



Parent/Student Handbook

Fawn Mountain Elementary School

400 Old Homestead Road

Phone: 907-228-2200

Fax: 907-247-4741

Website: <http://fme.kgsd.org/>

Fawn Mountain is proud to be part of the Ketchikan Gateway Borough School District

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

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

	<u>Page in Handbook</u>
Introduction	2
General Information (In alphabetical order)	3-13
Appendix A - Positive Behavior Support (PBS) Expectations Matrix	14
Appendix B - Playground Rules	15
Appendix C - School District Code of Conduct Link	16



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

Fawn Mountain is a drug free school. By action of the Ketchikan Gateway Borough School District, 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 students and staff, we ask that everyone check in with the office when entering the school. The office is directly inside the main entrance.

We hope this Student/Parent handbook answers any questions you might have about Fawn Mountain Elementary. If you have additional concerns or questions, please call the school office at 228-2200.

Schedule and Calendar

Schedule:

Our daily schedule is posted on our website: <http://fme.kgsbd.org/>
Please note that Wednesday has a different schedule than the rest of the week.

Calendars:

School: The school calendar can be viewed on our website: <http://fme.kgsbd.org/>

District: The district calendar can be viewed on the district website:
<https://www.kgsbd.org/cms/lib/AK01001769/Centricity/Domain/80/2019-2020%20Updated.pdf>

General Information (In alphabetical order)

Alaskan & Proud 1 % Program

Fawn Mountain participates in the Alaskan & Proud grocery store 1% program. Simply send in or drop off A & P receipts at the office. Proceeds from this program help 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, phone numbers (home, cell, and work), or your emergency contact. That information is critical for the school to contact parents/guardians in emergencies.

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 documents aren't readily accessible, school staff is 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 instruction and classroom activities, which are essential to keeping up with the rest of the class. If a 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 8:51AM. Students who miss more than one hour of school on either end of the school day are counted 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 an attendance problem developing, the following procedures will begin:

- 1) Classroom teacher calls parents;
- 2) Counselor referral may be made. Counselor will talk with the student and parents to talk about why the absences have occurred, how school can help, etc.;
- 3) Principal contacts family after a child has missed 10 total days or 4 days in one month;
- 4) (AR 5131 (a), 7.3.1: At 15 absences, a letter is sent home to parents advising them of the importance of better attendance and the potential problems if attendance limits are exceeded;
- 5) (AR 5131 (a), 7.3.2.1: At 20 absences, the student may be expected to repeat his/her current grade;
- 6) At 20 days absent, the student may be referred for summer school;
- 7) (AR 5135 (a) 7.3.2.2: At 20 absences the parent/caretaker 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, parent, any involved agencies, etc. A warning will be made that if further days are missed Step 6 may occur;
- 8) (AR 5131 (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;
- 9) AR5131 (a) 7.1: Prior approval for planned vacations/absences will be required by the schools. The parent/caretaker is to notify the school/teacher(s) at least six school days prior to the child's absence so that homework may be given. It is expected that the child will return with said homework completed and the teacher will then grade the homework. Students who fail to turn in homework immediately after a planned absence will receive a no credit in the record book. (this homework could consist of journal writing, making a report to the class, Flat Stanley, or similar age appropriate and trip appropriate requirements).

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 sometimes a state level.

Bed Bugs

Notify the school office immediately if bed bugs are suspected. If there is reason to suspect that bed bugs may be present in a classroom, inspections of the students in that classroom (and their belongings) will be undertaken. Students found to have live bed bugs or evidence of bed bug bites will be noted. Their siblings and, if necessary, those classrooms will also be checked. Parents of students with bed bugs will be notified and given the informational packet entitled, "Bed Bugs: Working Together to Alleviate the Problem". All students in the class where bed bugs are discovered will be given a bulletin to take home to parents stating that a live bed bug was found in the classroom. The school will work with a pest management system to place bed bug traps in all areas deemed necessary. The student with bed bugs will need to bring an entire extra set of clothes (including shoes and a jacket) to school with him/her the next day. School staff will wash and dry the set of clothes, and then have the student change into the clean clothes. School staff will then wash and dry the original set of clothes, so that each morning the student with bed bugs will have a bug-free set of clothes to change into and wear. The household in which the student with bed bugs lives needs to be treated by a pest management company, and proof of the treatment must be shared with the school. With questions or for assistance, please call the school.

Birthday/Party Invitations

Please do not send birthday or other party invitations to pass out at school unless each student in the class will receive an invitation.

