

Mt. Eccles Elementary School

Student Handbook

2019-2020

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 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 see the office to set up a parent account on PowerSchool.

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)

School Contact:

Gayle Groff, Principal (ggroff@cordovasd.org)

Telephone: 907-424-3236

Fax: 907-424-3117

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.

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

Any time students will miss over 10 days of school, **parents must give two weeks prior notice to the office.** The classroom teacher will coordinate the collection of work for the student during the absence and will meet with the parents to go over work and expectations prior to the trip. **It is expected that all work will be done during the course of the absence and turned in upon return to school.** Upon return, there will be a re-entry meeting with the teacher, the parents, and the student to review completed work.

D. Home Notification

Attendance records are kept by the office. A letter will be sent home to notify parents when their child has excessive tardies or absences.

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.

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 are expected to observe the TRIBES agreements at all times. These include Mutual Respect, Attentive Listening, Appreciations/No Put-Downs, and the Right to Pass and are defined below. 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 st offense	1 detention (lunch or recess) and notify parents
2 nd offense	2 detentions (lunch or recess) and notify parents
3 rd offense	1 day in-school suspension, notify parents, and meet with school counselor

A 3rd 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.

Intimidating behavior or bullying is defined as intentional and generally unprovoked attempts by one or more individuals to inflict physical harm or emotional distress upon another person or group. The misbehavior may be direct or indirect. We use the term bullying when a pattern of **repeated** behavior occurs. *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 stopbullying.gov)*

Some examples include, but are not limited to:

Emotional Intimidation	Rejection, terrorizing, humiliation, exclusion, or the fearful anticipation by the victim of future attacks
Physical Intimidation	Hitting, poking, choking, hair pulling, tripping, kicking, biting, unwanted tickling, and encroachment of personal space
Sexual Intimidation	Propositioning, voyeurism, indecent exposure, pulling down another's pants, <i>inappropriate touching</i> , etc.
Verbal Intimidation	Teasing, gossiping, spreading rumors, name-calling, ridicule, insults
<u>Verbal Bullying:</u> <i>Saying or writing mean things.</i>	<i>*Teasing</i>
	<i>*Name-calling</i>
	<i>*Inappropriate sexual comments</i>
	<i>*Taunting</i>
	<i>*Threatening to cause harm</i>
<u>Social Bullying:</u> <i>(Relational bullying) Hurting someone's reputation or relationships</i>	<i>*Leaving someone out on purpose</i>
	<i>*Telling other children not to be friends with someone</i>
	<i>*Spreading rumors about someone</i>
	<i>*Embarrassing someone in public</i>
<u>Physical Bullying:</u> <i>Hurting a person's body or possessions</i>	<i>*Hitting/kicking/pinching</i>
	<i>*Spitting</i>
	<i>*Tripping/pushing</i>
	<i>*Taking or breaking someone's things</i>
	<i>*Making mean or rude hand gestures</i>

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*, the TRIBES Agreements, Bucket Filling, making Kelso's Choices, CHAMPS Expectations, regular instruction by our school counselor, 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 counselor.

CYBERBULLYING

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

TRIBES AGREEMENTS

TRIBES is a process. A TRIBES school is a learning community where teachers, administrators, students, and parents all enjoy the mutual respect and caring essential for growth and learning. One of the ways we build community with TRIBES is through the four agreements:

Mutual Respect	We will treat people the way we want to be treated.
Attentive Listening	We will listen with our eyes, ears, and heart.
Appreciation, No Put-Downs	We will speak kindly to others and think of other people's feelings.
Right to Pass	We can pass in certain activities, and know we gain when we participate.

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 products and alcohol. 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 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.

Grade 1-2			Grade 3			Grades 4-6	
+	94-100%	Area of Strength	+	90-100%	Area of Strength	A	90-100%
S+	86-93%	Very Good	S+	80-89%	Very Good	B	80-89%
S	76-85%	Satisfactory	S	70-79%	Satisfactory	C	70-79%
S-	66-75%	Needs Improvement	S-	60-69%	Needs Improvement	D	60-69%
-	0-65%	Area of Weakness	-	0-59%	Area of Weakness	F	0-59%
I - Incomplete							
W - Withdraw							

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

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. Any student receiving less than satisfactory citizenship is ineligible for the honor roll. Citizenship grades also 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 shall be used for Citizenship Grades:

+	Superior
S+	Outstanding
S	Satisfactory
S-	Needs Improvement
-	Unsatisfactory

HONOR ROLL

Honor roll will be calculated at the close of each quarter for full time students in grades 4-6. To be eligible, a student must have an average of 3.0 or higher in academic classes with no D or F grades in any class. The student must have an S or higher in citizenship for all classes.

