

# Mt. Eccles Elementary School



# Student Handbook

~~2025-2026~~

2026-2027

## WELCOME

The administration, teachers, and staff at Mt. Eccles Elementary School look forward to working with students, parents, and community partners this school year. We, along with you, believe in high expectations for success and achievement for all students.

We strongly encourage parents to visit our school and to take an active part in the classroom, site-based council, and other activities. Research shows that this kind of involvement benefits students, and we believe that our student success is partly due to the high level of parent participation in our school. If you'd like to volunteer your time and energy to Mt. Eccles, we would greatly appreciate it. Check with the teachers or the principal for current opportunities.

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**CORDOVA SCHOOL DISTRICT VISION**

The Cordova School District is committed to providing opportunities to challenge students to discover, set and pursue their goals. Students shall possess the academic and communication skills, character, personal discipline, and cultural awareness to contribute as responsible citizens. Furthermore, the district seeks to foster a continued desire for learning beyond the classroom and graduation.

**CORDOVA SCHOOL DISTRICT MISSION**

The Cordova School District utilizes our unique natural surroundings and active involvement of parents and community to provide a safe learning environment that offers challenging curricula and activities while developing successful, responsible citizens for the future.

**MT. ECCLES MASCOT**

Mt. Eccles Mountaineer

**SCHOOL COLORS**

Maroon and Navy Blue

**SCHOOL SONG**

Pride of Mt. Eccles  
by Mary Armantrout

“We are citizens of this great land.  
Oh, smile and give us a hand.  
We grow each day in every way.  
We’re Mountaineers, as you can see!  
In Language, Math, Science, Music, and P.E.,  
Reading, Health, Computers, and Geography,  
We are Mt. Eccles Pride.

**COMMUNICATION**

One of our priorities is to keep parents and community members abreast of current events, activities and opportunities through:

**Email** Updates – The office will use the email address(es) you provide on your student’s contact information sheet to create a parent email list. Please keep us updated as your information changes.

Our **Facebook** Page - Search for “[Mt. Eccles Elementary School](#)” and like us.

**PowerSchool** – Please contact the office to set up a parent account on PowerSchool, email address is required. <https://cordova.powerschool.com/public/>

**Text** for Time Sensitive Info – This method of communication will only be used for things such as school closures, bus run changes, or emergencies. (more info TBA)

**VISITORS**

Visitors are welcome and encouraged to visit our school! For the safety and well-being of our students and staff, it is our practice that ALL visitors to Mt. Eccles must sign in and out at the front office and wear an identification sticker visible on their chest while in the building.

Expectations of Parents and Visitors:

- That parents/visitors realize they are an essential supporting element in the school/parent team.
- That parents/visitors maintain an open relationship with school staff and contact the school if they see an issue developing that needs attention.
- That parents/visitors set a good example by emphasizing academics and encouraging their child to do their best in school.
- That parents/visitors support school rules and policies.
- That parents/visitors are expected not to use their position or influence on students to forward their own religious, political, economic or social views.
- *For the safety and privacy of all students, visitors are not permitted to take photographs or videos of students during non-public school events held on school property without prior approval from school administration. This includes classroom activities and other areas of the school. Authorized school personnel will handle photography for school publications, newsletters, or social media. Visitors are asked to respect this policy to ensure the privacy and security of every student and staff member.*

### **VOLUNTEERS/BACKGROUND CHECKS**

Mt. Eccles encourages parents, guardians, and community members to share their time, knowledge, and abilities with our students to enrich our educational program and strengthen our school. Any volunteer who spends time alone with children must undergo a background check. This includes any volunteer that has the potential to be working with students without being in the presence of a teacher or another CSD staff member. This does not include school visitors such as guest speakers, someone who attends a large group meeting or event, parents visiting students for lunch or classroom presentations, or parents picking up or dropping off their children for school. The district will pay the cost of the background check annually. (Reference *Board Policy 1250*)

### **ATTENDANCE**

The Cordova School District considers attendance extremely important in order for students to derive maximum benefits from the school's instructional program and to develop habits of punctuality, self-discipline, and responsibility. Parents/guardians of children aged 7 to 16 are obligated to send their children to public school except as allowed by law. The Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy (Reference *Board Policy 5113*). Parents who voluntarily remove their child(ren) from school will be required to work with the staff in advance to arrange for missed school work.

