



# Parent Handbook

Point Higgins Elementary School

981 North Point Higgins Road

Phone: (907) 247-1500

Fax: (907) 247-1558

<http://phe.kgsd.org>

Revised 8/20/2019

---

**KGBSD Vision:** Educating and empowering students to be critical thinkers, leaders and problem solvers.

**KGBSD Mission:** Together we foster an educational culture of academic excellence, meaningful connections and nurturing environments to maximize every student's unique potential.

---

Point Higgins Elementary School was completed in 1986 after two years of construction. The school design includes flexibility of learning spaces with economic options for future expansion. The school was built with the needs of young students in mind. The child-oriented environment is friendly and comfortable.

Point Higgins Elementary School is a drug free school. By action of the Gateway Borough School Board, use of any drug 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 upon entering the school. The office is located directly inside the main entrance.

We hope the 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 247-1500.

---

## **GENERAL INFORMATION**

### **A&P 1% Program & Box Tops for Education**

Point Higgins participates in these great programs. Simply have your child drop off A & P receipts or Box Tops for Education coupons into the boxes in the office. All proceeds go into our school activity fund.

### **Address and Phone Number Changes**

Correct contact information is essential for efficient communication between PHE and parents. In cases of health issues, disciplinary issues, or any time a parent needs to be contacted, PHE will contact at least one parent. Typically, it will be the contacted parent's responsibility to forward any communication to your child's other parent. If both parents would like to be contacted for every communication between the school and home, you must provide a written request to the PHE office. Also, please notify the office if you have a change in your address, phone numbers (home, work or cell) or emergency contact information.

### **Admissions**

Proof of age is required of all enrolling students. A legal birth certificate, hospital certificate, baptismal certificate or document of live birth is required as well as a copy of an up to date immunization record.

### **Attendance**

Regular attendance is crucial to a student's success in school. If your child is absent, please call the office between 8:00-9:30 a.m. If your child has an unexcused absence you will receive an automated phone call at 10am. Late students need to check in at the office before going to class. If your child must leave school before the day is over, please call or send a note. Your child will be called down to the office once the parent arrives. See the District Discipline Policy for more information.

### **Closed Campus**

After arriving at school, students may not leave the campus without a parent or guardian. All visitors and/or volunteers must sign in and affix a Point Higgins volunteer/visitor label onto their clothing. Please understand that we may only release a child to an adult we know or one who is listed on the emergency contact list. We may require identification to release a child.

### **Daily Schedule**

School begins at 8:45am. Students are tardy at 8:50am. Our playground is monitored between 8:30am – 8:45am. For safety concerns, please do not drop your student off before 8:30am.

### **Dress Code**

Clothing must be reasonably modest and suitable for the day's activities. (For example, dresses are not good on PE days and bad weather clothing is important on all days.) The wearing of hats inside the school building is not permissible. (The only exception to this would be in the classroom, IF a teacher allows hats there.) We do not allow clothing that promotes the use of drugs, this includes alcohol or tobacco products. The bottom of the shirt should meet the waist of the pants and strapless shirts or spaghetti straps are not allowed. Excessively ripped jeans are not allowed.

### **Drug Free Schools**

Point Higgins Elementary School 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.

### **E-mail**

We encourage parents to contact staff and faculty by e-mail. This can be done by typing first name.last name@k21schools.org (John.Doe@k21schools.org). You can also log onto our website at <http://phe.kgsbsd.org> and click the "Contact Us" tab.

### **Enrollment**

Point Higgins is a "neighborhood" school. Priority enrollment is given to families living north of Shoreline Drive. We welcome students living in other areas of Ketchikan. However, students from outside the school boundaries will be denied enrollment if we exceed our class size caps. The possibility exists that your child could be here one year and due to large class numbers be denied enrollment the following year. This would only occur if the class sizes equal or exceed the following:

<u>Grade Level</u>	<u>Class Size Limit</u>
Kindergarten	21
1st	23
2nd & 3rd	25
4th, 5th & 6th	26

### **Expectations / Behavior**

All students should be respectful to the staff, their fellow students and the school's property. No student has the right to stop a teacher from teaching or to prevent another student from learning.

- Each classroom develops a set of behavior standards or discipline plan for their class. This includes rules, consequences and positive reinforcements.
- To view our Student Code of Conduct please visit our website and go to "Our School" on the menu bar. Also see our KGBSD's Elementary Code of Conduct for more information.

- Parents of students who fail to meet these behavior standards and are a disruption to their own and other student's learning, may expect to pick up their child from school, have their child receive Detention, In-house and/or Out of school Suspensions, or other consequences for their behavior.

