

Annette Island School District



Student Handbook Richard Johnson Elementary 2025-2026

Table of Contents

PRINCIPAL'S MESSAGE.....	2
DISTRICT INFORMATION.....	3
SCHOOL COMMITMENT.....	5
STUDENT COMMITMENT (See PBIS).....	6
SCHOOL HOURS AND PROCEDURES.....	6
AFTER SCHOOL PROGRAMS.....	8
FIELD TRIPS.....	8
REGISTRATION.....	9
SCHOOL SAFETY.....	10
ATTENDANCE.....	11
STUDENT HEALTH.....	12
POSITIVE BEHAVIOR INTERVENTION-Git Waal Gdm Ayaawk.....	14
REPORTING TO PARENTS.....	17
TECHNOLOGY.....	18
PERSONAL ITEMS.....	18
SPECIAL EDUCATION PROGRAM.....	19
COUNSELING.....	19
EMERGENCIES.....	19
Preschool.....	20
CONCERNS & COMPLAINTS.....	22

PRINCIPAL'S MESSAGE

A Letter from the Principal's Desk

Metlakatla Families,

Welcome to the 2025–2026 school year! Despite this summer's weather, I hope everyone was able to find time for some meaningful moments with friends and family. While we are facing uncertainty with the outlook of our budget, we continue to stay committed to maintaining a safe, supportive, and high-quality learning environment for all our students.

Here's what you can expect this year:

- A continued focus on literacy and math
- Integration of culture and Positive Behavior Intervention Systems
- Ongoing communication and partnership between school and home
- A warm, inclusive school culture where all students belong

If you're able to contribute time, expertise, or resources in any way, we would love to connect with you — your involvement makes a big difference.

Thank you for your continued support, flexibility, and trust. Together, we will make this school year one of growth, resilience, and achievement.

With appreciation,
Shannon Hudson, Principal

Mission

Sagayt k'uülm goot
(All of One Heart)

*Pulling together to foster compassionate, resilient, culturally empowered and mindful citizens
while promoting*

high academic expectations to ensure success within a changing world.

DISTRICT INFORMATION

All staff email is firstinitiallastname@aisdk12.org

Example: shudson@aisdk12.org

District Administration:

Superintendent- Mr. M. Taw Lindsey

PeK-5 Principal- Shannon Hudson

Middle School Principal- Kevin Younger

High School Principal- Mike Nigus

Director of Student Services (SPED)- Dr. Nicole Taylor

School Board Members:

Colleen Brendible, Darcy Booth, Lucione Leisholmn, Gatgyeda Haayk, and Franki Williams

STAFF

RICHARD JOHNSON ELEMENTARY 907-886-4121

Elementary Principal - Shannon Hudson	4th/5th Grade ELA - Christina Patterson
Special Education Director – Dr. Nicole Taylor	4th/5th Grade Math - Dylan Stemp
Elementary Secretary – Jody Caspersen	PreK-5th Social Studies/Science- Chaya Pike
PreK - Erin Johnson	Elementary Counselor – Joe Henry
Kindergarten - Courtney Hudson & Chelsee Cook	Physical Education - David Hamilton
1st Grade - Jennifer McCarty	Reading Specialist/Coach – Jeannie Lindsey
2nd Grade - Marissa Yliniemi	Special Education - Katherine Gifford & Betty Jane Bryant
3rd & 5th grade ELA- Erin Henry	Music Teacher - Danielle Koch
3rd & 5th Math - Rowan Schutz	Cultural Specialist - Gamaas (Joey) Bolton

PARAPROFESSIONAL-CUSTODIAL & FOOD SERVICES

Paraprofessional	Custodial	Food Services
Savannah Duncan Elizabeth Eaton Kalen Edenshaw Sarah Edenshaw Tamara Horne Toni Hewsen Faison Marsden Kristen Martin Natasha Milne Ryan Nelson Maizie Patterson Theresa Wellington-McGilton Sandra Williams	James Sanford Lovey Williams	Anne Clark Stacey Leask Rondy Shearer

SCHOOL COMMITMENT

RJ Elementary, in a cooperative partnership with the families of our children and community, provides a nurturing environment, which assists each individual in achieving his/her social, emotional, cultural and cognitive potential. We strive for academic excellence while emphasizing the dignity of each child.

Your School pledges to the best of our ability, we will:

- Create a school climate that is open, helpful and friendly. Communicate clearly and frequently with parents about school policies, programs and about your child's educational progress.
- Treat parents as partners in the educational process.
- Encourage parents, formally and informally, to comment on school policies and to share in some decision-making.
- Integrate and honor culture
- Teach the Alaska State Standards at each grade level
- Encourage volunteer participation from parents and community

FAMILY COMMITMENT

As a family, we realize the importance of working cooperatively with all aspects of the school community. We want and expect our child to have the best possible education. We pledge to become involved and stay involved, because education is a key to success and is one of the greatest gifts we can give our child.