#### **A. Tardies**

Anyone who is not present at the start of class in the morning or the afternoon will be considered tardy. Students must report to the office for a tardy slip before proceeding to their classroom. Three or more tardies will make a student ineligible for a perfect attendance award.

#### **B. Absence**

Being absent from school for more than 30 minutes at the beginning of day or after lunch is considered a half-day absence.

Students with a planned absence of 1-10 days **must give one-week prior notice** to the teacher and the office and meet with the teacher to assign work they will miss. **The expectation is that work is completed during the course of the planned absence and turned in upon return to school.** Please keep in mind that the presence of a student in the classroom on a regular basis is necessary to provide opportunities for

interactive learning with teachers and peers. The work that a student can make up at home represents only a small portion of the learning activities that take place in the classroom every day.

In the event of an unplanned absence (illness) the latest deadline for work to count toward the student's grade will be as many days after the return as the student missed. (Ex. If the student was gone for 7 school days, the work will be accepted no later than 7 school days after they return.)

### **C. Extended Absences**

The Cordova School District understands both the importance of being in school and the potential benefits of family travel. Any students planning to miss over 10 days of school should give two weeks prior notice to the office so that their child's teacher has sufficient time to coordinate the collection of work for the student during their absence. It is expected that all work will be done during the course of the absence and turned in upon return to school or by an agreed upon due date. Requests will be reviewed by the school principal on a case-by-case basis.

Parents/Guardians should first notify the school office and obtain an Extended Absence Request form. They may request a meeting with the principal to discuss different ways to approach the absence. Parents should meet with their student's teacher and review the classwork that they are expected to complete while absent or to make up upon their return. A due date for completion should also be established at this time. For absences in excess of 20 days, the principal may recommend enrollment in Cordova Correspondence School (a homeschool option for families).

Until all course work is completed and graded, an "I" representing an Incomplete may be recorded. As a result, the student may receive an incomplete grade for their absence.

Relevant Policy: (AR 5112.2 - Exclusions from Attendance)

The Cordova School District understands both the importance of being in school and the importance of family. Classroom instruction is a vital part of the student's education process.

Each extended absence requires approval by the school principal. Parents need to submit a signed note to the school office at least two weeks prior to the date of departure. This notice to the school provides the time necessary for teachers to plan and prepare the necessary assignments for the duration of the absence.

Students that are absent longer than the 20 calendar days may be dropped from the attendance roll and credits could be lost for the semester.

The school principal will deal with each request on a case-by-case basis.

### **D. Home Notification of Excessive Absences/Tardies**

Attendance Records are maintained by the school office. A letter will be sent home to families to notify parents when their child has reached 10 absences and a meeting with the principal may be requested at this time. A follow-up letter will be sent if the child continues to accrue absences and establishes a pattern of excessive absence. At this time a parent meeting will need to be scheduled to discuss the effect excessive absence has on student academic performance. The same procedure will be followed for excessive tardiness.

### **ILLNESS**

If a student becomes ill, he or she will be sent to the office for evaluation. Depending on the symptoms of the child, a parent or guardian will be called. If it is determined that the child shall leave, the parent can sign them out on the checkout roster in the office. No child will be allowed to leave without the knowledge of the school and parent or guardian. Our Public Health Nurse recommends the following based upon CDC guidelines: Students should not return to school until at least 24 hours after they no longer have a fever, signs of a fever without the use of fever-reducing medicine, or at least 24-hours after last vomiting, experiencing diarrhea, sore throat or other respiratory symptoms.

### **WITHDRAWAL**

Parents wishing to withdraw a student from school should inform the office who will pass this information to the classroom teacher. The teacher and librarian will verify that books have been turned in and indicate the grade earned at the time of withdrawal. Any fines must be paid prior to withdrawal. Parents of students who plan to transfer to another school should notify the office so transcripts can be sent without delay.

### **PARENT TRAVEL**

If a parent is going to be out of town, please notify the office and provide the name and contact information of the child's caregiver and an emergency number where you can be reached. A signed letter will be required for non-legal guardians/parents to pick up/remove a student from campus.

