

Lower Kuskokwim School District

# **MikeInguut Elitnaurviat Primary School**

2017-2018



# **Parent-Student Handbook**

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Accredited Northwest Association of Schools and Colleges

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## **Greetings from the Principal!**

The entire M.E. staff welcomes you to another action-packed school year. A caring group of dedicated professionals are here to help each and every child learn and grow in amazing ways. Children are the focus at M.E. School.

Our young students benefit greatly from parent and community involvement. There are many ways to be involved. Attending our events is a fun way to start. Family and community members are invited to feel the energy and excitement about learning at assemblies and Friday Showcase. We also have a Halloween Carnival in October, a Winter performance in December, frequent Friday roller-skating nights, and a Family Night once a month. Please see newsletters and our school website to learn when events are held.

Volunteering is also greatly appreciated. If you would like to volunteer at school, please communicate with your child's teacher or notify someone at the office. Every adult can help our children with language development by reading and talking with students regularly. M.E. School has a parent library and students can also check out books to read at home. Reading at home every day helps kids become stronger readers and learners. Talking each day to your child about what is happening around us helps our students learn important language skills that make learning easier.

We are excited to work together with you and your children to make this year successful and rewarding!

Jazzmin LaValle, Principal

## About Our School

Mikelnguut Elitnaurviat, “The Little Children’s School”—usually referred to as “M.E.”—Is a primary school serving Bethel children in kindergarten, first and second grades. In addition to the regular course of study delivered by a highly professional staff of teachers, M.E. provides educational specialists in language/ literacy, physical education/music, Yup’ik language/culture, library services, social work/counseling, and special needs resources.

The Ayaprun Elitnaurvik Language Immersion Program was added in 1995. This is an optional Yup’ik language-learning program that begins in kindergarten and continues through the upper elementary grades and that simultaneously follows the regular English grades curriculum. In August of 1999, Ayaprun Elitnaurvik began operation as an independent charter school with separate administration and funding under the LKSD Board of Education. Ayaprun Elitnaurvik is currently located in the Kilbuck building. A separate Parent Handbook is available for the Immersion School.

M.E. is staffed by a principal, a dean of students, 17 certified teachers, a librarian, an associate teacher, a school social worker/counselor, four classroom teacher aides, special education/intensive needs aides, a site technology specialist, and maintenance, custodial, food service, and secretarial staff. Additional program and personnel support is provided as needed by LKSD District Office departments and specialists. The school’s student population is approximately 250 children.

## Values and Beliefs

The Bethel education community collectively values honesty, responsibility, self-discipline, a strong work ethic, high expectations, communication, and respect for cultural diversity, the earth, self, family, elders, and the world community.

Together, we believe that:

- ⌘ All children can learn
- ⌘ Children learn at different rates and in different ways
- ⌘ Students learn best when their basic needs are met for love, food, shelter, exercise and rest
- ⌘ School should provide a safe and caring learning environment.
- ⌘ Curriculum should be developmentally appropriate and allow choices for varied interests
- ⌘ Goal-setting, planning, and problem-solving skills are necessary for all students
- ⌘ Learning is life-long

## Mission

The mission of the Bethel Public Schools is to continually promote excellence in education by maintaining a partnership between parents, schools and community, and integrating the unique cultural aspects of the region and community into the school systems, while requiring the highest academic standards.

The education of our children is the responsibility of the entire community. By working together as an Educational Family, we will be able to meet the needs of our students during the present and prepare them for their future.

## Philosophy

The administration and staff of Mikelnguut Elitnaurviat Primary School acknowledge our fundamental responsibility to parents and children to provide the best possible education for every student. We believe the educational process must help students attain their optimal educational development in all areas—academic, social, emotional and physical—in the ways and at the times appropriate for each individual child. It is our job to aid parents in providing their children with the knowledge, skills, and attitudes necessary to function productively, cooperatively and happily in the larger world.

The educational process should respect family and community values, needs and expectations. Learning should be seen as a life-long journey. As educators and educational support people, we are committed to helping youngsters learn to do their best, strive for excellence, acquire a positive attitude toward learning and work, and take pride in achievement and progress. Our work should always keep the children as our focus in providing the most appropriate curriculum and practices for their developing interests and needs.

## Goals

Through the educational program at M.E., our goals are for students to:

1. Develop reading, writing, speaking, and listening skills...
  - ✘ in English communication.
  - ✘ in Yup'ik communication.
  - ✘ through acquiring an intrinsic value for reading and writing.
  
2. Examine and use information critically by...
  - ✘ developing information gathering, reference and study skills.
  - ✘ learning to read and problem-solve.
  - ✘ developing critical thinking skills.
  
3. Develop adaptive life skills by...
  - ✘ learning to adapt constructively and creatively in a changing world.
  - ✘ learning traditional and contemporary local survival skills.
  - ✘ developing skills in mathematics and natural and social sciences.
  - ✘ understanding economics and resource management.
  - ✘ gaining the ability to function in diverse social settings.
  
4. Develop a sense of self-worth and respect for others by...
  - ✘ attaining self-awareness and a positive self-image.
  - ✘ appreciating and respecting the dignity and worth of all individuals.
  - ✘ practicing conflict resolution, anger management and problem solving skills.



5. Understand, respect and encourage the preservation of cultural heritage by...

- ✘ taking pride in one's own heritage and developing appreciation for Yup'ik heritage, language and culture.
- ✘ learning about many different peoples and cultures.

6. Develop positive attitudes and personal responsibility by...

- ✘ participating in home, school, community, regional, state and national affairs.
- ✘ learning and following the school's rules and procedures.
- ✘ practicing self-control, social problem solving, and other social skills.
- ✘ learning to meet challenges with confidence.

7. Develop originality and creative expression by...

- ✘ exploring interests and abilities through structured and unstructured play, art, and other learning activities.
- ✘ interacting with new environments, people and ideas.
- ✘ participating in music, rhythm and movement.
- ✘ being encouraged to use divergent thinking skills.