### **Field Trips**

In compliance with the new FERPA (Family Educational rights & Privacy Act) law, schools must obtain a parent signature for all field trips.

### **First Aid and Emergency Care**

We do not have a registered nurse on duty at any time in our school. In case of an emergency parents or guardians will be contacted as soon as possible. In case of a life threatening injury, 911 will be called. (Be sure all emergency information on your child's record is current).

### **Health**

Illness - If students becomes ill during the school day, they will be sent to the first aide room where an aide or administrative assistant will determine what action should be taken. If necessary, the parent or guardian will be contacted for advice or to take the child home. If a child is ill or has a fever in the morning keep them home. Students will be sent home if suspected of having a communicable disease. Examples are strep throat, chicken pox, pink eye, scabies, stomach flu, ringworm, impetigo, etc.

### **Immunization**

At the time of enrollment, a parent or 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 Ketchikan Gateway School District by their legal name. District policy states that a child's LEGAL name be used on all student information such as class lists and student records.

### **Lost and Found**

Lost items are kept in the front foyer in a box marked "LOST & FOUND". Small items (rings, watches, glasses, money) are kept in the school office. Clothing not claimed after each trimester is given to a charitable organization.

### **Lunch Program/Breakfast Program**

Breakfast can be purchased in the morning between 8:30-8:45am. A school lunch can be purchased during student lunch times. Each student is issued an ID/Lunch number that keeps track of lunches and milks purchased. Parents need to prepay lunches/milk on a daily, weekly or monthly basis. After you've set up a Parent Portal through the school district website (<http://kgbsd.org>) you can pay for lunch online by clicking "Online Payment" at <http://phe.kgbsd.org> or the main district site.

Please be aware when packing your child's snack or lunch for school that Point Higgins' has several students with severe allergies – especially to peanuts.

If a student forgets their home lunch or money for school lunch, he/she may charge lunch. Charges may not exceed \$10.00.

A governmental national lunch program for free or reduced lunches is available based on eligibility. Applications will be sent home during the first week of school and are also available to download from our website under the resource tab. Hard copies are available at the school office throughout the year. If your child received free or reduced lunch at the end of last year, you need to submit a new form within 30 days of the new school year.

Please see our school's website for more information about lunch schedules and costs.

### **Medication**

(A) 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 the Administration of Prescribed and Over the Counter Medication form. The staff is qualified to administer prescription drugs only if the approved form is completed.

(B) We cannot distribute Ibuprofen, acetaminophen (Tylenol), throat lozenges, or any other medication unless it's provided by the parent and the Over the Counter Medication form is filled out and signed. District policy does not allow herbal medications of any sort. All medications will be held in the first aid room.

### **Personal Belongings**

All personal belongings such as backpacks, coats, or gym shoes need to be labeled with the child's name and phone number. Electronics and toys need to remain in backpacks during the school day or the items will be confiscated and kept in the office until after school. To insure the safety of all children, baseball bats, hardballs and other dangerous sports items are not allowed at school.

### **Pets**

School personnel will contact Animal Protection immediately if unleashed animals are on the school grounds. If your child wants to bring a pet for show and tell, please make arrangements with the teacher in advance.

### **Phone Use/Policy**

All phone calls during the teaching day will go to the teacher's voice mailbox. If you need to contact a teacher you can do so before and after school, and at lunchtime. At no time during school hours, are students permitted to use their cell phones. Cell phones will be confiscated and will need to be picked up at the office after school. After the first time, if a student's cell phone needs to be confiscated, it will need to be picked up at the office by a parent. With permission from office staff, students may use the telephone by the office. Please make all 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 2:45pm.

### **Placement of Students**

Children will be placed in appropriate classrooms according to the following criteria:

- ~Over-all student learning abilities.
- ~Compatibility between students and teaching styles
- ~Written request from parents

The principal will make the final decision.

### **School Closure**

Please listen to the radio beginning at 6am for school closure announcements. Also, check your e-mail for school messenger alerts. If school is cancelled partway through the day, the school

will notify you by phone, text or e-mail so you can make arrangements if your child rides the bus home. It's very important we have current phone numbers and e-mail addresses so you can always be reached.

### **Transfers from Point Higgins**

If your child is to transfer to another school within the district, the principal of Point Higgins must be notified before any such transfer is made. If your child is leaving Ketchikan Gateway Borough School District, you must carry with you a copy of your child's shot records for the new school, as well as the address of Point Higgins so the new school is able to request records.

### **Transfers into the District**

Students who apply for admission to district schools will be placed at the grade level they have reached elsewhere. Transfers into PHE may take several days for all the paperwork and records to be approved/cleared.