### **GENERAL DISCIPLINE**

The school is responsible for students' safety and welfare in school and during school-sponsored functions. Consequently, students are subject to school discipline at school functions as well as during the regular school day. Mt. Eccles students' behavior will be addressed with consideration of RULER anchor tools such as reflecting upon our Charter, where their emotions fall on the Mood Meter, taking a "Meta Moment" in order to self-regulate, and restorative practices. Our philosophy of discipline is to encourage positive behavior that enables all of our students to achieve academic and social success. Our goal is that our students practice self-discipline.

In the event that discipline is necessary, it will be handled as follows:

1 <sup>st</sup> offense	1 detention (lunch or recess) and notify parents
2 <sup>nd</sup> offense	2 detentions (lunch or recess) and notify parents
3 <sup>rd</sup> offense	1 day in-school suspension, notify parents, and meet with school counselor
A 3 <sup>rd</sup> offense will result in a less than satisfactory citizenship grade.	

Note that the school administration may adjust the consequences for a given behavior, as the individual facts require, and will choose restorative practices when appropriate and advisable. The school administration has the discretionary authority to move to any level of discipline based on the seriousness of the case.

### **BULLYING**

Bullying will not be tolerated at Mt. Eccles Elementary School.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived imbalance of social, physical, or emotional power. The behavior is repeated, or has the potential to be repeated, over time. (see [www.stopbullying.gov](http://www.stopbullying.gov) )

Some examples include, but are not limited to:

<p>Verbal Bullying: Saying or writing mean things</p>	*Teasing
	*Name-calling
	*Inappropriate sexual comments
	*Taunting
	*Threatening to cause harm
<p>Social Bullying: (Relational bullying) Hurting someone's reputation or relationships</p>	*Leaving someone out on purpose
	*Telling other children not to be friends with someone
	*Spreading rumors about someone
	*Embarrassing someone in public
<p>Physical Bullying: Hurting a person's body or possessions</p>	*Hitting/kicking/pinching
	*Spitting
	*Tripping/pushing
	*Taking or breaking someone's things
	*Making mean or rude hand gestures

Mt. Eccles staff members are using several strategies to prevent and mitigate bullying on our campus. These include but are not limited to Mt. Eccles Core Values, Ruler SEL anchor tools and lessons, Bucket Filling, regular instruction by our school staff, and conflict resolution coaching on the playground. Building a positive school culture is a priority of the staff and the student council. If you'd like to know more about what you can do at home to help your child deal with bullying or not engage in bullying, please consult the school principal.

#### **Relevant Policy: BP 4119.12 Harassment**

The School Board recognizes that harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness. The School Board shall not tolerate the harassment of any student by any other student or district employee. Any student or employee who is found guilty of harassment shall be subject to disciplinary action.

Harassment means intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

(cf. 5131.43 - Harassment, intimidation and bullying)  
 (cf. 4118 - Suspension/Disciplinary Action)  
 (cf. 4119.11 - Sexual Harassment)  
 (cf. 4119.21 - Code of Ethics)

To promote an environment free of harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Principals shall discuss this policy with their employees and shall assure them that they need not endure any form of harassment.

The School Board encourages students or staff to immediately report incidents of harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of harassment in a way that ensures the privacy of all parties concerned. In no case shall the student or staff member be required to resolve the complaint directly with the offending person.

#### **CYBERBULLYING**

Cyberbullying encompasses any of the bullying actions described above accomplished through electronic means. Cyberbullying is also prohibited and will result in disciplinary action.

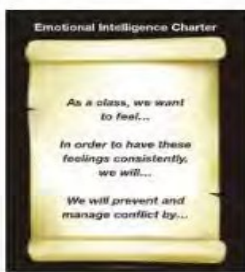
## RULER - SEL FRAMEWORK

RULER is an evidence-based approach for integrating social and emotional learning (SEL) into schools, developed at the Yale Center for Emotional Intelligence. RULER applies “hard science” to the teaching of what have historically been called “soft skills.” RULER teaches the skills of emotional intelligence — those associated with:

- Recognizing
- Understanding
- Labeling
- Expressing and
- Regulating emotion.

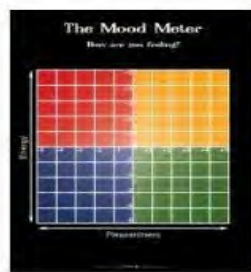
Decades of research show that these skills are essential to effective teaching and learning, sound decision making, physical and mental health, and success in school and beyond.