8. Develop and maintain physical fitness and health-promoting personal habits.

## **The School Day & General Information**

### **SCHOOL CALENDAR**

A copy of the school year calendar for schools under the Bethel Advisory School Board (M.E., Gladys Jung Elementary, and BRHS) is on the back cover of this handbook.

The calendar for the school year is set each spring by the Advisory School Board. A copy of the calendar will be provided in the school newsletter in May and again in August. Copies are also available at the school office. The calendar sets the opening day of school, vacation periods, teacher/staff in-service days, early release days, and the closing day. The District Board of Education sets holidays. School year events, such as parent nights, are set by each of the schools independently. Occasional changes are necessary to the calendar, so check newsletters for these as they come along. Please note that there is no school for students on inservice days.

### **LATE START & SCHOOL CANCELLATION POLICY**

Occasionally we have a bad “weather day” when school must be cancelled or postponed. By Advisory School Board policy, Bethel schools will be closed when the ambient temperature or the wind chill reaches the range where students are in danger of frostbite within seven minutes. (We cancel school if wind and temperature combine to cross the red line on the Wind Chill Chart visible on the inside cover of this handbook.) Schools may also be closed due to other weather conditions such as, but not limited to, high winds, poor visibility, or icy roads.

In some cases school may start late at 10:00. In the case of late start, dismissal times will not be changed. Radio (KYUK and KYKD) announcements are made as early as possible on closure and late start days. If in doubt, call the school at 543-2845. Weather closure days must be made up within the same school year.

## HOURS AND STUDENT ARRIVAL

- 8:00 a.m. Children may come into the school at this time. A variety of supervised play activities is available from 8:00-8:35. Children should not be dropped off at school before 8:00, as there is no one available to supervise them, and weather conditions outside are often severe. Breakfast is served during this time.
- 8:25 a.m. Children go to their classrooms. All children should be in the building by this time, as it takes awhile for them to put away coats, etc. and be ready for their first activity.
- 8:30 a.m. The school day officially begins. Children who arrive after this time are tardy and miss some of their learning activities.
- 3:00 p.m. Dismissal time. Buses leave as soon as possible. Walkers are escorted across the street. Picker Uppers wait in the gym. If your child is to be picked up, please do so by 3:00pm because school staff members have responsibilities to attend to after students have left.

## **ENROLLMENT & KINDERGARTEN ROUNDUP**

Enrollment requires completion of enrollment forms and copies of a child's birth certificate and Health/Immunization Record. State law stipulates that no child may attend school until all required immunizations are complete and the Immunization Record is on file at the school. For students transferring from another school, all records from the previous school are also required.

To be enrolled in Kindergarten, children must be five years old **before** September 1. Children who meet this requirement should come along with their parents to Kindergarten Roundup for the required physical exams, vision, hearing and dental screening, and enrollment paperwork. Roundup is held in early April. Attending Kindergarten Roundup is very important for helping children have the best possible start at school.

## **STUDENT PLACEMENT**

The M.E. School administration and teaching staff view student placement in classes as a critical part of the education process. We therefore make every effort to place each student appropriately. The basic procedure for placement is set by district and Advisory School Board policies, which seek fairness and equity for all children by directing that classrooms be balanced by gender, ethnicity, language development, skill and content proficiencies, learning styles, special needs, and age. Classroom placement decisions are determined by appropriate academic level considerations. Parent input is also very important. We encourage you to fill out a parent input form at the end of each year.

## **TRANSFERRING FROM OTHER SCHOOLS AND HOME SCHOOL**

See ENROLLMENT, above. In addition to regular enrollment requirements, parents of children coming from other schools must provide a complete set of records, including any Individual Education Plan (IEP). By state law, no child may attend school without a copy of

their fully up-to-date Immunization Record. If parents do not have records from the previous school, our secretary will arrange to get them if parents provide a phone number or address. For Alaska schools, the name of the school and school district are sufficient. However, children can be enrolled more quickly when parents already have their child's records in hand. So that the assigned teacher can have time to properly prepare for a new student, children enrolled after the start of the school year may begin attending the day following completion of enrollment.

Parents of children transferring their child from the Ayaprun Elitnaurvik Immersion School, from one of the district's Yup'ik First Language schools, from a private school, and from home school should know that their child will be screened for proper placement.

#### **THE INSTRUCTIONAL PROGRAM**

We seek to maintain a healthy balance between the four primary developmental domains of young children: cognitive/academic, social, emotional, and physical. While being challengingly academic, our program also incorporates a considerable amount of child-to-child and child-to-adult interaction, hands-on learning activities, physical movement, and exploratory play, in an emotionally warm and supportive school environment. We place a strong emphasis on the whole child and take to heart the saying that "Children won't care how much you know until they know how much you care."

At the core of our academic program and the foundation for success in school is language development and literacy (reading and writing). Math is also strongly emphasized. The subject areas such as science, social studies, and arts, are integrated through a series of thematic units taught throughout the year at each grade level, all revolving around developing competencies in language, reading and writing. We employ a comprehensive Balanced Literacy approach in literacy instruction that combines the best aspects of phonics and

whole language through the daily use of high interest, quality reading materials, and continuous assessment of each child's progress. A Parallel Block Schedule, in which all students at each grade level receive daily reading instruction at the same time, enables teachers and trained teacher aides to instruct small groups of one to four students at just the right level they need. During block times, groups may be formed with students from different classrooms. Groups are flexible and change membership when individual students are ready. Such close attention to individual children's needs is especially important at the primary level. Outside the block schedule times, language development, reading, and writing are integrated throughout the curriculum.

All students have physical education twice a week with a certified teacher specialist who incorporates music and language development activities. Students also attend Yup'ik Second Language/Culture class twice a week with an associate teacher, and they visit the library once a week for instruction and to check out and return books. All classrooms have daily recess on the playground or on the play deck under the main building. In severe weather recess is held indoors.