Box Tops for Education

Box Tops are collected by classroom teachers. Proceeds from Box Tops help fund student activities and/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 to students who don't eat breakfast at home. Breakfast begins at 8:30AM, and lasts until 8:50AM.

Closed Campus

After arriving at school, students may not leave without 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 we know and we may require proof of identification to release a child. We will only release children to contacts who are listed in student files, or those for whom 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 (for example, dresses are not good on P.E. days). We do not allow clothing that promotes the use of drugs, including alcohol and/or tobacco products. The bottom of a student's top must meet the waist of his/her bottom layer of clothing. We do not want to see underwear; pants hanging low on the hips with shorts showing are not allowed. Strapless shirts or shirts with spaghetti straps are not allowed. Skirts and shorts 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. Bad weather clothing is important on all days.

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 (for example: sue.jones@k21schools.org).

Emergencies

In case of emergencies - such as school closure - attempts will be made to call all families, and local radio stations will be notified. Parent/guardian contact numbers should be kept current in the school office, as the school will utilize SchoolMessenger (see page 12 for more details) as its main form of communication in emergencies.

Expectations/Behavior

We have three major over-riding expectations that guide our behavior at Fawn Mountain: We are safe, we are respectful, and we are learners. 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 use the Positive Behavior Support Expectations Matrix (Appendix B) designed specifically for Fawn Mountain. These expectations are taught to the students in weekly lessons, and cover expectations for all school settings, including the playground (Appendix C).
- Each classroom develops a set of behavior expectations for that class to follow.
- Students are recognized for exceptional behavior by being awarded an “Eagle Head Award”. Families are contacted when this occurs.
- Severe infractions will be immediately referred to the principal and may result in in-school suspension, out-of-school suspension, detention, or other appropriate measures according to the severity and frequency of the misbehavior (see Appendix A). Parents will be notified or called in such cases. Severe infractions include:
 - A. Physical abuse of others/fighting
 - B. Vandalism or willful damage to property
 - C. Stealing or cheating
 - D. Throwing objects so as to willfully endanger others
 - E. Displaying extreme defiance or disrespect to adults
 - F. Possessing tobacco, alcohol, chemical substances, weapons, or pornographic materials
 - G. Leaving school grounds without permission
 - H. Continuous minor violations (insubordination)
- All staff members have equal authority to assist with the supervision, care, and discipline of all students. A student who misbehaves will be talked to by the nearest staff member, and will then be referred to the classroom teacher, the counselor, or the principal as the situation merits.
- Parents/guardians are the most important and influential adults in children’s lives. We need their cooperation and support to make Fawn Mountain Elementary 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 cannot accept verbal parental approval, or permission slips that are faxed/emailed to the school.

First Aid and Emergency Care

We do not have a registered nurse on duty at any time in our school. In case of a serious accident or injury, the most accessible and qualified first aid caregiver available will provide appropriate first aid and emergency care. Parents, guardians, or others designated emergency contacts 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 current.

Health/Illness/Prescription Medication

If a student becomes ill during the school day, he/she will be sent to the office for the health clerk or other office staff to determine what action should be taken. If a student seems too ill to participate in class, parents/guardians/emergency contacts will be called to pick up the child. If a student is ill or has a fever in the morning, please keep him/her home. If a child is too sick to go outside, he/she is too sick to be at school. Please do not send notes requesting that a student stay indoors during recess; 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 a physician. Students will be sent home if suspected of having a communicable disease.

If it is necessary for a child to take any prescription medication during the school day, a parent/guardian 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. 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. Because we do not have a registered nurse, we are not allowed to distribute any over-the-counter medication (for example, Ibuprofen, Tylenol, throat lozenges, cough drops, etc.). Any medicine that does not have the proper form filled out or the proper packaging will be held in the first aid room until the parent or guardian can complete the proper form.

Immunization

At the time of enrollment parents/guardians 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.

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 – 6th have weekly scheduled visits to enjoy stories, learn library research and technology skills, and to check out books.

Lice

If there is reason to suspect that active head lice or nits may be present in a classroom, inspections of the students in that classroom will be undertaken. Students found to have active cases 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 was 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 is no sign of active lice. Should the head lice infestation continue to occur, the student may be referred to the Public Health service or a physician for further treatment. Parents/guardians can help by checking children's heads on a regular basis for lice or nits. Parents/guardians should check a child's head the first week of school so we don't start off the year spreading head lice. Notify the school office immediately if head lice is suspected. With questions or for assistance, please call the school. More information is also available at: <http://www.headlice.org/>.