## RULER Approach: Four Anchor Tools



Charter

Establish safety based on norms



Mood Meter

Increase self-awareness and emotion regulation



Meta-Moment

Manage response when triggered



Blueprint

Perspective taking

## SCHOOL DRESS

Students are expected to dress suitably for school activities and in a way that does not detract from the educational environment. The faculty and principal will make decisions regarding appropriate dress. Undergarments or revealing clothing shall not be visible. No hoods, hats, or sunglasses may be worn in the school building. Students will not wear clothing or jewelry that advertises products illegal for their age including but not limited to tobacco and alcohol products. Students wearing inappropriate clothing or jewelry to school or while attending extra-curricular school sponsored events will be asked to turn their shirts inside out, change, or remove the item depending on the nature of the clothing or jewelry.

## USE AND POSSESSION OF DANGEROUS ITEMS

Dangerous items such as knives, firearms, fireworks, etc. are prohibited in all school buildings, on school grounds, and at all school activities. Toys that look like dangerous items or are used like weapons are also prohibited.



## **ELECTRONICS**

Personal electronics may not be used by Mt. Eccles students during the instructional day, from 8:40 am - 3:30 pm, except as allowed by the classroom teacher for instructional purposes. Unless a device is requested by the teacher for a lesson, electronics should remain in a student's backpack with the power off during the school day. Any infraction will result in the item being held by the teacher or the office until a parent can retrieve it after school.

## **REPORT CARDS AND GRADING SYSTEM**

Report cards will be issued at the end of each quarter, approximately every nine weeks. It is ideal for parents to discuss the report card with their child and to contact the teacher with any questions or concerns. It is not necessary to return these cards to the school, because you will receive a new, cumulative card at the end of each quarter. An incomplete is given only when a student's work is not finished because of illness or other excused/**unexcused** absence. If not made up within two weeks, the incomplete work will be entered as a zero in the grade book. Students who attend Mt. Eccles Elementary for less than six weeks of a quarter will not receive a report card.

Grades 1-4		Grades 5/6	
Progress Toward Standard		Letter Grade Scale	
<b>4</b>	Exceeds Standard	A	90-100%
<b>3</b>	Meets Standard	B	80-89%
<b>2</b>	Approaching Standard	C	70-79%
<b>1</b>	Area of Weakness	D	60-69%
	**blank box** standard not assessed	F	0-59%
I-Incomplete			
W-Withdraw			

Please see the office for a copy of skills-based Kindergarten report card.

## **CITIZENSHIP GRADE**

A citizenship grade is given in grades 1-6 in addition to academic grades. This citizenship grade allows the teacher to communicate the quality of the student's behavior apart from his/her academic performance. Citizenship grades affect eligibility for extracurricular activities and school-sponsored activities. The citizenship grade reflects the student's behavior with regards to school and classroom rules and the mutual respect that is expected of our students in all circumstances.

**The following marking system will be used for Citizenship Grades and be based on the elements below:**

+	<b>Superior</b>	<ul style="list-style-type: none"> <li>• Always demonstrates self-control</li> <li>• Always listens attentively</li> <li>• Works hard; takes initiative; asks for help when needed</li> <li>• Works without disrupting class or causing distractions</li> <li>• Often goes out of way to help other students</li> <li>• Actively participates in class</li> </ul>
S+	<b>Outstanding</b>	<ul style="list-style-type: none"> <li>• Frequently demonstrates self-control</li> <li>• Frequently listens attentively</li> <li>• Frequently works hard; takes initiative; asks for help when needed</li> <li>• Hardly ever disrupts class or causes distractions</li> <li>• Frequently goes out of way to help other students</li> <li>• Participates in class</li> </ul>
S	<b>Satisfactory</b>	<ul style="list-style-type: none"> <li>• Usually demonstrates self-control</li> <li>• Usually listens attentively</li> <li>• Usually works hard; takes initiative; asks for help when needed</li> <li>• Stops disrupting class or causing distractions when reminded</li> <li>• Will help others when asked</li> <li>• Needs prompting to participates in class</li> </ul>
S-	<b>Needs Improvement</b>	<ul style="list-style-type: none"> <li>• Rarely demonstrates self-control</li> <li>• Listens inconsistently</li> <li>• Often needs personal reminders to focus on classroom activities and/or complete tasks; seldom asks for help when needed</li> <li>• Stops disrupting class or causing distractions only when repeatedly reminded</li> <li>• Rarely helps others</li> <li>• Needs prompting to participates in class</li> </ul>
-	<b>Unsatisfactory</b>	<ul style="list-style-type: none"> <li>• Continually distracted by self and others</li> <li>• Must be reminded to listen or follow instructions regularly</li> <li>• Must be reminded to focus on classroom activities and/or complete tasks; seldom asks for help relevant to classroom tasks</li> <li>• Interferes with students helping others</li> <li>• Rarely appears engaged in learning</li> </ul>