### **ASSESSMENT AND PROMOTION**

Content and performance standards were established that correlate with the State of Alaska's standards for all students. Progress through yearlong grades is driven by assessment and student progress, which is monitored closely by AIMSweb three times a year. Teachers share AIMSweb data with parents at parent-teacher conferences and a paper copies of the data are sent home when conference time is not available. Promotion is based on academics, attendance, and the child's social and emotional development. Retention is the last thing we want for your child, but if we feel it would benefit your child to be retained, we will notify you early in the process.

## ATTENDANCE

### Attendance Policy

The LKSD Board of Education, in the “Students’ Rights and Responsibilities” policy states that students have the responsibility to attend school and classes regularly on time throughout the school year. Regular class attendance helps students develop healthy habits for the future and helps them to be more academically and socially successful. Failure to attend class greatly reduces the effectiveness of the educational program and creates problems for the teachers and other students.

### Attendance Standards:

1. Tardiness refers to unexcused late arrivals to class.
2. Absences are classified as excused or unexcused based on LKSD policy.
3. For students to achieve as much as possible at school, the goal is to be present at least 95% of the school days. This means students will have **9 (or less) absences** in a school year to be considered satisfactory in attendance.
4. Students who miss 17 or more (or 10% or more) of the days in a school year are considered chronic absentees. Chronic absenteeism is associated with poor outcomes in later in life. The best outcomes for children start with regular school attendance.

### Attendance Reporting Procedures:

1. Guardians of students who have a planned absence (moose hunting, family trip etc.) must notify the principal. An absence of longer than 3 days should be pre-arranged at least one week prior to absence. Failure to follow this procedure may result in absence being unexcused.
2. Guardians of students who are unexpectedly absent from school (such as with illness) must notify the school of the reason for absence. Parents or guardians are encouraged to call on the morning of the absence instead of sending a note with the student on the return day. Our immediate concern is the safety of the students.

3. Students absent due to illness for more than three (3) consecutive days are required to bring in a note from a medical provider in order for the absences to be excused. (LKSD Board policy)

***Unless the procedure is followed, the absence(s) will automatically be considered unexcused.***

4. Students are to report to the office for a tardy slip when they arrive after 8:35am.

#### Classification of absences

##### ***Excused Absences:***

Reasons for excused absences are: illness of student, death in the family, medical appointments, and **other emergencies to be approved by the school.**

##### ***Pre-Arranged Excused Absences:***

**Local subsistence & religious activities, and other absences of educational value** shall be presented to the principal for approval as an excused absence. An absence of longer than three (3) days should be pre-arranged at least **one week prior.**

##### ***Unexcused Absences:***

Unexcused absences shall refer to any unauthorized absence from class. Parents/Guardians will be notified either by phone or letter. Unexcused absences are violations of ME School and LKSD policies and can lead to **truancy procedures.** A Parent/Guardian signs a copy of the LKSD policies about ABSENCES AND EXCUSES and TRUANCY definitions and procedures at the time of enrollment at ME School. A copy of this signed document is available to Parents/Guardians upon request.



## **RELEASING STUDENTS FROM SCHOOL**

Children will not be released to anyone not specifically authorized by their parents. A parent must send a signed note to the school or phone the office if they want someone other than their self to take their child out of school or pick up the child at the end of the day. The parent must state the name of the person who will pick up the child. In the case of persons unknown to school staff, personal identification will be required.

## **VISITORS & VOLUNTEERS**

Visiting school is a powerful way for parents to reinforce the value of education with their children. Parents and other visitors are welcome at any time during school hours. We especially encourage parents and guardians to visit their children's classrooms, as this not only informs them about class activities but provides another way for children to know their parents are interested in how they do in school. There are also many opportunities for parents and others to volunteer. Volunteers can help in classrooms, the library, the office, on buses, or at other activities. For security reasons, we do require all visitors to check in and out through the school office. This is somewhat inconvenient for those with children in the portable classrooms, but an extra couple minutes coming to the office for a visitors pass will help us know who is on campus and their purpose.

## **VISITING CLASSROOMS**

To minimize classroom distractions, we ask that parents wishing to visit their child's classroom or speak with a teacher make arrangements with the teacher ahead of time. If you need to talk with your child or pick her or him up during the day, please come to the office and we will have your child meet you there. You can also call the school secretary to arrange for an early departure.

## **FRIDAY AFTERNOON SHOWCASE (ASSEMBLY)**

We have an assembly time reserved in our weekly schedules. It is the last 30 minutes of the school day on Friday. If it is a showcase, that means one or more classrooms perform to show something they have learned during the week in the form of a song, skit, or other performance. Grade levels take turns having showcase events. Whenever the assembly is not designated as a grade level showcase, it will be a regular student-staff assembly. Assemblies will have activities designed just for students for various purposes and will not have showcase performances. Space will be very limited at student-staff assemblies, so we will not prepare a parent seating area as we do for showcase events. Please visit our school website and read classroom and school newsletters that come home in your child's backpack to find out more about assemblies and Showcase events and dates.

## **BUSERS, WALKERS, AND PICKER-UPPERS**

As the school day ends, students who ride buses are organized into groups and escorted to the bus loading area. Buses are scheduled to leave by 3:05. As soon as buses depart, children who walk home are escorted across the street. Children who are picked up gather in the gym, and should be picked up by no later than 3:15. Parents or other parent-approved persons coming for children must go to the gym and sign out the child. Because of congestion in the parking lot and safety concerns, parking is not allowed between the orange handicapped parking posts and the school buildings, nor along the boardwalk going out to the street, which is the bus loading area. At dismissal time the parking lot is a very busy place, so for safety's sake, adults should always hold children's hands while walking through the parking lot.

### **CHANGING YOUR CHILD'S DESTINATION AFTER SCHOOL**

There are times when parents need their child to go somewhere other than usual after school. When this type of change occurs, please call the M.E. School office at 543-2845 before 2:00pm to be sure we can communicate the changes to the all of the adults involved in supervising your child's departure. The end of the day gets very busy with many phone calls and people coming in, so we cannot guarantee notices received during the last half-hour of the day will be acted upon in time. If there is an emergency that requires you to make a change after 2:00pm, please be sure to speak directly with the school secretary or administration at extension 3600.

