life threatening injury 911 will be called. Please be sure all emergency information on your child's record is up to date and current.

Health/Illness

If a student becomes ill during the school day, he/she will be sent to the office for health aide or secretary to determine what action should be taken. If your child seems too ill to participate in class the parent/guardian will be called to come take the child home. If a child is ill or has a fever in the morning please keep them home. If your child is too sick to go outside, they are too sick to be in school. There is **NO** indoor supervision during recess times and students need fresh air after hours spent in the classroom. Exceptions may be made in extreme cases or with a note from your physician. Students will be sent home if suspected of having a communicable disease. If it is necessary for your child to take any prescription medication during the school day you must bring the medication in its original container and fill out a Ketchikan School District 'Request for Administration of Prescribed and Over the Counter Medication' form. The staff is able to administer prescription drugs only if the approved form is completed. Any medicine that does not have the manufacturer label, along with the proper authorization form filled out will not be administered to students. If medications lack

either of these two things, it will be held in the first aid room. Guardians will then be contacted and notified of the medication requirements and may wish to pick up the medication until both requirements are met. All medications must be brought in to the school by an adult. Parents/guardians are responsible for picking up all medications by the last day of school. Any medications remaining after the last day of school will be disposed of.

Immunization

At the time of enrollment a parent/guardian must provide proof that their child has been immunized. The State of Alaska requires an accurate and complete record on all students.

Legal Names

Students must be registered with the Ketchikan Gateway Borough School District by their legal name. District policy states that a child's legal name is used on all student information, such as class lists and student records.

Lice

If there is reason to suspect that active head lice or nits maybe present in a classroom inspections of the students in that classroom will be undertaken. Students found to have an active case of head lice will be noted. Their siblings and if necessary those classrooms will also be checked. Parents of students with head lice will be notified and given the informational packet entitled, "Head Lice: Information and Frequently Asked Questions". All students in the class where head lice were discovered will be given a bulletin to take home to parents stating that an active case of head lice was found in the classroom. The student with head lice cannot come back to school until there are no signs of active lice. Should the head lice infestation continue to occur it might be necessary to refer the student to the Public Health service or physician for further treatment. Parents can help by checking your child's head on a regular basis for lice or nits. Make sure you check your child's head the first week of school so we don't start the year off spreading head lice. Notify us right away if you suspect your child has head lice. If you have any questions or would like assistance please call the school and we would be happy to give you information. More information is available at www.headlice.org.

Lost and Found

Lost items are kept in the entry way. Clothing not claimed will be given to a charitable organization or disposed of.

Lunch Program

School lunch may be purchased for \$3.35 (includes milk) and milk can be purchased separately for \$0.50. Each student receives his or her own lunch account number. Students may deposit lunch money into their account between 8:30am and 8:50am in the office. Parents can bring money or mail a check to the office at anytime. You can also pay online by going to PaySchools on the kgbsd.org website. We encourage you to always keep enough money in your child's account for at least one lunch. Ketchikan School District participates in the Governmental National Lunch Program for a free or reduced price of \$0.40. The application forms are sent home during the first week of school and are available in the office at any time. Eligibility is based on:

- Food stamps/AFDC household
- Family size and income
- Foster children

If your child is going to be late for school please notify the school office before 9:00am if he/she is going to need a school lunch. School lunches are made and sent from the offsite district kitchen and must be ordered by 9:20am. We cannot order extra lunches. If your child forgets to order a lunch or is late we will not have an extra lunch to sell. Lunch menus are sent out monthly and are subject to change without notice. You may also find the lunch menu on the school website at fme.kgbsd.org.

News Letter

In an attempt to keep our parents better informed, eliminate waste paper and time we have stopped sending home paper copies of the Fawn Mountain New Note with every student. The Fawn Mountain News Note is posted on the Fawn Mountain web site at www.fme.kgbsd.org. Also, Fawn Mountain has a Facebook page so be sure to like us!

Non-Custodial Parents

Natural or adoptive parents of any student may access their child's student records, participate in school activities, visit the student at school and pick up the student after school. These rights shall be respected even if legal custody is vested in only one named parent, **UNLESS** a court order restricts the rights of the non-custodial parent. Parents/guardians may be asked to provide evidence of any completed or pending legal action that curtails the non-custodial parent's rights. School staff shall always abide by the most

recent court order on the matter. Upon request the district shall provide non-custodial parents with school announcements and notices that are mailed to the custodial parent.

Parking

Parking is available in the parking lot and the dirt lots located in the front and the south side of the school. There is **NO** parking along the curb due to the curb being a fire lane.

Picking Up and Dropping off Students

Please pick up and drop off your student(s) along the edge of the curb. Please do not leave your car, as it is the fire lane. If you need to come into the building please park in the parking lot. Students will be released from class to the cafeteria and you can have your child sent from the cafeteria to the curb to meet you.