### **PROGRESS REPORTS**

Notice will be sent to all parents/guardians of 4th-6th grade students via email mid-quarter reminding them to check updated grades in PowerSchool. The purpose of this notice is to inform students and parents of the status of course work at mid-term of a quarter. Tutorial help and/or enrichment opportunities are available to students through multi-tiered systems of support (MTSS) interventions during the school day, as well as during Homework Club after school.

### **POWERSCHOOL**

Our student information system is PowerSchool and the URL is <http://cordova.powerschool.com>. Please see the office for an email login and password. This will allow students and parents of 4<sup>th</sup>-6<sup>th</sup> graders to see real time grades. Parents of all students can keep track of breakfast/lunch accounts on PowerSchool, as well.

### **RevTrak and Square Payments**

We accept credit card payments or electronic checking account withdrawals for:

- Guest meal payments
- Staff meal payments
- Student activity and other fees
- School fundraisers
- Invoice payments (ex: building use)

There is a 1.8% Service Fee for credit cards in our RevTrak system, which will be charged at checkout. This is approximately half of the total fee the District will incur for each charge made. We also accept Square payments for meals, building use, donations and other fees.

**TEXTBOOKS AND MATERIALS**

The school issues textbooks, materials, and electronic devices as needed. If a student loses or destroys any of these items, a replacement fee will be charged.

**CURRICULUM**

At Mt. Eccles we offer:

<b>Core Subjects</b>	Language Arts, Math, Reading, Science, Social Studies
<b>Special Subjects</b>	Band (Grades 5-6), Music, Physical Education, Swimming/Water Safety
<b>Technology</b>	Laptop computers are integrated into all instructional areas

**SPECIAL SERVICES**

<b>English Learners</b>	Small group instructional support
<b>Gifted Plans of Service</b>	Small group instructional support
<b>Homework Club</b>	Tuesday--Thursday for 1 hour after school (Grades 2-6)
<b>Indian Education</b>	Small group instructional support
<b>Library</b>	Onsite with computer catalog access to other Cordova collections
<b>Migrant Education</b>	Small group instructional support
<b>Pre-school</b>	Special needs for children qualifying for services ages 3-5
<b>Special Education</b>	Individual, small group, and inclusion instructional support
<b>Title I</b>	Small group instructional support

## TESTING

Mt. Eccles Elementary School administers yearly tests in compliance with Alaska’s Comprehensive system of Student Assessments and with Cordova School District’s assessment practices. Parents can support this testing by assuring that their students get ample rest and have a healthy breakfast during testing periods. If you have questions regarding any of these tests, please contact the principal.