### **SENDING CHILDREN HOME BY TAXI CAB**

Parents may request to have their child sent home by cab. A paper showing the child and parent's names, address, phone number, and the date and time will be kept at the office. A copy of this information will be given to the cab driver, and the parent will be phoned when the cab departs the school. The office will also record the name of the cab company, the cab number, and time of departure. The parent is responsible for meeting the cab and paying the fare.

### **BUS SERVICE**

Students who live a minimum of one-half mile from the school they attend are allowed to ride one of the school buses. The bus schedule is available from any of the schools' offices. Also, friends and neighbors will often know the location of the nearest bus stop and the arrival times. Specialized bus service is provided for handicapped children. Problems or questions concerning bus service should be addressed with the principal or dean of students at the school your child attends.

The bus company, Golden Eagle Limited, has its own rules and discipline process for students. Bus drivers submit a Bus Behavior Report about children who have difficulty remembering the rules, and

a copy is sent home with the child. Repeat occurrences result in suspension of bus riding privileges, which increases from several days to several weeks to the remainder of the semester or year.

### **BUS RULES & DISCIPLINE**

1. Listen to the bus driver and do what he or she says right away
2. Sit down whenever the bus is moving
3. Keep hands, arms, head, etc. inside the bus; don't put anything out the window
4. Talk, don't shout or yell
5. Be nice to others and their property (including the bus)

Improper behavior on the bus is reported to parents by a Bus Behavior Report filled out by the bus driver and the principal. Items listed on the report include:

- |                                 |   |
|---------------------------------|---|
| ⇒ refusing to follow directions | ⇒ shouting/noisy behavior                     |
| ⇒ fighting/hurting someone      | ⇒ defiance/disrespect to driver or supervisor |
| ⇒ swearing/name-calling         | ⇒ damaging property                           |
| ⇒ throwing an object            | ⇒ standing or out of seat while bus is moving |
| ⇒ hands/arms/head out of window | ⇒ other behavior, specified                   |

CONSEQUENCES for improper behavior on a bus include suspension of bus riding privileges (the following are for M.E. only; GJE, Ayaprun, KLA, and BRHS students have varying consequences, usually more severe):

- 1st Report: Warning & Inform Parent
- 2nd Report: 3-day suspension from bus riding
- 3rd Report: 5-day suspension from bus riding
- 4th Report: 10-day suspension from bus riding
- 5th Report: Longer suspension from bus riding

All levels involve counseling.

## **CLOTHING AND OUTDOOR RECESS**

Please mark your child's name on or inside all his or her coats, hats, gloves, scarves, snow pants, boots and indoor shoes. This will help prevent the loss of personal items.

Exercise and fresh air are especially important for young children. We hold outdoor recess unless wind chill could cause frostbite in less than 30 minutes. The Wind Chill Chart on the inside cover of this handbook shows the lines we use to determine whether or not we can have outside recess.

Please make sure your child leaves for school with every clothing item needed for cold weather. During the winter this includes boots, snow pants, coat, gloves or mittens, scarves and hats. Since we cannot allow a child to be uncomfortable or injured because of insufficient clothing, and because recess is important for children's health and classroom conduct, parents will be phoned and asked to bring missing items so their child will not have to miss recess.

## **M.E. PLAYGROUND RULES**

- Children should walk out to the playground with the teacher in an orderly fashion.
- Children must remain in view of the playground supervisors at all times.
- Children cannot play in the swamp area behind the playground equipment.
- Children can play in the ball field only if there is a supervisor in the ball field.
- Children must take turns using popular toys.

If there is a potential for danger in what children are doing, it will be stopped by playground supervisors. Some examples of what are considered unsafe activities that would be stopped include:

- Wrestling or other rough play

- Playing on utilidors or any other equipment that is not for play
- Throwing things (such as snowballs or sand)

Children must use all playground equipment properly.

- Only go down the slides (do not walk up the slides)
- Keep the chains straight on swings (do not twist on the swings)
- Only one on a regular swing at a time (no doubles on swings)
- “Underdog” is not allowed
- Stay on a swing until it stops (no jumping off swings)
- Go one way on the monkey bars and any other climbing toy

Upon breaking a rule, students will be warned, and then placed in time out for an age-appropriate period of time. If the activity continues or is immediately dangerous, the student will be sent inside to the Office for a period of time or the remainder of recess.

## **BICYCLES**

Students who ride bikes to school should have parent permission. The streets near school have a lot of traffic, and parents must assume responsibility for their child’s safety. It is safer for children to walk to school. M.E. students who do ride bikes should do the following (parents, please remind them):

1. Follow laws and safety rules for riding bikes.
2. Walk bikes across streets and through the parking lot.
3. No riding on school grounds.
4. Equip bikes and riders with reflective devices.
5. Park bikes off of the walkways and parking areas.

## **ACCIDENTS AND ILLNESS**

M.E. complies strictly with Federal, State and school district health and safety regulations. These require that every student attending school have on file in the school office a copy of their immunization record, and that any child showing symptoms of contagious disease

not attend school until cleared by a licensed health care provider.

If your child becomes injured or ill, you will be contacted immediately. For this and other reasons, it is essential that you keep the school office informed of your current phone number. Both home and work numbers are needed. If you do not have a phone, please provide a message number.

Childhood illnesses spread rapidly at school. To protect others, when your child is sick, please keep him or her at home or make other arrangements. If your child becomes sick at school, you will be asked to take him or her home. Students are not to be in the school if they have an oral temperature of over 100°, have a contagious condition, are vomiting, or have other conditions that are determined to require home care. Extended absences due to illness for more than 3 days require written clearance from a licensed health care provider.

We will not give a child any medication without their parent's written permission. The enrollment registration packet includes a permission form for a general distress reliever (usually children's Tylenol and Tums). Forms for administering short term and long-term prescription medication are available from the office. Be sure to contact the secretary if your child has medicine to take while at school. All prescription medicines must be kept in the front office. The school district does not provide medical, accident or health insurance coverage for students.