Personal Belongings

All personal belongings such as backpacks, coats, and gym shoes need to be labeled with the child's name. iPads, iPods and other valuable games, toys, or music machines are **not allowed at school** (see page 12 for cell phone policy). The reasons are for the protection of the students' valuables, for safety, and to lessen classroom disruptions. These items can be damaged by others, traded without your knowledge or stolen. For the safety of all children baseball bats, hardballs, skateboards, and other dangerous sports items are not allowed at school. Students are not allowed to wear hee-lies to school. Please help us by reinforcing with your children that these items should remain at home. Many children bring toys to school from home. This causes problems in the classroom and at recess. It has always been our school policy that children cannot bring toys from home—they get lost, stolen, broken, etc. The toy cars, action figures, Pokémon cards, etc. are not to come to school. If they do and we see them they will be taken away and returned only to parents or on the last day of school. Thanks for helping with this issue.

Pets

School personnel will contact Animal Protection immediately if unleashed animals are on the school grounds. No pet or other animal is allowed on school grounds without specific permission from the principal.

Placement of Students

Teachers and the principal will place children in appropriate classrooms. Priority will be given to the following criteria, in this order:

- Over-all learning ability to make a balanced group-determined by staff
- Boy/Girl ration
- Compatibility between students and prospective teachers' styles
- Written requests from parents will be taken and considered but we do not guarantee the requested placement. The written requests need to be submitted the last 2 weeks of April.

Snow Day/School Closure

If snow has accumulated overnight, the superintendent may cancel school. Please listen to the radio beginning at 6:00am for school closure announcements, sign up for FlashAlert by going to the school web site fme.kgbsd.org and clicking on FlashAlert. FlashAlert will send messages to cell phones and emails. You can also check our Facebook page. If school is cancelled part way through the day the school will make every attempt to notify you by phone so you can make arrangements if your child rides the bus home. It is very important that the office have current phone numbers so you can always be reached. In case of bad weather the school district looks at alternatives to having a snow day. Some of the options that could be used are:

- 2 Hour delayed start
- 2 Hour delayed start using snow route only
- Early release of all routes

The 2-hour delayed start means that Fawn Mountain School will begin at 11:00am. Students who ride the buses will be picked up two hours later than the scheduled pick up time. All students will be dismissed from Fawn Mountain School at 3:20pm (the normal dismissal time) on delayed start days. All preschool classes are cancelled on delayed start days.

If snow route only is used that means that buses will go only along the main highway and to each school.

Safety for all is our first concern. If you don't feel that it is safe to be on the road, you, as the parent/guardian have the right to keep your children at home.

Telephone Policy

All phone calls during the teaching day will go to the teacher's voice mailbox. A student may use the telephone by the office with adult permission only and cannot use it to make after school plans. Please make after school plans with your child in the morning before school. If plans change and you need to call the school please do so before 2:30pm as the office is very busy at the end of the day.

Student **cell phones** must be turned off and put away during the school day. Students who play with cell phones or use them during the school day will have them taken away and they will only be returned to a parent/guardian. Parents/guardians may pick them up from the teacher or principal.

Transportation/Buses

First Student INC. is our bus company. Please call them at 907-225-3806 for schedule and routing information or if you have any busing questions or concerns. You may go to the Fawn Mountain web site at www.fme.kgbsd.org and click on student bus transportation handbook for more information. When students misbehave on the bus, they receive a 'red slip'. Receiving a 'red slip' for a major infraction could result in the student receiving a short or long-term suspension from bus privileges. Suspension from the bus is not an excused absence. If you have bus transportation concerns call Ketchikan Gateway Borough School District Business Manager at 907-247-2116.

Volunteers

The spirit of volunteerism is important to Fawn Mountain. Educational research has shown that parental involvement in their child's education results in academic improvement and success in school. Volunteering is a good way to get involved in your child's education.

Special Programs

Battle of the Books

Battle of the Books is a statewide reading competition featuring teams representing grade level combinations of 3/4 and 5/6. Students compete at a building level, a district level, and a state level.

Library

Fawn Mountain Library is a member of the First City Libraries, meaning it has automated cataloging, information access and checkout procedures. It is open during school hours. Grades Pre-K-6th have weekly scheduled visits to enjoy stories, learning library research skills and to check out books.

Music

Grades Kindergarten-6th meet regularly with the music instructor for general music that includes singing, rhythm, movement with music, and theory. Band is open to grades 5 and 6. Special music programs may include holiday concerts, special assemblies and programs combined with other schools.

Physical Education

Physical education is an important part of education, focusing on a child's growth and development. For safety reasons, parents should please provide a light soled, non-marking gym (tennis, sneaker) shoes. These remain at school for gym use only. On the days your child has Physical Education class, he/she should dress in appropriate attire for running exercising.

Special Education

Special Education is available to students who have been identified as having special needs. Students may be referred for testing by school personnel, parents, medical personnel, or community agencies. Guardian consent is required before formal testing and assessment can begin. There are many special services available. For more information, call the District Special Services Office at 907-247-2115.

PTA

Fawn Mountain School has a very supportive and active Parent Teacher Association. They financially support Battle of the Books, Kite Night, Dr. Seuss Day, Artist in Residency's, Breakfast Club, and busing on all field trips. PTA meetings are generally the second Monday of each month at 6:00pm in the Fawn Mountain Library. All are welcome and encouraged to attend.

Pre-School Screening

Ketchikan School District offers Early Childhood screening for three and four year olds in our community. Children are tested in small and large motor coordination, thinking ability, speech, language, hearing, and vision. Screening is offered free every spring and fall. This is an excellent opportunity to see how your child is doing developmentally before they begin kindergarten and is required prior to entry into the district preschool program.