As a family, we pledge to the best of my (our) ability to:

- Commit to reading with your child every day.
- Be involved in your child's reading progress. Ask your child's teacher what you can do to help.
- Make daily attendance and on time arrival a top priority.
- Attend conferences and communicate on a regular basis with the School and Teacher.
- Work in a cooperative manner with administration, teachers and staff.
- Participate in classroom and school related activities.
- Become involved in the decision making process.

STUDENT COMMITMENT (See PBIS)

As a student, I understand I am responsible for my learning behavior. I will:

- Follow the school rules-GIT WAAL GDM AYAANK (Warrior Rules)
- Arrive to class on time and ready to learn every day.
- Read for at least 20 minutes every day independently *or* with my family.
- Be an active listener and learner in all learning programs every day.
- Be responsible for my own behavior and learning.
- Respect myself, my classmates, and all members of the RJ Elementary learning community.



SCHOOL HOURS AND PROCEDURES

Office Hours 7:30-3:30

School begins 8:00

Breakfast 7:30-8:00

Dismissal 2:45 Monday-Thursday; Early Release Friday @ 1:30 pm

CHECK-IN/CHECK-OUT PROCEDURES The AISD staff are committed to provide a level of security, in doing so you will need to be let in upon your arrival to the school. Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the school with

permission from the parent/guardian. Permission from parents/guardians must be obtained prior to the student leaving the building. Parents/guardians, or a designated adult are to come to the office to check the student out.

REMIND APP All teachers use the Remind App to communicate with families. This app enables parents and teachers to text information that helps support students. Families are expected to sign up for the teachers Remind group within the first week of school. Please contact the school if you are unsure of how to use the app.

VISITORS AND GUESTS All visitors/guests, including parents/guardians, are required to report to the school office upon entering the building. We ask that you do not walk down to your child's classroom. This precaution is taken in order to provide a safe and secure atmosphere for students and to ensure we do not interrupt student learning. Any person coming to the school for a few minutes to pick up a student or deliver a message to the student must also check in the office, the office staff will notify the teacher as needed.

VOLUNTEERS The elementary school considers its parent/guardian/community member volunteers as very special resources. Parents/guardians are encouraged to help in all classrooms, programs, and extracurricular activities. All volunteers must check in with the office and to obtain a visitor's badge. Volunteers also are expected to maintain confidentiality regarding what they may learn about our students during the volunteering experience. Continuous volunteers must complete a background check prior to volunteering that can be picked up at the district office. The elementary school has a volunteer sheet to be filled out as a way to determine when you are available to volunteer and what you would like to do when you volunteer within the building.

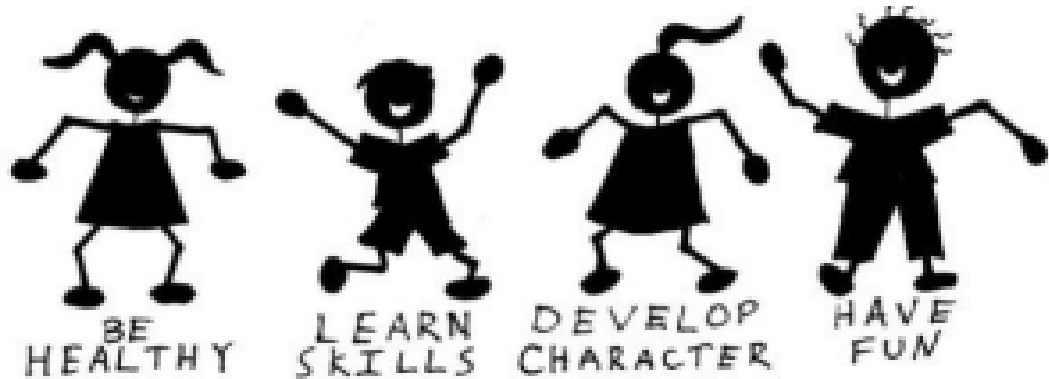
BREAKFAST & LUNCH Two basic meals are provided each day. Students are encouraged to take advantage of this service. All meals are served free of charge. The daily menu for the school lunch program is determined by our cooks. The lunch menu is posted on a monthly basis and is available on the AISD website under dining.

SNACKS Students are provided healthy snacks during the day and if they participate in after school clubs. In the interest of nutrition and helping students concentrate on school, we encourage you to send in healthy food choices. Please avoid candy, gum, soda, or food high in sugar. Please do not send red juices for a snack. We encourage children to drink water with classroom snacks and to bring a water bottle. If you would like to donate snacks to your child's classroom, please check in with the teacher about the snack and to see if there are any food allergies within the classroom. You are welcome to donate classroom snacks if you would like to share with the entire class. All snacks, including beverages must meet the school's policy.

RECESS POLICIES Recess is supervised by staff members the entire time the students are outside or inside. Decisions to have outside recess during inclement weather depend upon rain, wind, and temperature. Please dress appropriately for the weather.