#### **HEAD LICE POLICY**

In accordance with new guidelines from the American Academy of Pediatrics, Bethel Schools' "no nit" policy is hereby replaced in favor of the recommendation that no child should be allowed to miss valuable school time because of head lice." [Clinical Report of the American Academy of Pediatrics, Sep., 2002] Instead it is only required that treatment with an effective pediculicide (treatment to kill

lice) is completed in order to return to school. Written information on effective treatment will be provided to parents/guardians. Trained staff will check to confirm that treatment has been carried out and may schedule follow-up exams over the following two weeks to confirm the effectiveness of treatment.

### **LUNCH PROGRAM**

The National School Lunch and School Breakfast Program called the Community Eligibility Provision is in effect for the 2017-2018 school year. All enrolled students are eligible to receive a healthy breakfast and lunch at no charge. Your child will be able to participate in these meal programs without having to pay a fee or submit an application. Many children also bring lunch from home. Adults, including parents, may order a lunch; orders should be placed through the office by 9:30am. The adult charge is \$6.00. **Payment for all lunches must be in advance.** A monthly menu is available and sent home with students at the start of each month.

### **FIELD TRIPS**

Local field trips are planned throughout the school year. A single permission form for parents covering all trips is included in the registration packet. Teachers always inform parents about field trips ahead of time, and parents are always welcome to come along for field trips.

### **SCHOOL SUPPLIES**

Before the start of school, each teacher will provide parents with a list of supplies that students should bring with them for use in their classrooms. All students should have a pair of indoor shoes that can be left in the classroom and a backpack for carrying things to and from school.



## **ITEMS NOT ALLOWED AT SCHOOL**

Anything that is a potential safety hazard or that might be distracting in classrooms should not be brought to school. Examples are toy guns and other toy weapons, knives, matches, lighters, firecrackers, mechanical toys, videogame devices, playing cards, radios/tape/CD players, cell phones, iPods, and so on. Bringing some items like a special toy, doll, pet animal, etc. for a special purpose, such as Show-'n-Tell, may be approved in advance by the individual teacher. Please instruct your child to have an adult (teacher or office staff) keep money safe if she/he needs to bring it for a book fair or any other reason. Parents can help a lot with this by checking children's backpacks and pockets and letting them know what should stay at home and why. (Our recommendation is to always explain rules to children so they will understand their purpose.)

## **LOST & FOUND**

Young children frequently forget to pick up their gloves, hats, even jackets when they leave the gym, move around the building, and get off the bus. They can successfully be reunited when the item has their name on it. Unfortunately, many items wind up on our lost & found shelves because they have no name. So please put both your child's first and last names on or inside every shoe, boot, snow pant, coat, glove, scarf, hat, and backpack. (We even put ID tags on the kids the first week of school to help prevent them from getting lost on the way home!) During parent conference weeks in October and March, unclaimed items will be spread out along the outside the Parent Center/library area. Please take only items that belong to your child. Otherwise, you can check the lost & found shelves inside the south front exit anytime. At the end of the year in May, unclaimed items will be donated to local social service agencies.

## **COMMUNICATION**

At M.E. we are committed to communication with parents and the community. Aside from maintaining an open door policy, there are a variety of ways through which we both provide and seek information. Some of these are described below and others will be highlighted in upcoming newsletters from the school.

### **NEWSLETTERS**

Each teacher regularly sends home with students a classroom newsletter about classroom happenings, coming events, student assignments and projects, requests for volunteer help, and more. The school also sends a newsletter every other week that includes information about events, meetings, and other issues. Look for newsletters in backpacks, pockets, and wherever a 5-7 year old might decide to stuff them. If your child does not bring home a newsletter when you expect one, let us know and we will get a copy to you.

### **OPEN HOUSE (or MEET YOUR TEACHER)**

During the first few days of the school year, the school holds an Open House to get acquainted with parents, present information about their classroom program, answer questions, and hear suggestions.

### **PARENT-TEACHER CONFERENCES & REPORT CARDS**

Individual conferences are required for all parents at least twice a year, at the ends of the 1st and 3rd quarters (October and March). The District Board of Education has mandated that a parent-teacher conference will be held for every child. Your child's teacher will contact you about arranging a mutually acceptable conference time. Of course, other meetings between parent and teacher can always be arranged as needed. Report cards are issued in October, January, March and May. Parents receive the October and March report cards at their conferences, while those for January and May are sent home with students (providing that the most recently scheduled conference has been completed) on a date that will be advertised. When

necessary, an interpreter can be requested to assist at conferences for those who do not speak fluent English, or parents can bring a friend or relative as interpreter.

### **PHONE CONTACTS**

Teachers and some other school personnel can be reached directly by phone. All classrooms have phones through which teachers and parents can contact each other. Classrooms do not have individual phone numbers; so incoming calls are routed through the office number (543-2845). Parents are asked to please be sensitive to the fact that there are times during the day when teachers do not want to have their classroom activities interrupted by phone calls. During these times, parents can leave messages with the secretary for delivery or leave a voice message on the teacher's voicemail by dialing the classroom extension number. Extensions are listed in the Directory at the end of this handbook.

### **ADVISORY SCHOOL BOARD**

The LKSD Board of Education has delegated advisory authority to local Advisory School Board (ASB) serving each community. The Bethel ASB serves M.E., Gladys Jung Elementary, and Bethel Regional High School (BRHS), and holds monthly meetings throughout the school year. Agendas are posted at each school at least three days before meetings, and announcements are also made in the school newsletters and on the radio and TV. Persons wishing a topic to be placed on the agenda should contact one of the principals at least one week ahead of time. Parents and other community members are encouraged to attend ASB meetings, and the agenda always includes opportunity for persons to speak to the Board. Elections for new Board members are held each October. (The Yup'ik language immersion school, Ayaprun Elitnaurvik, and the Kuskokwim Learning Academy (KLA) have their own governing bodies and are not under the Bethel ASB.