### **Transportation - Buses**

Transportation for school district students is provided. Transportation is a privilege. Students riding the bus are expected to follow rules established by the bus company. Failure to obey the rules or be safe on the bus will result in loss of bus privileges. Bus stops and pick up times are announced in the paper every fall before school starts. To ride an alternate bus after school, a handwritten note needs to be handed in at the office or a parent phone call before 2:30 pm. Bus drivers are not allowed to transport "new" students unless they have a "Bus Form" from our office. For bus information or concerns, call First Student Bus at 907-225-3806. All buses have security cameras installed.

### **Volunteers / Visitors / Drop Ins**

Parental involvement is an important part of our success at PHE. There are many ways for parents to help. In order to ensure that each visit is conducive to the climate and learning environment of PHE, some general guidelines will need to be followed.

1. Make arrangements and get approval from your child's teacher prior to any visit to the classroom. No "Drop Ins" – While we know your intentions are good and appreciate your willingness to volunteer at our school, we need to ensure your visit will be productive for you, the students, the teacher, the academic environment, and for everyone involved.
2. Upon entering the school, you will need to sign in and affix a Point Higgins volunteer/visitor label to your clothing. Office staff will also confirm that the teacher and class is ready for you.
3. There are also other opportunities to help throughout the year with field trips, class parties, listen to students read, read to groups of students, etc. These must also be prearranged and approved by the teacher and administration.
4. We have a great PTO that is always looking for volunteers for various events and activities. Our PTO meets once a month in the library.
5. Help from Home – The teacher may request that you prepare games, charts or projects.
6. Library Help - copying, shelving books, book fairs, inventory in the spring. This can be arranged through the Librarian, PTO, and the office.

### **Website**

Our School website is <http://phe.kgbsd.org>. We use this as our primary source of communication. Please check it frequently to find out about all events coming up at the school.

## **Special Programs**

### **Library**

Point Higgins Library houses a children's book and media collection of approximately 10,000 items. It is a member of The First City Libraries; meaning it has automated cataloging, information access, and checkout procedures. It is open concurrently with school hours. Preschool through sixth grade have weekly scheduled visits to enjoy stories, learn library research skills and to check-out books.

### **Music**

There is a wide range of musical activities offered in the curriculum. Grades K-6 meet regularly with the music instructor for general music that includes singing, rhythm, movement with music and theory. Band is open to 6th graders. Special music programs may include holiday concerts, monthly assemblies, and programs combined with other schools.

### **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 right of the non-custodial parent. Parents/guardian 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 sent to the custodial parent.

### **Perfect Attendance Awards**

Each year an award will be presented to those students who have had perfect attendance over the course of the year. Students who are tardy or leave school early even once will not be eligible for this award.

### **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) shoe. These will remain at school for gym use only. On the days your child has physical education, he/she should dress in appropriate attire for running and 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. Parental 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.

## Point Higgins Playground Rules

- Open student play areas are limited to the designated playgrounds and the lower field. Students are not allowed on the other side of the fence, the parking lot, woods, ditches, and must stay off the planter boxes. (If a ball is lost over the fence, report it to the office so that it can be retrieved at a later time.)
- Students must obey the direction of all school staff/adults on duty and act respectfully
- Students need permission of the playground supervisor to enter the building during any recess times. Students should enter using only the front doors. If a student gets hurt, please have only one student accompany the injured person to the office.
- Count to 60 while waiting for the swing. (ABC's)
- Students may play tag. No grabbing other people's clothes or body. (Gentle tag/touch)
- No playing on the grassy areas in front of any classrooms. (2<sup>nd</sup> grade or 5<sup>th</sup> and 6<sup>th</sup> grade)
- Students needing time out may sit/stand along a fence, post, or in a teacher designated area. All time starts when the student complies with the supervisor.
  - 1<sup>st</sup> = 5 minutes, 2<sup>nd</sup> = 10 minutes, 3<sup>rd</sup> = Referral to the office
- Skateboards, rollerblades, skates, and Heeleys are not allowed at school while school is in session. Bikes are not to be ridden during school time. They may be locked in the bike racks. Helmets and locks are required.

## Additional Playground Rules grades Pre-K – 3<sup>rd</sup> Grade

- Do not throw rocks, sticks, or snowballs. Dig only in designated areas.
- Do not climb up the slide. Go down the slide feet first. One student at a time going down the slide. Move away immediately when finished going down the slide.
- Dodge Ball is not permitted during recess. Also, no sliding on the hills between the upper and lower fields.
- Only one student at the steering wheel, and up to two kids on the spinner at a time.
- At the end of recess each day, line up in your class' designated area.
- Special Needs swing needs to be respected. No flipping it, one at a time, etc.
- No other students are allowed on the preschool playground when the preschool students would like to use it.