CELL PHONES Cell phones and other electronic devices are prohibited from school. Phones that are not off and put away at all times, will be confiscated and a parent must come pick it up.

TELEPHONE Messages for students will be taken and delivered to students as time allows. Emergency messages will be delivered as soon as they are received. Parents are requested to give their child instructions and make sure that they have homework and any other information they may need before the child leaves home in the morning.



AFTER SCHOOL PROGRAMS

Activities in which children and youth engage while outside of school hours are critical to their development, highlighting the need for quality afterschool programs in all communities. High-quality afterschool programs generate positive outcomes for youth including improved academic performance, classroom behavior, and health and nutrition.

NAGYETGM/CLUBS The RJ Elementary Nagyetgm. "Our Family " program serves children K-Grade 5. Club announcements and plans will be made at the beginning of each semester. Many clubs will have limits on the number of students who can participate so turning in permission slips quickly will be important to making sure your child has a spot.

FIELD TRIPS

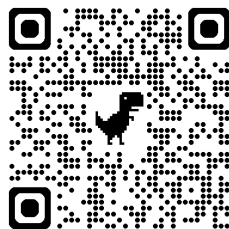
Field trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents are encouraged to attend field trip outings with their children as chaperones, and will be asked to fill out volunteer forms that outline the expectations of chaperones for various activities. Field trips may involve the use of our district vehicles. The drivers have the responsibility of transporting the children to and from school each day in a safe manner. Therefore, it is critical that all children follow the rules that have been established by the Annette Island School Board.



REGISTRATION

PK4 students must be four (4) years old by September 1st and Kindergarten students must be five (5) years old by September 1st of the school year in which they are enrolling. Pre-registration takes place in the spring. First grade students enrolling for the first time must be six (6) years old by September 1st of the school year in which they are enrolling. Ages must be verified by a birth certificate. All students being admitted for the first time are required to have an up-to-date immunization record, complete address (ex. Post office box number and telephone number), and the address of the last school attended.

ONLINE REGISTRATION Annette Island School District will now be using Online PowerSchool Registration to complete the registration process for returning students. Parents/Guardians please complete the registration process located on Facebook or on the AISD website, <https://aisd.powerschool.com/public/home.html> Or you can scan the QR code below to access



PowerSchool Parent/Student Portal

IMMUNIZATIONS State law of Alaska requires that every child who is admitted to public school must have evidence of successful vaccination for DTaP (diphtheria, tetanus, whooping cough), polio, MMR (measles, mumps, rubella), Hepatitis A, Hepatitis B.

CHANGE OF ADDRESS It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address at the school office. Notify the school immediately if you have a change of address during the school year. It is especially important that the school has new telephone numbers, unlisted numbers and emergency contact numbers. Such information is kept confidential and used only for school related business.

WITHDRAWAL FROM SCHOOL Parents of any student being withdrawn from school should complete notification of withdrawal. A written note or telephone call to the elementary office stating the date that the student will be withdrawn from school is required. Students who do not attend school for 10 or more consecutive days may be disenrolled.



SCHOOL SAFETY

Your child's safety is our number one priority at RJ Elementary. Please encourage your child to share with Mrs. Hudson, your child's teacher, or any RJ Elementary staff member if they do not feel safe. If your child shares a concern with you, please **immediately contact Mrs. Hudson at 907-886-4121 or shudson@aisdk12.org anytime 24/7!** We are here to keep your child safe.

CAMERAS The school and school grounds are monitored by video and audio surveillance for student, staff, community, and property safety/security.

DRUG, ALCOHOL, & TOBACCO FREE SCHOOL Tobacco products, electronic cigarettes, hookah pens, vaping devices, tetrahydrocannabinol in any form, or the use of any other smoke/vapor consuming paraphernalia by any person will not be permitted in the school, anywhere on the school campus, on buses transporting students or at any school-sponsored event. Included in the definition for smoking are students found attempting to light a cigarette, cigar or pipe, or in possession of a lit cigarette, cigar, pipe, vaping device or any students exhaling smoke/chemical vapor. Violation of this rule will cause immediate suspension and may be reported to the appropriate law enforcement agency. All indoor and outdoor areas within campus boundaries of the Annette Island School District are included.

WEAPONS According to School Board Policy, BP 5131.7, no weapons of any kind are allowed on campus. Weapons are defined by the Board by regulation as "deadly weapon," "dangerous instrument," and "firearm."

BULLYING Harassment, sexual harassment, and bullying shall not be tolerated and are subject to disciplinary action. Bullying is defined as aggressive behavior that is intentional and that involves an imbalance of power. Most often, it is repeated over time. It can take the form of physical or verbal harassment.

PLAYGROUND SUPERVISION School staff will supervise the playground during recess. The playground is not supervised after student dismissal, it is recommended that elementary students be accompanied/supervised by a parent/adult when playing on school property outside school hours.