## OUR WEBSITE

The school district maintains an Internet site at [www.lksd.org](http://www.lksd.org) that includes pages for each of the district's schools. We constantly continue to improve our website the best we can and we welcome suggestions! We want to hear from parents and others in the community about anything that concerns the school, its programs and personnel. Please visit with your child's teacher or the principal if you have suggestions that will improve our school website.

## WHEN THERE IS A PROBLEM

We will make every effort to resolve problems as quickly as possible. Parents should contact first the person closest to the problem. In many cases, this will be your child's teacher. If you feel you have exhausted all possibilities and are still not satisfied with the result, then come to the principal or dean of students for assistance.

## PUBLIC INPUT PROCESS

To ensure parent and community member input is utilized in the most effective manner, public input should be addressed at the following levels:

1. Teacher Level
2. Site Administrator Level
3. Advisory School Board (ASB)
4. LKSD Board

### **Recommended Process:**

If input/complaint is addressed to the Teacher, then Site Administrator, and still does not reach a resolution, a written statement can be forwarded to the Superintendent.

Please contact the Site Administrator for more questions regarding this procedure.

## OUR DISCIPLINE PROGRAM

### DISCIPLINE AND CHARACTER EDUCATION

Our approach to discipline at M.E. is best described as a program of guidance that goes far beyond conventional classroom discipline practices. Guidance is an approach based on a belief in the positive potential of each child that develops through a process of interaction and reflective thinking. Rather than being merely reactive (like simple punishment), guidance involves a process of developmentally appropriate and culturally responsive education that teaches life skills needed by all citizens of a democracy: respecting others and one's self, working cooperatively with others, solving problems by talking them through, expressing strong emotions in acceptable ways, and making intelligent and ethically sound decisions. At M.E., guidance is integrated throughout the school day both formally, in the Second Step Violence Prevention/Conflict Resolution Curriculum, and informally wherever the opportunity for children's participation in decision-making presents itself. Working with children in this way requires more time and follow-up on the part of adults, but it is absolutely necessary to achieve the goal of helping children become thinking, responsible and constructively contributing persons.

At M.E., we understand that children respond far better to encouragement and guidance than they do to shame and punishment. Our aim is to help children learn to make wise choices by becoming conscious of their intentions and of the effects their actions have for themselves and others. Rather than merely acting good out of a sense of compulsion, fear of punishment, or to get rewards, we aim to help children learn to want to be good because they know and feel it is the right thing to do. Children must eventually be able to decide for themselves what is right and wrong, and then do what is right. They must learn how to make their own good decisions and know what makes a decision good. And of course, we always seek to involve parents in this process whenever their help is needed.

## **SCHOOL-WIDE RULES**

The school has these general rules for everyone at all times:

- \*Be nice to others, their property, and yourself.
- \*Listen to teachers and do what they say right away.
- \*Be safe; follow the rules.
- \*Always do your best.

## **CLASSROOM DISCIPLINE PLANS**

Each teacher establishes a classroom discipline plan that includes rules and procedures, often with parents' and children's input, and teaches them to their students. Each parent will be provided a copy of her or his child's classroom plan.

## **STUDENT DISCIPLINE PROCEDURE**

Step 1: The teacher will handle the situation in the classroom, if appropriate. If the problem is not solved...

Step 2: For more serious or continuing problems, the teacher will call the parent(s) for a meeting, or the situation may be handled over the telephone. If the problem is not solved...

Step 3: The teacher will notify the dean of students or the principal who will work with the teacher, student(s) and parent(s) to solve the problem. If the problem continues...

Step 4: The principal will arrange for involvement of additional resource personnel or agencies and/or the Advisory School.

In case of a severe problem, the teacher will immediately inform the dean of students and/or the principal.

## ZERO TOLERANCE

We enforce the Zero Tolerance Policy adopted by the Advisory School Board and take immediate action in dealing with violence, bullying, harassment, theft, damage to property, and illegal substance use. In extreme instances, perpetrators will be suspended from school immediately until a conference can be held with the parents and children involved. Among behaviors that can result in immediate suspension from school are intentional harm to others and serious verbal threats of harm to students or staff. In extreme instances reports to the police and the State of Alaska Office of Children's Services will be filed. Fortunately, such incidents are rare at M.E., but when one does occur we take it very seriously. We are as creative and flexible as possible in dealing with individual situations and in applying a variety of consequences and resources aimed at helping each child learn acceptable behavior. This is the most appropriate approach in working with children in the primary grades.

## COORDINATING WITH PARENTS

We believe it is best for children to remain in school, and our discipline procedures are aimed at dealing with problems when and where they occur. At times, though, we need help at home and will seek to coordinate our efforts with parents. And at times we ask parents to come to school to help with a situation. In some extreme instances it may be best for a child to be removed from school for a cooling-off period and to make a strong point about acceptable behavior. Usually this is for the remainder of the day.

Our goal is always to help children and to work as closely and cooperatively as possible with their parents. As your child's first and most important teacher, you are our greatest ally in helping him or her along the sometimes steep and winding road toward thoughtfulness, consideration of others, and mature responsibility. We at M.E. are optimists who believe that every child, properly nurtured, can grow into a healthy, happy, and productive person who values and respects all others with whom they live, play and work. This is a long-term project which no school can accomplish on its own, so we look forward to working in partnership with you throughout the years of your child's primary education. **Together we will succeed!**



## Mikelnguut Elitnaurviat School Song\*

Today we're singing a song for our school.  
We call it M.E., a really fine school.  
We greet good friends here,  
We make good friends here,  
All kinds of people, large and small.

Chorus:

M.E. is your school,  
M.E. is my school,  
We're proud to be here,  
We all love our school.  
And it's the finest,  
It's where you'll find us,  
Living and learning all we can!

We learn together, working and playing,  
Striving to become,  
The best that we can!  
We help each other, just like a brother,  
Our school is best for you and me.