### *YEARLY TESTING SCHEDULE*

Grade	Assessment	Timeline	Purpose
<b>K*</b>	<b>Statewide Kindergarten Developmental Profile</b>	<b>September—November</b>	<b>Assists teachers in identifying strengths and areas for student growth in five (5) early learning domains:</b> <b>1. Physical well-being, health, and motor development;</b> <b>2. Social and emotional development;</b> <b>3. Approaches to learning;</b> <b>4. Cognition and general knowledge; and</b> <b>5. Communication, language, and literacy</b>
K-6	Amplify mClass Literacy Assessment & Dyslexia Screening	Fall, Winter, Spring	mCLASS is an all-in-one system for Science of Reading-based universal screening, dyslexia screening, progress monitoring, and instruction for grades K-6. Powered by DIBELS® 8th Edition, mCLASS helps you measure and strengthen the foundational skills that all students need to become confident readers.
<b>K-12</b>	<b>District Measures of Academic Progress (MAP)</b>	<b>Fall, Winter, Spring</b>	<b>Assists teachers in gathering “real-time” information on student achievement in math and language arts to help with planning instruction</b>
<b>**</b>	<b>National Assessment for Educational Progress (NAEP)</b>	<b>January—March</b>	<b>Assesses a student’s general content knowledge in reading, mathematics, science, writing, U.S. history, civics, geography, and the arts</b>
<b>K-12</b>	<b>Statewide ACCESS for ELLs 2.0 (English Learners)</b>	<b>February—March</b>	<b>Assists teachers in measuring and identifying a student’s social and academic English language proficiency in four (4) domains:</b> <b>1. Listening;</b> <b>2. Reading;</b> <b>3. Writing; and</b> <b>4. Speaking</b>
<b>3-9</b>	<b>Alaska System of Academic Readiness (AK STAR)</b>	<b>March—April</b>	<b>Provides the school district and teacher information on how students performed on the tests as measured against the state content area standards of Math and English/ Language Arts</b>
<b>5, 8, 10</b>	<b>Alaska Science Assessment</b>	<b>March—April</b>	<b>Provides the school district and teacher information on how students performed on the tests as measured against the state content area standard of Science</b>

\*Kindergarten Developmental Profile also administered to first grade students who did not attend public kindergarten

\*\*Selected schools and grades in Alaska

## ACTIVITIES

<b>Battle of the Books</b>	<b>Grades 3-6</b>
<b>Native Youth Olympics</b>	<b>Grades 1-6</b>
<b>Spelling Bee</b> (Parent Coaches)	<b>Grades 2-6</b>
<b>Student Council</b>	<b>Grades 5-6</b>
<b>Lego League Robotics</b>	<b>Grades 1-6</b>

Mt. Eccles students participate in activities that are designed for elementary students. 6<sup>th</sup> graders will have the option to participate in junior high-sponsored sports, participating in practice and home games with no travel.

Parents will be required to meet with the principal and the coach to ensure that this is appropriate for individual students. Student eligibility requirements will be the same as for all junior high students and will be based on citizenship, grades, and attendance. (Please reference the *Cordova High School Student Activities Handbook*)

Keep an eye open for Facebook posts and/or email updates that include information on many additional non-school-sponsored activities that are available in Cordova.

## COMMUNITY PARTNERSHIPS

<b>Cordova Museum</b>	Museum staff provides students with monthly classes on topics of local historical interest
<b>Culture Week</b>	Native Village of Eyak brings in community members to share our local culture with students each year. Chugachmiut provides other cultural experiences during the school year such as indigenous language instruction.
<b>Discovery Room</b>	Science activities provided by Prince William Sound Science Center and Copper River Watershed Project for grades 3-6
<b>Gardening/Composting</b>	Teachers work with parents and community members on this place-based learning experience
<b>Health-Related Activities</b>	Public Health Nurse provides instruction, skills, and screening as needed
<b>Lunch Bunch</b>	Sound Alternatives and Ilanka Health Center provide an opportunity for students to eat lunch with a small group and play games that focus on social skills, communication, problem solving and other life skills and positive school behaviors
<b>Multicultural Fair</b>	Community members of cultures that have been relocated to Cordova share their unique traditions with students
<b>Salmon Tank</b>	Students participate in monitoring the salmon life cycle with Prince William Sound Science Center and Copper River Watershed Project
<b>Science Share</b>	Parents and community experts help students use the Scientific Process to create a project to exhibit at a Science "Fair".

## MEAL SERVICE

### **Breakfast Ticket Prices**

Students.....FREE  
 Adult/Guest .....\$5.00

### **Lunch Ticket Prices**

Students... ..FREE  
 Adult/Guest... ..\$10.00  
 Adult/Guest Salad.....\$7.00

Extra Milk..... \$0.75

Any adult wishing to join us for lunch should call the school office by 9:00 am in order to be included in our lunch count.

### **ALLERGIES**

There are students and staff at Mt. Eccles who have life-threatening allergies to certain substances. The most severe allergies are to peanuts, tree-nuts, fish, and shellfish. There are also allergies to animals. Consequently, you must to speak with your child's classroom teacher before bringing in any snacks or pets to share with the class. There is an allergen-free table available for seating in the cafeteria, and the school kitchen works to accommodate known student allergies in the school meal program.