DRESS CODE Students should wear clothing that allows them to participate in all school activities including physical education. **Sneakers are required to participate in gym class.** Items with words or symbols relating to tobacco, alcohol, drugs, or obscenities are prohibited. Clothing that reveals a student's bare midriff, bare back (e.g. halter tops, spaghetti straps, or allows underwear to be clearly seen) is not appropriate for school. When dress or grooming disrupts or interferes with the learning of your child or others, or is deemed unsafe, the child will be asked to change clothing and a conference with a parent/guardian may be warranted. Appropriate headwear including hats, beanies, ball caps, and head scarves (except hoodies) can be worn as long as they are not a disruption to learning or safety.

ATTENDANCE

Missing just two days a month of school—for any reason— can be a problem for kids in a number of ways. Children who are chronically absent in kindergarten and first grade are less likely to read on grade level by the third grade.

The expectation of Annette Island school district is that students will attend all classes daily, consistently demonstrate on time behaviors and follow the rules of common courtesy. [board policy 5113 a] [Alaska state statute 14.30.010]

Attendance is critical for the success of students. When students are absent for any reason, no matter how important, an opportunity for learning is missed. All absences will be treated as a missed opportunity for learning and students will be given the opportunity to recover that time.

Students will not miss more than 15 days per semester, regardless of the circumstances. If the 15 days are passed, students will not be eligible for any school sponsored activities including, but not limited to, sports, clubs or activities. This may also include participation in 8th grade promotion activities.

As students' absences increase, our school will respond with increased opportunities to support our students. See below for a detailed explanation of support. Students will be given the opportunity to make up absences.

REPORTING ABSENCES If your child is absent, please call the elementary office before 8:00 a.m. If we do not hear from you, we will attempt to contact you when we get attendance reports from teachers. In the event of extenuating circumstances, district administration will work with families to ensure that students have access to education.

***It should be noted that ten (10) days of consecutive unexcused absences will result in being dropped from enrollment at the Annette Island School District.**

	Threshold	Action	Member
Step 1	Each Absence	-Call home	-Building Secretary
Step 2	3 Absences per semester	-Letter Home -Create Attendance Plan with counselor and/or principal	-Building Secretary -School Counselor -Building Principal
Step 3	5 Absences per semester	-Letter Home outlining policy and support -Conference with student, principal, and parent to create a recovery plan.	-Building Secretary -School Counselor -Building Principal
Step 4	15 Absences per semester	-Loss of Eligibility for Sports and Activities -Conference with family, student and principal -Labeled "Chronic Absenteeism" Added to Superintendent Board Report	-Building Secretary -School Counselor -Building Principal

TARDIES It is the responsibility of each student to be in his/her seat by 8:15 a.m. daily.

STUDENT HEALTH

RECORDS An individual health record will be on file for each student in the building. Health information will be recorded as received. Emergency information also needs to be on file for each student in each building. Information concerning each student's health record and emergency contacts should be updated at registration or whenever a change occurs.

Healthy Children Learn Better



IMMUNIZATIONS State law of Alaska requires that every child who is admitted to public school must have evidence of successful vaccination for DTaP (diphtheria, tetanus, whooping cough), polio, MMR (measles, mumps, rubella), Hepatitis A, Hepatitis B. A Certificate of Immunization or religious/medical exemptions must be on file for each student.

- **Medical Exemption** (A signed physician's statement (on the State Medical Exemption form) is required if there are medical reason a child cannot be vaccinated. Only a physician (MD/DO), physician's assistant or advanced nurse practitioner licensed in Alaska is authorized to exempt children from immunizations.)

- **Religious Exemption** (Notarization and annual renewal are required. Form valid from July 1 through June 30)

HEALTH SCREENINGS Student health screenings to be conducted throughout the school year include hearing/vision. Parents will be notified following screening tests if their student is referred for further diagnosis.

Lice Lice is a common problem in elementary school age children and is not a sign of either neglect or poor hygiene. The following organizations all recommend holistic head lice solutions that do not involve exclusion from the classroom environment: American Public Health Association, American Association of School Nurses, American Academy of Pediatrics, and Centers for Disease Control, and Alaska DHSS.

AISD has a head lice protocol that was board adopted in 2013 which uses a holistic, evidence-based approach to head lice involving treatment and parental notification of the child found with head lice. We take special precautions to help prevent the spread of lice, and educate students on ways to limit head lice infection. If you have any further questions please feel free to reach out to our school nurse Cindy Hudson for information about our protocol and/ or resources for dealing with head lice.


ILLNESS/INJURY DURING SCHOOL: When a child becomes ill at school, every effort is made to contact the child's parents to arrange transportation home. If emergency medical treatment is necessary, the parents/guardians will be contacted. If the parents are not available, the child will be taken to the emergency room at the clinic. An emergency telephone number where parents/guardians can be reached must be on file at the school. Also, if the parents/guardians are not available, the name and telephone number of the person who should be contacted (i.e. aunt, uncle, older brother/sister, grandparents or close friend) must be on file in the school office.