\* To tune of "This Land Is Your Land"

## **M.E. School Directory**

1005 Ridgecrest Drive P.O. Box 900 • Bethel, Alaska 99559

Phone 543-2845 Fax: 543-2429

### **OFFICE**

Principal: Jazzmin LaValle (x3601)

Administrative Secretary: Rhoda Kohl (x3608)

Secretary: Julia Edwards (3600)

School Social Worker/Counselor: Carolyn Iverson (x3602)

### **TEACHERS**

#### *KINDERGARTEN:*

Jeanette O'Brien (x3634)

Nicole Smith (x3636)

Lanay Raines (x3635)

Regina Lieb (x3630)

Teresa Gosselin (x3627)

#### *1<sup>ST</sup> GRADE:*

Angel Harris (x3637)

Tom Erickson (x3632)

Sara Jung (x3624)

Paul Dhaemers (x3623)

Katie Wilkins (x3629)

#### *2<sup>ND</sup> GRADE:*

MacKenzie Langlais (x3621)

Joyce Sleppy (x3638)

Sophia Aloysius (x3622)

Diana Scoccia (x3628)

Barb Mosier (x3633)

*PHYSICAL EDUCATION:* Josh Craven (x3609)

*INTENSIVE NEEDS TEACHER:* Jamie Johnson (x3626)

*YUP'IK LANGUAGE AND CULTURE:* Stephanie Maxie (x3625)

*LIBRARY AIDE:* Connie Dull (x3607)

**TEACHER AIDES** (x3600 and leave a message)

Kayla Roberst

Joanna Kolbus

Laurita Nerby

Cynthia Jacobs

### **SUPPORT STAFF**

Maintenance Mechanic: Adam Goodwine

Custodian: Daniel Albrite Jr., Charles Allen

Food Service: Cecelia Corp and Anny K. (x3603)

**LOWER KUSKOKWIM SCHOOL DISTRICT**

1004 Ron Edwards Drive  
P.O. Box 305 \* Bethel, Alaska 99559  
543-4800

Daniel Walker, Superintendent  
Carlton Kuhns, Assistant Superintendent

**BETHEL ADVISORY SCHOOL BOARD**

Alvin Jimmy Sr.  
Nili Sundown  
Dolly Boney  
Carol Ann Willard  
Anne Komulainen  
Danielle Craven  
Mark Jones

**LKSD BOARD OF EDUCATION**

Clarence Daniel, President  
Wassilie Pleasant, Vice President  
Deanna Latham  
John O. Mark  
R. Thor Williams  
Felix Albert, Seat A  
Jonathan Lewis  
Greg Larson  
Will Updegrove

## Student Supply List

### **All Students**

Indoor shoes (with child's name inside)  
Backpack (with child's name)  
All removable clothing (coats, boots, outside shoes) with names

### **Kindergarten Classroom List**

Scissors (Fiscar preferred)  
12 yellow #2 pencils (no Eagle brand)  
5 pink pearl erasers  
1 8oz. Bottle of white glue  
6 Jumbo glue sticks (good brands: Elmers/Prang/Roseart/Scotch)  
1 box of crayons (8-24 count)  
1 box of markers (8 or 12 count)- no skinny or smelly markers  
1 box of quart Ziplock bags (last names A-L)  
1 box of gallon Ziplock bags (last names M-Z)  
1 container Baby Wipes

### **First Grade Classroom List**

Water bottle (optional)  
Scissors (ok to use your scissors from K year if you have them)  
12 yellow #2 pencils (no Eagle brand)  
5 pink pearl erasers  
1 box of crayons (16 or 24 count)  
1 box of markers (8 or 12 count) - no skinny or smelly markers  
6 Jumbo glue sticks (good brands: Elmers/Prang/Roseart/Scotch)  
2 packs of 3x5 index cards (100 count)  
Pocket folder (for homework)  
1 box of quart Ziplock bags (last names A-L)  
1 box of gallon Ziplock bags (last names M-Z)  
1 container Baby Wipes

### **Second Grade Classroom List**

Scissors  
12 yellow #2 pencils (no Eagle brand)  
1 box of crayons  
1 box of markers-- no skinny or smelly markers  
6 Jumbo glue sticks (good brands: Elmers/Prang/Roseart/Scotch)  
2 Wide-Ruled 70-sheet theme notebooks  
2 Pocket Folders  
1 box of quart Ziplock bags (last names A-I)  
1 box of gallon Ziplock bags (last names J-Q)  
1 box Ziplock sandwich bags (last names P-Z)  
1 container Baby Wipes

### **\*\*\*HELPFUL ITEMS FOR ALL CLASSROOMS\*\*\***

Clorox Wipes, Kleenex, Purell Hand Sanitizer

## 2017-2018 BETHEL SCHOOLS PARENT CALENDAR updated 1/16/18

Schools Open		Aug-17							Sep-17							Oct-17														
Quarter 1	10/20/17	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
Semester 1	12/21/17			1	2	3	4	5						1	2	1	2	3	4	5	6	7								
Quarter 3	3/16/18			NO	NO	NO	NO							X		X	X	X	X	X	X									
Last Day	5/23/18	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14								
			NO	NO	NO	NO	NO			NO	NO	NO	NO	NO		X	X	X	X	X	X									
		13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21								
			NO	NO	X	X	X			X	X	X	X	X		X	X	X	X	X	X									
X Student Day		20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28								
NO No School for Students		X	X	X	X	X	X		X	X	X	X	X	X		X	X	X	X	X	NO									
CM Closure Makeup: Can become a Student Day if it is necessary.		27	28	29	30	31			24	25	26	27	28	29	30	29	30	31												
		X	X	X	X				X	X	X	X	X			X	X													
		# of Student Days: 12							# of Student Days: 16							# of Student Days: 21														
		Nov-17							Dec-17							Jan-18							Feb-18							
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S	
					1	2	3	4						1	2		1	2	3	4	5	6						1	2	3
					X	X	X							X			NO	NO	NO	NO	NO							X	X	
		5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
		X	X	X	X	X	NO		X	X	X	X	NO		NO	X	X	X	X		X	X	X	X	X					
		12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
		X	X	X	X	X			X	X	X	X	X		NO	X	X	X	X		X	X	X	X	X					
		19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
		X	X	X	NO	NO			X	X	X	X	NO		X	X	X	X	X		NO	X	X	X	X					
		26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			25	26	27	28					
		X	X	X	X				NO	NO	NO	NO	NO		X	X	X			X	X	X								
									31																					
		# of Student Days: 19							# of Student Days: 14							# of Student Days: 16							# of Student Days: 19							
		Mar-18							Apr-18							May-18														
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S								
						1	2	3	1	2	3	4	5	6	7		1	2	3	4	5									
						NO	NO		X	X	X	X	X			X	X	X	X											
		4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12								
		NO	NO	NO	NO	NO			X	X	X	X	X		X	X	X	X	X											
		11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19								
		X	X	X	X	X			X	X	X	X	X		X	X	X	X	X											
		18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26								
		X	X	X	X	X			X	X	X	X	X		X	X	X	NO	NO											
		25	26	27	28	29	30	31	29	30						27	28	29	30	31										
		X	X	X	X	X			X							NO	NO	NO	NO											
		# of Student Days: 15							# of Student Days: 21							# of Student Days: 17														