Lost and Found

Lost items are kept in the entry way. Items not claimed are donated to a charitable organization or disposed of properly.

Lunch Program

School lunch may be purchased for \$3.35 (including milk); milk bought separately costs \$0.50. Each student has his or her own lunch account number. Please keep enough money in an account to pay for at least one lunch. Students may deposit lunch money into their accounts by visiting the office between 8:30AM and 8:50AM. Parents may bring money (or mail a check) to the office anytime; payment may also be made online at: <https://ketchikan.revtrak.net/>. Lunch menus are subject to change without notice, and may be found online: <https://www.kgbsd.org/menu>.

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, are available in the office at any time, or online at: <https://www.kgbsd.org/domain/94>.

Eligibility is based on:

- A) Food stamps/AFDC household
- B) Family size and income
- C) Foster children

If a student is going to be late for school, but will need a school lunch, please notify the school office before 9:00AM. School lunches are made and sent from the offsite district kitchen and must be ordered by 9:20AM. We cannot order extra lunches. If a child forgets to order a lunch or is late, we will not have an extra lunch to sell to him/her.

Music

Grades K – 6 meet regularly with the music instructor for general music that includes singing, rhythm, movement with music, and theory. 6th graders may take band. Special music programs may include holiday concerts, special assemblies, and programs combined with other schools.

News/Communication

In an attempt to better-inform our parents and eliminate paper waste and time, we use our website (www.fme.kgsd.org) and our Facebook page to post news and communicate with parents.

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.

Parent Teacher Association (PTA)

Fawn Mountain School has a very supportive and active PTA. They financially support field trip busing, Battle of the Books, Kite Night, Dr. Seuss Day, Reflections Arts, Artists in Residency, and Breakfast Club. PTA meetings are generally the second Monday of each month, at 6:30PM, in the school library. All parents/guardians are welcome and encouraged to attend. Watch the Facebook page for announcements regarding Fawn Mountain PTA.

Parking/Picking up Students

Please pick up and drop off student(s) along the edge of the curb adjacent to the main parking lot. Please do not leave cars in this area unattended, as it is the fire lane. Parents/guardians coming into the building should park in one of the parking lots. Students being picked up by parents/guardians are dismissed from their classrooms and wait in the cafeteria. Parents/guardians waiting in the parking lot for student(s) should call the office to have student(s) sent from the cafeteria to the curb for pick up.

Perfect Attendance

Each year an award is 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.

Personal Belongings

All personal belongings such as backpacks, coats, and gym shoes need to be labeled with a student's name. For the protection of students' valuables, for safety, and to lessen classroom disruptions, iPads, iPods, other electronics, and valuable games/toys are **not allowed at school** (see page 10 for phone policy). These items can be damaged by others, traded without parental knowledge, or stolen. For the safety of all children, baseball bats, hardballs (baseballs and softballs), skateboards, and other dangerous sports equipment are not allowed at school. Heelies are not to be worn at school. Please help us by reinforcing with students 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 not bring toys from home; they can be lost, stolen, broken, etc. Toy cars, action figures, collectable cards, etc. are not allowed at school; they will be confiscated from students and returned only to parents/guardians or on the last day of school. Thank you in advance 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.

Phones

Our school office phone number is 907-228-2200. Phone calls to teachers during the school day will be directed to a teacher's voice mailbox. Students 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 as a family in the morning before school. If plans change, parents/guardians should call the school before 2:45PM, as the office is a very busy place at the end of the day.

Student **cell phones** must be turned off and put away during the school day. If a student cell phone is visible, audible, or otherwise disturbing, it will be confiscated and, depending on the situation, may only be returned to a parent/guardian. In the case of a confiscated student cell phone, contact will be made with the parents/guardians and arrangements will be made for return of the cell phone.

Physical Education (PE)

Physical education is an important part of education, focusing on a child's growth and development. For safety reasons, parents are asked to provide a light-soled, non-marking gym (tennis, sneaker) shoe. These shoes will remain at school for gym use only. On the days students have Physical Education class, they should dress in appropriate attire for running and exercising.

Placement of Students

Teachers and Principal will assign students to appropriate classes. Priority will be given to the following criteria, in this order:

- A) overall learning ability to make a balanced group;
- B) boy/girl ratio;
- C) compatibility between students and prospective teachers' styles;
- D) written requests from parents.