MEDICATIONS: Bringing medications to school is discouraged; however if it is temporarily necessary for your child, it is the responsibility of an adult to bring the medication to school, and the following requirements must be met.

1. Must be clearly identified as to the name and type of medication.
2. All medications must be turned into the office.
3. Must be in the original prescription container.
4. Must carry a prescription label with the child's name, drug identification, dosage instructions, doctor's name and prescription date.
5. The prescription must be current.
6. A note, dated and signed by the parent/guardian must accompany the medication, providing the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
7. No more than one day's worth of medication may be sent at one time.

8. School personnel will provide medication in the school with the guidance of our school nurse. Please contact the office to discuss your child's medication administration when they are at school.

POSITIVE BEHAVIOR INTERVENTION-Git Waal Gdm Ayaawk

 RICHARD JOHNSON ELEMENTARY GIT WAAL GDM AYAARK (Warrior Rules)				
	Łoodis lip 'nūūn Gyilks ama niisgn <i>(Respect and take care of yourself)</i>	Łooda sila gyedn <i>(Respect others)</i>	Łooda txanii goo <i>(Respect all things)</i>	Ada łgwisgūūn <i>(And be happy)</i>
Classroom	I will keep my hands and body parts to my self. I will be on time. I will give my best effort.	I will keep germs to myself by covering my cough and washing my hands. I will respect other's spaces. I will keep my body to myself.	I will respect our Learning Environment: Technology, Supplies, Floor, Table/Chair I will use manners: Please, Thank You, Hello, Goodbye	I will actively participate. I will have positive interactions with my peers. I will encourage myself and others!
Hallway	I will be aware of my surroundings. I will have my voice off and eyes facing forward on the person in front of me in line. I will keep my hand and body to myself.	I will stay in my lane. I will be mindful of classes in session. I will follow teacher's directions right away. I will keep my eyes on the teacher.	I will have walking feet. I will follow all Ayaawk without reminders while in line: quiet feet, not talking, hands at my sides, face front. I will not touch the bulletin boards.	I will be mindful!
Cafeteria	I will be on time so I can eat. I will eat my own food.	I will wait my turn. I will stay seated while eating. I will clean up after myself. I will fuel my body. I will sit until it's time to clean up.	I will clean my area. I will return my tray properly. I will not share or ask for others' food. I will not touch other students food or lunchbox.	I will be kind and compassionate. I will help others. I will try new things and new foods!
Recess	I will dress for the weather. I will play fair.	I will maintain personal space. I will follow directions and rules. I will check my anger. I will remember: it's just a game.	I will treat the equipment properly. I will gather my things quickly. I will tell an adult if I find something that doesn't belong at the playground. I will respect the land and the plants around the playground.	I will be kind and compassionate. I will help others.
Bathroom	I will wash my hands. I will use the bathroom during breaks. I will remember: Go. Flush. Wash. Leave.	I will leave others alone. I will flush the toilet. I will wash my hands. I will throw paper towels in the garbage.	I will flush only toilet paper. I will throw things into the garbage (paper towels and toiletries). I will use bathroom supplies correctly. I will use doors properly.	I will leave it better than I found it.

DISCIPLINE PHILOSOPHY Self-discipline is the tendency to behave in ways that are mutually beneficial to oneself and others. RJ Elementary has connected this philosophy with Ts'msyen Ayaawk to create a culturally relevant behavior system. The ultimate goal of our discipline philosophy is to develop self-discipline in each child. Self-discipline is nurtured every time a child is treated with civility, dignity, and respect within a framework of positive expectations. Our goal is to help your children learn new behaviors and to work with each individual child to celebrate success.

- For information about AISD's discipline philosophy please see board policy 5144 Discipline.
- For information about AISD's suspension and expulsion policy please see Board Policy 5144.1 and 5144.2

INTERVENTIONS AND SUPPORT Each section of our behavior framework is explicitly taught and supported with lessons, interventions, and encouragement. Should a student and parent/legal guardian choose not to accept behavioral intervention support; consequences will be assigned with the intention of supporting students to be safe, respectful and responsible at school.

STEP ONE Certified and classified staff provide student support throughout the school day. Staff members celebrate successes and guide re-teaching opportunities. A host of strategies are used to provide support such as verbal reminders, review of Git Wall Gdm Ayaawk, reflection sheets.

STEP TWO If Positive Behavior Strategies fail to result in cooperative behavior, students will be referred to the counselor or principal depending on the significance of the behavior.

Consequences for unacceptable behavior are consistent across the district (see behavior matrix).

BUS BEHAVIOR All children who ride the bus are subject to school rules that are designed to protect their safety while they are being transported. Any misbehavior that distracts the drive is a very serious hazard to the safe operation of the vehicle. Students must comply with the following rules:

- Orderly behavior is required at the bus stop.
- Talk quietly and make no unnecessary noise.
- Keep head and arms inside the bus.
- Do not litter inside the bus or throw anything out of the window.
- Stay seated at all times and sit properly, face the front while the bus is in motion
- Keep your hands to yourself and inside the bus
- Obey the driver and bus attendant.