PROGRESS REPORTS

A notice is sent home with students every mid-quarter to all parents of 4th-6th graders. The purpose of this notice is to inform the students and parents of the status of course work at mid-term. Tutorial help and/or enrichment are available to students through working with the classroom teacher or in after-school Homework Club.

POWERSCHOOL

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

REV TRAK

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

- Student meal payments (requires PowerSchool Parent Portal Login)
- [*Other student fees listed in PowerSchool*](#)
- Staff meal payments
- ~~CSD Music program produce~~ [*School*](#) fundraisers
- Preschool tuition payments
- [*Invoice payments \(ex: building use\)*](#)

The link to our webstore is <https://cordovasd.revtrak.net>. There is a 1.8% Service Fee for credit cards, which will be charged at checkout. This is approximately half of the total fee the District will incur for each charge made.

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. (see chart on next page) 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.

TESTING SCHEDULE

Grade	Assessment	Timeline	Purpose
K*	Statewide Kindergarten Developmental Profile	September—November	Assists teachers in identifying strengths and areas for student growth in five (5) early learning domains: 1. Physical well-being, health, and motor development; 2. Social and emotional development; 3. Approaches to learning; 4. Cognition and general knowledge; and 5. Communication, language, and literacy
K-12	District Measures of Academic Progress (MAP)	Fall, Winter, Spring	Assists teachers in gathering “real-time” information on student achievement in math and language arts to help with planning instruction
**	National Assessment for Educational Progress (NAEP)	January—March	Assesses a student’s general content knowledge in reading, mathematics, science, writing, U.S. history, civics, geography, and the arts
K-12	Statewide ACCESS for ELLs 2.0 (English Learners)	February—March	Assists teachers in measuring and identifying a student’s social and academic English language proficiency in four (4) domains: 1. Listening; 2. Reading; 3. Writing; and 4. Speaking
3-10 2	Performance Evaluation for Alaska’s Schools (PEAKS)	March—April	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
4, 8, 10	Alaska Science Assessment	March—April	Provides the school district and teacher information on how students performed on the tests as measured against the state content area standard of Science

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

**Selected schools and grades in Alaska

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:

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

ACTIVITIES

Battle of the Books	Grades 3-6
Future Problem Solving	Grades 5-6
Student Council	Grades 5-6
Lego Robotics	Grades 1-6

Mt. Eccles students participate in activities that are designed for elementary students. 6th 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. Students' eligibility requirements will be the same as for junior high students and will be based on citizenship, grades, and attendance. (Reference *Cordova Jr/Sr High Athletics and 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.

SPECIAL SERVICES

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

COMMUNITY PARTNERSHIPS

Cordova Museum	Museum staff provides students with monthly classes on topics of local historical interest
Culture Week	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.
Discovery Room	Science activities provided by Prince William Sound Science Center and Copper River Watershed Project for grades 4 <u>3</u> -6
Gardening/Composting	Teachers work with parents and community members on this place-based learning experience
Health-Related Activities	Public Health Nurse provides instruction, skills, and screening as needed
Lunch Bunch	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
Multicultural Fair	Community members of cultures that have been relocated to Cordova share their unique traditions with students
Salmon Tank	Students participate in monitoring the salmon life cycle with Prince William Sound Science Center and Copper River Watershed Project
Science Fair <u>Share</u>	Parents and community experts help students use the Scientific Process to create a project to <u>share exhibit</u> at a Science “Fair”.

MEAL SERVICE

Breakfast Ticket Prices

Students.....FREE
Adult/Guest\$3.00

Lunch Ticket Prices

Students.....FREE
Adult/Guest.....\$5.50

Extra Milk.....\$0.50

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 comply with teacher instructions during an emergency. Teachers will choose the most appropriate response from the acronym 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.

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 lunchboxes and articles of clothing. Items not claimed will be 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.