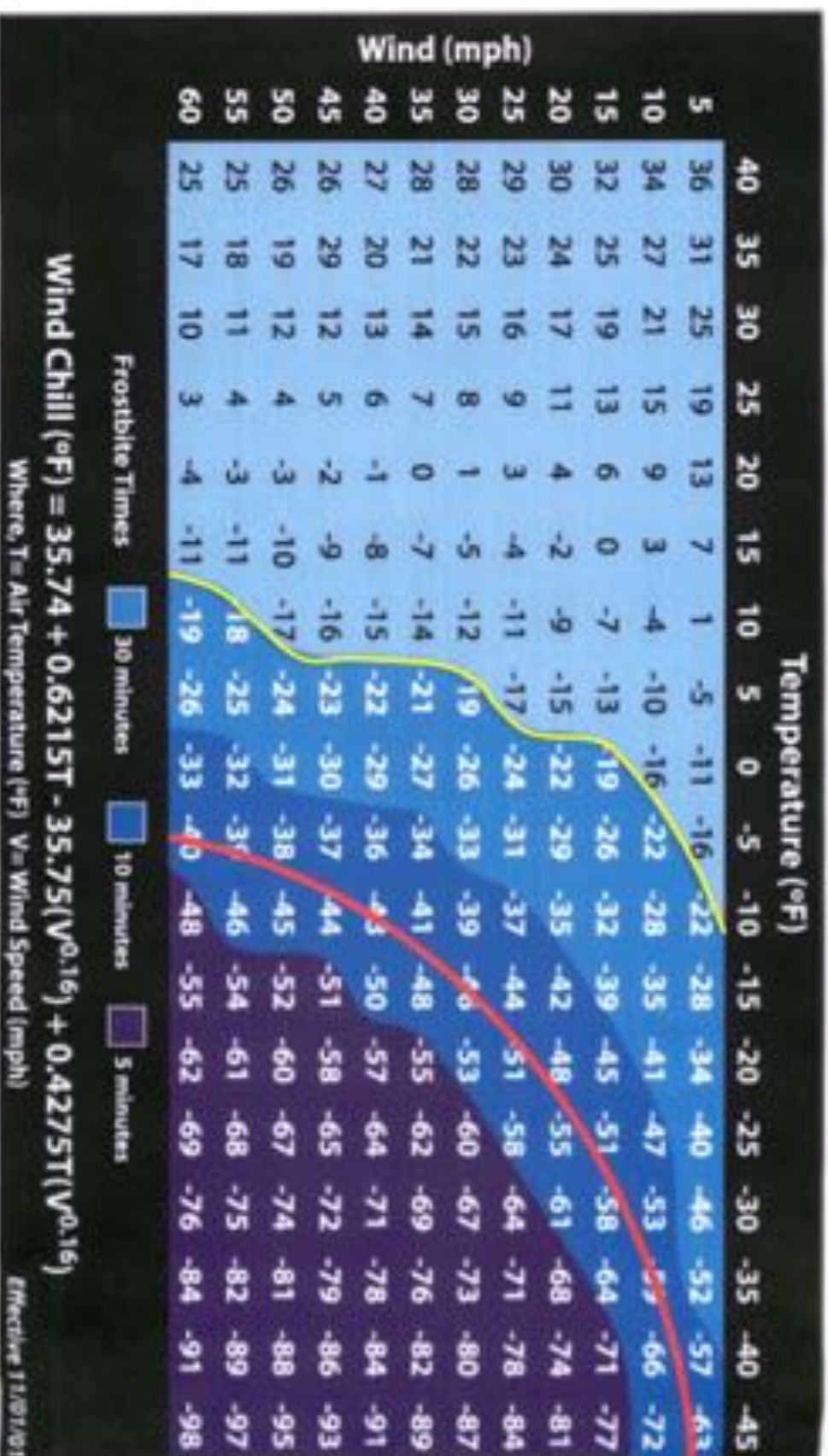
Notes  
1/15/18 Weather Closure  
(Makeup Day 3/26/18)

## **2017- 2018 M.E. School PARENT CALENDAR**

- *August 16 – School Starts for **grades 1-2***
- *August 18 – School Starts for **Kindergarten***
- *September 4-8- No School (Fall Break)*
- *September 11: School Starts Again*
- *October 27: No School*
- *November 10: No School*
- *November 23-34: No School*
- *November 27- School Starts Again*
- *December 8: No School*
- *December 22-29: No School (Winter Break)*
- *January-1-8: No School (Winter Break)*
- *January 9: School Starts Again*
- *February 19: No School*
- *March 1: Makeup Day (if school is cancelled prior)*
- *March 2-9: No School (Spring Break)*
- *March 12: School Starts Again*
- *May 23: Last Day School*



# Wind Chill Chart



$$\text{Wind Chill (}^\circ\text{F)} = 35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})$$

Where, T = Air Temperature (°F) V = Wind Speed (mph)

Effective 11/01/01

Frostbite Times: ■ 30 minutes ■ 10 minutes ■ 5 minutes

— Recess Cut-off Line

— School Closure Cut-off Line