If your child receives a discipline referral for a bus problem, disciplinary action will be taken:

First and Second Offenses - A warning to the student with a written report or phone call to the parents. Parents will be expected to support and reinforce bus expectations.

Third Offense - This may result in suspension of riding privileges, the length of time to depend on the seriousness of the infraction. Mrs. Hudson will contact the parents for a meeting with the student.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

All incidents will be fully investigated by school administration. This behavior matrix is not to be considered as absolute. Through the investigation, an administrator will define where the instance fits into the behavior matrix. A call to parent, log entry, and reteaching expectations are the first steps in all scenarios. In all matters that deal with the behavior matrix, detention/time out of the classroom is also a possible consequence. All staff will work with administration to ensure consequences are fair and consistent.

	Level 1	Level 2	Level 3	Level 4
--	---------	---------	---------	---------

Assault on Students or School Personnel	10 Day OSS Police report recommend expulsion	45 Day OSS Police report recommend expulsion	Police report expulsion	
Bullying- Any insulting or dehumanizing action that is targeted, unwelcome, pervasive, and one-sided. Requires investigative process	Counsel with teacher, counselor, principal student and family Loss of privileges	1-3 day ISS 1-3 OSS	1-5 days OSS	10 day OSS Recommend expulsion
Cheating/Plagiarism	Counsel with teacher- Contact home by teacher Work with student on the “why”	Counsel with principal Contact home by teacher	1-3 Day ISS	1-3 Day OSS
Disrupting Class Behavior that overtly interferes with the learning of others. See handbook for examples	Counsel with teacher Contact home Reset-time out of classroom	Counsel with principal Reset time out of classroom Loss of privilege	1 Day ISS Behavior Contract	1-3 Day ISS (May lead to OSS if continued)
Fighting Purposeful, physical altercation. Requires investigation	1-3 Day OSS	3-5 Day OSS	5-10 Day OSS	10 Day OSS recommend expulsion
Harassment Any insulting or dehumanizing action which negatively impacts another person (note difference between harassment and bullying)	Counsel with principal- Contact Home Reset time out of classroom	1-3 Day ISS Loss of privileges	3-5 OSS	10 Day OSS recommend expulsion
Inappropriate Physical Contact- Touching another person in an unsuitable or improper manner for the location, setting, or activity. May include hitting, pushing, shoving, horseplay, etc..	Counsel with teacher and/or counselor Contact home Reset time out of classroom or activity	1 Day ISS Loss of privileges	1-3 Days ISS	1-5 Day OSS
Sexual Harassment- Unwelcome sexual advances, requests of sexual favors, or other verbal, visual, or physical contact of a harassing and or discriminatory nature. Requires investigation	3-5 Day OSS	5-10 Day OSS	10 Day OSS recommend expulsion	
Skippping - leaving without permission Departing class or school without permission before the school day is complete.	ISS (length determined by Principal) Loss of privileges	1 Day ISS	2 Day ISS	3 Day OSS

	Contact home			
Stealing	1-3 Day ISS Restitution	3-5 Day ISS Restitution	3 Day OSS Restitution police report	10 Day OSS Restitution police report recommend expulsion
Possession and/or use of weapons other than firearms	10 Day OSS Police report	45 Day OSS Police report recommend expulsion	Police report expulsion	
Use, sale, purchase, possession of tobacco e-cigarette or other vaping device	1-3 Day ISS	3-5 Day ISS Police report	3-5 Day OSS Police report	5-10 Day OSS Police report
Possession and/or use of inhalants, alcohol, or illegal drugs including controlled substance transactions at school or while on school trips	5-10 Day OSS Police report	10 Day OSS Police report	45 Day OSS Police report recommend expulsion	Police report expulsion
Possession of firearms, including explosives	10-45 Day OSS Police report recommend expulsion	Police report expulsion		
Unacceptable behavior during an assembly or community event.	Counsel with teacher	Counsel with principal	1 Day ISS Behavior Contract	1-3 Day ISS (May lead to OSS if continued)
Vandalism Requires investigation	1-3 Day ISS Restitution	3-5 Day ISS Restitution police report	5 DAY OSS Restitution police report	10 DAY OSS Restitution police report, recommend expulsion

REPORTING TO PARENTS

STANDARDS BASED REPORT CARDS RJ Elementary will communicate to parents using standards-based report cards. A standards-based report card lists the most important skills students should learn in each subject at a particular grade level. Instead of letter grades, students receive marks that show how well they have mastered the standards. Using standards-based report cards will align to our standards-based teaching.



PARENT-TEACHER CONFERENCES Parents will be given a schedule of conference dates so that they will be able to meet with the teachers of each of their children. The parents'/guardians' attendance at the conferences is very important. If the parents/guardians are unable to attend the scheduled conference, they may call the school office to set up an alternate time to meet with their child's

teacher(s). It is not necessary to wait for the regular conference time. Parent conferences are encouraged and can be arranged any time during the school year by contacting the school.

