



Parent Handbook

Point Higgins Elementary School

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<http://phe.kgsd.org>

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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 student activity fund.

Address and Phone Number Changes

Correct contact information is essential for efficient communication with parents. Please notify the office if you have a change in your address, phone numbers (home, work or cell) or emergency contact person.

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 necessary for a student's success in school. If your child is absent, please call the office between 8:00-9:30. 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 during school hours.

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

Our dress code is very general. Clothing must be reasonably modest and suitable for the day's activities. (Dresses are not good on PE days; bad weather clothing is important on all days.) We do not allow clothing that promotes the use of drugs--including alcohol or tobacco products. The bottom of the shirt should meet the waist of the pants and no strapless shirts or spaghetti straps. 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.kgbsd.org> and click the "Contact Us" tab.

Enrollment

Point Higgins is a "neighborhood" school. Students living north of Shoreline Drive are guaranteed enrollment in Pt. Higgins. 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.

Field Trips

In compliance with the new FERPA (Family Educational rights & Privacy Act) law, schools must obtain original parent signatures for all field trips. We can no longer accept a fax or verbal parent approval over the phone. Any student failing to bring the signed parent permission slip back to their teacher will not be allowed to participate.

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 become 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.

Breakfast/Lunch Program

Breakfast can be purchased in the morning between 8:30-8:45am. Students on the reduced program will be charged 40 cents, full pay is \$1.00.

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.

If a student forgets their home lunch or money for school lunch, he/she may charge lunch. Charges may not exceed \$10.00. After that your child will be given a peanut butter and jelly sandwich with milk.

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.

Our lunch line is facilitated by the use of a biometric finger scanner. This technology allows students to progress through the lunch line in an efficient manner so that we may offer more lunch choices and have our staff spend more time working with students instead of data entry. We believe in securing your students information and have chosen software that does not store a copy of any fingerprints, and links the students scanned finger only to their lunch ID in Power School. When your child graduates or is no longer enrolled in the school system, the templates are deleted. At no time is a fingerprint image stored, and no fingerprints can be recreated or delivered to any agency- governmental or otherwise. While we feel that this system benefits our school, you always have the option to opt your student out of using the finger scanner. If you do not want to participate in this program, please send a letter in writing to our school office.

(Tentative lunch schedule)

Grades Preschool-K

Recess: 11:00 - 11:20

Lunch: 11:25 - 11:45

Grades 1-3

Recess: 11:25 - 11:45

Lunch: 11:50 - 12:10

Grades 4-6

Recess: 11:50 - 12:10

Lunch: 12:15 - 12:35

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.

Placement of Students

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

- Over-all learning ability to make a balanced group - determined by staff
- Compatibility between students and prospective teacher's styles
- Written request from parent

The principal will make the final decision.

School Closure

Please listen to the radio beginning at 6am for school closure announcements. If school is cancelled partway through the day, the school will notify you by phone, FlashAlert or Email so you can make arrangements if your child rides the bus home. It's very important we have current phone numbers so you can always be reached.

Screening Programs

Vision and hearing screenings are done for preschool, kindergarten, first, third and fifth graders, as well as, new students to our district, or students referred by teachers and parents.

Telephone 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.

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 2:45pm.

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, pending observation and evaluation of their academic, social, and emotional performance. Within 15 days of the student's enrollment, the classroom teacher and/or principal shall complete its observation and evaluation and the principal or designee shall determine the student's appropriate grade placement.

Transportation - Buses

Students riding the bus are expected to follow rules established by the bus company. 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 2:45pm. Bus drivers are not allowed to transport "new" students unless they have a "Bus Slip" from our office.

For bus information or concerns, call First Student Bus at 907-205-5221.

Volunteers / Visitors / Drop Ins

Parental involvement focuses on the child and increases the availability of programs the school is able to provide. There are many ways for parents to help. To decrease disruption of the daily educational process, please contact each teacher prior to entering the classroom. Your cooperation with this procedure is greatly appreciated. Upon entering the school, please sign in and affix a Point Higgins volunteer/visitor label to your clothing.

*Student Contact - field trips, class parties, listen to students read, read to groups of students, computer lab, health screening.

*Teacher Help - copying, laminating, book-binding, computer work, find resource material.

*Home Help - prepare games, charts or projects for teacher.

*Library Help - copying, shelving books, book fairs, inventory in the spring.

*Drop Ins - prior arrangements required.

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 checkout 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 5th and 6th graders. Special music programs may include holiday and spring 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

- Play areas are only on the designated playgrounds – not in the parking lot, woods, ditches, and not in or on the planter boxes.
- Students need permission of the playground supervisor to enter the building during any recess times. Students should enter using only the front doors.
- Do not walk on or in the planter areas or on the benches surrounding the planters.
- Do not climb the chain link fence surrounding the school fields, parking lot, or playgrounds.
- Count to 60 while waiting for the swing.

- Do not throw rocks, sticks, or snowballs.
- No kicking or throwing playground balls around the upper playground equipment or under the covered areas.
- Do not climb up the slide. One at a time going down the slide. Move away immediately when finished going down the slide.
- Students may play tag. No grabbing other people's clothes or body.
- Dodge Ball is not permitted during recess.
- No digging on any of the school fields.
- No sliding on the hills between the upper and lower fields.
- No playing on the grassy areas in front of 2nd grade or 5th and 6th grade.
- If a student gets hurt, please have only one student bring child in to the first aide room.
- 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.
 - 1st = 5 minutes
 - 2nd = 10 minutes
 - 3rd = 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.
- Lunch detention may be assigned to students. During this time, students will sit at a separate table, eat their lunch and reflect on being safe, respectful, and a learner.
- Students will obey adults and act courteously.