Written requests from parents will be accepted and considered, but requested placement is not guaranteed. Criteria and a timeline for written requests will be posted on the school website (www.fme.kgbsd.org) in April of each year.

Preschool Screening

Ketchikan School District offers Early Childhood screening for three and four year-olds. Children are tested in small and large motor coordination, thinking ability, speech, language, hearing, and vision. Screening is offered free every spring, and helps determine if children qualify for the district preschool program. Preschool screening is also an excellent opportunity for parents/guardians to see how a child is progressing developmentally before he/she begins kindergarten.

SchoolMessenger for Text Alerts, Announcements, and Reminders

The Ketchikan Gateway Borough School District (KGBSD) uses the SchoolMessenger notification system to provide timely, relevant communication to parents/guardians on matters such as attendance, lunch balances, transportation, school activities, and emergencies. This system is designed to send phone calls, emails, and text messages, and allows parents and guardians to select how they prefer to be contacted. It is important for parents/guardians to ensure that their correct contact information is on file with their student(s)' school(s).

To participate in the text messaging service, follow this simple process (it only takes a few seconds to complete):

- **Text any one of the following words to the number 68453: subscribe, option, yes;**
- Upon successful registration, users will receive the following reply message: *You are registered 4 SchoolMessenger notifications. Reply STOP to quit, HELP for help.*

Snow Day/School Closure

If snow has accumulated overnight, the superintendent may cancel school or call for a modified schedule. Please listen to the radio beginning at 6:00AM for school closure announcements, or check phones and email accounts for messages via SchoolMessenger (see above). If school is cancelled part way through the day, the school will make every attempt to notify parents/guardians by phone so that they can make pickup/supervision arrangements for their child(ren). It is very important that the school office have current phone numbers so parents/guardians can always be reached.

In cases of bad weather, the school district might choose an alternative to cancelling school. Some of those alternatives 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 will begin school at 11:00 AM. Students who ride buses will be picked up two hours later than the normal time. Dismissal time remains the same (3:20PM). Preschool classes are cancelled on delayed start days.

If the snow route only is used, buses only pick up and drop off students along the main highway and at each school; they will not travel on side roads.

Safety for all is our first concern. If parents/guardians don't feel that it is safe to be on the roads, they have the right to keep their child(ren) at home.

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.

Transportation/Buses

First Student, Inc. is the school district's bus company. They can be reached at 907-225-3806. Information about the bus company and the student transportation agreement can be found on the district website: <https://www.kgsd.org/Page/1040>. School rules and the Student Code of Conduct apply on the school bus and at bus stops. When students misbehave on the bus, they may be referred to the school office. Discipline infractions on the school bus can result in student short- or long-term suspension from bus privileges. Suspension from the bus is not an excused absence. Any bus transportation concerns should be directed to 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 and family involvement in a child's education results in academic improvement and success in school. We welcome volunteers and encourage parents and guardians to partner with us in their child(ren)'s education.

Appendix B (Playground Expectations)

At Fawn Mountain Elementary, we expect students to

- regard safety as the first rule;
- treat others the way they want to be treated;
- obey adult staff and volunteers, and act courteously and respectfully;
- respect the rights and property of others;
- use equipment for its intended purpose;
- respect others' games by walking or running around the game area, not intruding on the space, and by not stealing other's equipment or kicking away balls that come their direction;
- not bring their own toys to the playground (no trading cards, toy cars, or electronics of any kind);
- stay in the designated playground areas, and not to go under or over fencing;
- count to 100 if waiting for a swing, and then ask another student to let them have a turn;
- leave wood chips, rocks, sticks, and snow on the ground – no throwing or kicking of them;
- not smash rocks;
- not use balls in the playground equipment area;
- use the ladder to climb up to the slide, with only one student on the ladder and on the slide at a time;
- not grab other people's clothes or body when playing tag or any similar games;
- not dig on any of the fields;
- have only one person on a swing at a time;
- sit on their bottoms only when swinging, and going only forward and backward on the swing, not twisting the chains or going sideways;
- stay out from under the swings and not to jump off of the swings;
- not use wheeled equipment (bikes, skateboards, rollerblades, skates, etc.) during school hours.

Consequences for not following expectations:

- Time out, either with a playground supervisor or sitting on a bench;
- Visit with counselor and/or principal;
- Phone calls to parents/guardians;
- Recess detention.

[Appendix C \(KGBSD Code of Conduct\)](#)

Click on this link to access the school district's code of conduct page: [KGBSD Code of Conduct](#)