ALASKA READS ACT Alaska has adopted legislation aimed at supporting early literacy. Students who are not showing progress towards reading by third grade will be provided with interventions called Individual Reading Improvement Plans (IRIP's). Families with students on IRIPS will be notified of their child's progress and how and when their child is being provided with extra support, including after school interventions. If students do not show progress towards reading proficiency by third grade, families will be asked to work with the school to determine if retention is an option. Please see Alaska Department of Education for more detailed information.

PROMOTIONS/RETENTIONS District Policy AR 5123 outlines retention. Promotions and retention are based on an evaluation of academic, physical, social and emotional growth. Research supports that retention is the most effective in prek and kindergarten and should be based on the following:

- a. Academic Readiness
- a. Physical or social immaturity
- a. Excessive absences

Parents can assume that their child will be promoted to the next grade unless the alternative of retention has been discussed during the school year. Parents will be involved in retention decisions. The final decision will be the responsibility of the Elementary Principal.

TECHNOLOGY

CELL PHONES & ELECTRONIC DEVICES

- Cell phones are to be off and away when they are at school. This includes before and after school, unless permission is granted by a staff member is granted to contact family.
- Students who violate these guidelines will have their device confiscated and the school will return it to the parents on the first offense. In case of subsequent offenses, the student may be restricted from bringing these items to school for the remainder of the year.

IPADS and CHROMEBOOKS Technology is offered as an instructional resource for students. Students are expected to use these devices for educational purposes only and take care of them.

PERSONAL ITEMS

VALUABLES The school is not responsible for lost or stolen items. Students are encouraged not to bring valuable or expensive personal items to school or store them in their cubbies. **Toys are to be kept at home and will be kept at the front office for parents to pick up if students bring them to school.**

LOST AND FOUND Please write your child's first and last name on all clothing!! All clothing items found on campus, regardless of value, are placed on a table near the elementary gym. Money, jewelry, or any

articles of value are turned into the office and may be claimed after proper identification. All unclaimed items are eventually discarded.

SPECIAL EDUCATION PROGRAM

The Annette Island School District provides comprehensive educational services through the Student Department to all children ages 3-21 who experience and have additional needs beyond those which generally can be met by the regular classroom program. The District has adopted the Special Education Handbook developed by the Alaska State Department of Education and Early Development and follows those regulations.

COUNSELING

STUDENT COUNSELING SERVICES The elementary school has a school counselor on staff, Mr. Henry. The AISD Counseling Department handles a wide variety of tasks from social emotional learning, career counseling, and student check ins. The AISD counseling department works collaboratively with other community partners and organizations to assist students and families with referrals to outside organizations for mental health and social services. Students and families are always welcome to set up an appointment with Mr. Henry in order to discuss student concerns or and success.

EMERGENCIES

CANCELLATION OF SCHOOL Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, public health issues or community crisis. Every practical means is used to notify parents of an impending cancellation, including telephone, radio, social media, Remind and/or AISD Facebook. In the unusual circumstance when school must be canceled during the school day, the office will ensure that all students have satisfactory transportation and supervision at their home before releasing them from school.

EMERGENCY INFORMATION In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or Guardian(s) Name(s).
2. Complete and up-to-date address.
3. Home phone number and work phone number of parent(s) or guardian(s).
4. Emergency phone number of a friend or relative.
6. Medical alert information. (i.e. allergies/medical conditions).

EMERGENCY PREPAREDNESS The school staff, teachers and administrators are prepared for a variety of emergency situations. Parents should feel confident concerning all emergency procedures at the school,

and we welcome inquiries about any aspect of our emergency preparedness. (Fire drills, high wind warnings, etc.

Preschool

Richard Johnson Elementary School's Preschool program is an important part of our school community. Students enrolled in preschool follow all of the same rules and procedures outlined in this handbook. The following sections contain information specific to students enrolled in our preschool program.

Enrollment Students enrolling in preschool must have turned four years of age by September 1st. Enrollment limits are in place to ensure the school maintains an appropriate (legal?) student teacher ratio.

Schedule & Offerings The Annette Island School District's preschool program works in collaboration with Head Start. While there are some students who only attend one of the programs, the majority of students are enrolled in both AISD's preschool and the Metlakatla Indian Community's Head Start program. Each program has AM & PM sessions. Enrollment numbers in each session complies with state guidance.