### **PETS IN THE SCHOOL**

Please check with the office and the classroom teacher before bringing a pet into the school. See the section above on allergies.

### **LICE PROTOCOL**

In order to safeguard our children from passing head lice from one to another, we require that students with head lice stay home until all live adults and nits have been removed from the hair. If you discover head lice at home, we appreciate a call so that we can check any other students who may have been exposed. Together we can keep this pesky creature's effects to a minimum.

### **MEDICATION**

Over-the-counter medications will not be administered to students by school staff. Please do not send such medication with your child. If a child needs medication during school hours, the parent must come and administer it. The only exception will be if a child has a current medical form on file at the office with written authorization from a physician. These medications will be administered from the original container as directed by the physician on that container.

### **OUTDOOR GEAR**

Mt. Eccles students go outside to recess nearly every day, regardless of weather. Please send students with the appropriate gear for snow, rain, or whatever the forecast holds each day. Please mark their items with their name or initials, so lost items may be easily returned to their owners.

### **SAFETY DRILLS**

Mt. Eccles will conduct a fire drill every month, an earthquake drill twice a year, and an evacuation, lockdown, or A.L.I.C.E. drill at least once a year. We also have protocols for sheltering in place.

### **A.L.I.C.E. PROCEDURES**

A.L.I.C.E. is a list of options that can be used to stay safe in the event of a violent intruder. Mt. Eccles will train students with age-appropriate materials and conversation. Students will learn to respond to teacher instructions during an emergency. Teachers will choose the most appropriate response from A.L.I.C.E.

A = ALERT	Use plain and specific language. Avoid code words.
L = LOCKDOWN	Barricade the room. Silence mobile devices. Prepare to EVACUATE and COUNTER if needed.
I = INFORM	Communicate the intruder's location in real time.
C = COUNTER	Create noise, movement, distance, and distraction. This is an option to exercise when all others are not viable.
E = EVACUATE	When safe to do so, remove yourself from the danger zone. This is the most desirable option.

### **STANDARD REUNIFICATION METHOD**

In the event of a crisis, Mt. Eccles will activate their family reunification plan. Unless otherwise notified, parents will proceed to the Simpler Gym and will be directed through a process of information gathering in order to be reunited with their children in the safest manner possible, so that all children may be accounted for. Please remember to bring your identification to the reunification site.

### **AVALANCHE PROCEDURES**

The bus will run according to the published avalanche warning levels. In the case that an avalanche blocks Copper River Highway, all students living past the avalanche areas should have an in-town contact on file with the school who can be responsible for their children until the road is cleared.

### **TSUNAMI PROCEDURES**

In the event of a tsunami warning, school will continue with all activities contained on the campus, which is considered a safe zone. No students shall leave the campus unless checked out by a parent or guardian at the office. Mt. Eccles is Cordova's official muster site. Residents will gather in the commons and the gym, as directed.

### **STUDENTS LEAVING THE SCHOOL GROUNDS**

Students may leave the school with parent permission. A note signed by the parent/guardian or a written record of a phone call must be on file in the school office before a student may leave. Students must report to the office to sign out when they leave and sign in when they return. This procedure will be followed even if the student is leaving with a parent. Once a student arrives at school, this protocol will be followed, including during the before-school breakfast time. On occasion, teachers will take their classes on field trips to areas within walking distance of the school to supplement academic instruction or for enrichment opportunities. These activities are considered part of regular classroom instruction and do not require written permission from parents. For more information see Board Policy 6152 School-Sponsored Trips.

### **LOST AND FOUND**

Mt. Eccles Elementary School does not accept responsibility for lost items. Lost and found is located in the school commons. Please check from time-to-time for lost and left behind items, including lunch boxes and articles of clothing. Items not claimed will be donated or disposed of on a regular basis.

### **TITLE IX**

No person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance. – Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964.

Specific complaints of alleged discrimination under Title IX and Section 504 should be referred to:

Kim Hanisch, Superintendent  
Cordova School District  
[khanisch@cordovasd.org](mailto:khanisch@cordovasd.org)  
Phone: (907) 424-3265  
Fax: (907) 424-3271