Richard Johnson Elementary Preschool Schedule

AM Session

7:30 Breakfast & Morning Assembly
 8:10-8:35 Circle Time
 8:35-9:55 Core Curriculum
 9:55-10:20 Specials (music, PE, culture)
 10:20-10:45 Snack & Recess
 10:50-11:20 Lunch
 11:20-11:30 Dismiss and Switch with Head Start

PM Session

11:25-11:30 Arrival from Head Start
 11:30-12:00 Rest Time
 12:00-12:30 Circle Time
 12:30-1:45 Core Curriculum
 1:45-2:10 Specials (music, PE, culture)
 2:05-2:30 Snack & Recess
 2:40 Dismissal

Meal Services The Annette Island School District offers free breakfast and lunch to all students. With our current preschool schedule, the AM students are present for our food service program. PM students have breakfast and lunch at Head Start if enrolled. Both AM & PM sessions have snack times.

Curriculum & Assessment Our preschool program uses Creative Curriculum by Teaching Strategies for its core curriculum. This program is a play-based, hands-on, investigative curriculum specifically designed for the developmental level of preschool students.

In addition to Creative Curriculum, our preschool also utilizes literacy programs that progress from preK to 5th grade. These programs are aligned with the Science of Reading and include Heggarty for phonemic awareness, and Foundations for phonics.

Teaching Strategies GOLD is the core assessment used by both RJ Elementary and Head Start to assess student progress. This is an extensive, observation-based assessment, and the results are shared with Alaska's Department of Education. The responsibility of this assessment is shared between Head Start and RJ Elementary depending on the session students are enrolled in.

In addition to GOLD, RJ Elementary's PreK program sends report cards to families twice a year followed by in-person parent teacher conferences in the fall and spring.

Screening All preschool students must be screened with the Ages & Stages Questionnaires (ASQ). This assessment helps to identify students' developmental levels, and is used to ensure children receive the appropriate level of support. This screening is administered twice a year through Child Find in partnership with Head Start and is never used to exclude a child from enrollment. Students attending only RJ Elementary's program will need to have a screening prior to enrollment.

Bus Policy PreK students are not eligible for bus service. Students must be dropped off and picked up. Students enrolled in both Head Start and RJ Elementary's preschool will be walked between the schools by their teachers.

Visiting the School Families are encouraged to visit the preschool classroom. While there is an open door policy, reaching out to the teacher prior will ensure you can make the most of your visit. All visitors must sign in at the front office prior to being in the classroom.

Positive Behavior Intervention Systems Our prek program uses the same behavior intervention system as the rest of our school (see Git Waal Gdm Ayaawk). This framework seeks to reduce unwanted behavior through self-regulation and culturally responsive methods. Consequences for more serious behavior will be addressed and communicated through the principal. Suspensions will result only if there is a safety concern.

Nap Time Nap time will take place when the PM students arrive. You may send a blanket with your child for use (items need to be able to fit into a backpack to be sent home at the end of the week for washing). In alignment with pediatric guidelines on young children's sleep needs, our preschool students are expected to lie down quietly for a time to rest. Be sure to let your teacher know if anything at home is impacting your child's sleep schedule or if you have questions about the classroom's naptime routines.

Toileting Students entering our PreK program need to be fully potty trained. We recognize that all children develop at different rates and accidents may occur. PreK students need to have a change of clothes at school at

all times so minor accidents can be addressed. If a substantial toileting incident occurs, parents/guardians will be asked to come pick up their child. Children are welcome to return to school if appropriate.

CONCERNS & COMPLAINTS

The Annette Island School District Board of Education has a policy for parents/guardians and students who have a concern regarding the safety, education, or implementation of rules and procedures in the school district (see AR 1312). In general, concerns and complaints should be handled at the lowest level.

Step 1: Any student who feels he or she has been treated outside the guidelines of the school handbook shall talk to the teacher expressing his or her concern. If a resolution is not reached within the issue shall go to the building principal.

Step 2: If the concern is not resolved talking to the teacher, the building principal is the next person to be contacted. If needed, a written statement can be presented to the building principal.

Step 3: If the concern is not settled with the building principal, the district superintendent shall be contacted and a continued resolution shall be sought.

REPORTING BULLYING The district takes complaints about bullying seriously. Anyone concerned about specific incidents of bullying are encouraged to file a complaint through the district website, www.aisdk12.org.

- Get Involved Tab
- What should I do if my child is being bullied.

This information is sent directly to school administration and counselors and alerts us to your needs.

ACADEMIC CONCERNS If you have academic concerns about your student that you feel are not being adequately addressed please fill out the online concern form through the district website, www.aisdk12.org.

- Get Involved Tab
- Academic Progress Concern

PARENT/CHILD COMMITMENT FORM 2025-2026

****Please complete this form by September 30, 2025**

My signature below indicates that I have received and read the contents of the Student Handbook and agree to the expectations of the school commitment form on page 6. I understand that if I have any questions, I will contact my child's teacher or Mrs. Shannon Hudson. **I understand the bus rules and I have spoken with my child about appropriate behaviors while on the bus. If my child does not comply it could result in a loss of bus privileges.**

DATE _____ GRADE _____ TEACHER _____

STUDENT NAME (print) _____

STUDENT SIGNATURE _____

PARENT NAME (print) _____

PARENT/GUARDIAN SIGNATURE _____