Mission:
Keet Gooshi Heen Elementary School, a celebration of learning, inspires children to discover their full potential by providing a nurturing and challenging community.
Table of Contents

Introduction.................................................................................................................................1

Academic Information

   Parent Conferences, Testing, Retention, and Homework Policy........................................2

Daily Schedule............................................................................................................................3

Communications

   Staff Information, Phone & E-mail......................................................................................4

Attendance

   Guidelines, Early Release, Absences....................................................................................5-6

Pick Up or Drop Off Routes ...................................................................................................7

Programs:

   Special Education (includes Gifted/Talented), Bilingual & Counseling.............................8

Lunch........................................................................................................................................9

Bus & Transportation..............................................................................................................10

School-wide Discipline .........................................................................................................11

School Rules

   Mega Rules, General School Rules, and Playground Rules .............................................11

Health

   Medicine, Lice, etc. ..............................................................................................................12

Field Trips.................................................................................................................................13

Parent Advisory Committee / Placement Policy.................................................................14

Personal Items / Lost School Items / Dress & Appearance ..............................................15

Student Information & Records ..........................................................................................16

Harassment & Discrimination ...............................................................................................17

Drug Free School Zone .........................................................................................................18

Weapons & Dangerous Instruments / Search & Seizure ...................................................19

Internet Policy.........................................................................................................................20

District Gender Policy/Tsunami Evacuation Procedures/Asbestos Plan .........................21

Sitka School District School Calendar 2019 – 2020 .........
August 2019

Dear Students and Parents:

Welcome to Keet Gooshi Heen Elementary School and the 2019-2020 school year!

It is my desire that each member of the KGH community have a safe, fun, and enriching school year.

This handbook contains important information including school policies and practices so please take time to review the contents of this handbook with your child(ren).

Building strong relationships, keeping open lines of communication, and working in close partnership with your child’s classroom teacher will help make this school year a success.

Please do not hesitate to call or stop by with any questions or concerns. I look forward to meeting you and working with your child.

Sincerely,

Casey Demmert Principal
### 2019-2020 Sitka School District School Calendar

**Elementary School:**
- August 22 – October 24
- October 28 – February 20
- February 24 – May 21

**Secondary School:**
- August 22 – December 20
- January 9 – May 21

#### Inservice/Conference Dates:

<table>
<thead>
<tr>
<th>183 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Holidays</td>
</tr>
<tr>
<td>189 Contract Days</td>
</tr>
</tbody>
</table>

#### Misc Dates:
- SE BB Tournament – Mar 10-14
- State BB Tournament - Mar 25-28
- 6 Holidays:
  - Sept 2 – Labor Day
  - Nov 28 & 29 - Thanksgiving
  - Dec 25 – Christmas
  - Jan 1 - New Year’s Day
  - Jan 20 – Martin Luther King Day

### July 2019

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### August 2019 (12T/7S)

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### September 2019 (20T/19S)

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### October 2019 (23T/21S)

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### November 2019 (1ST/18S)

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### December 2019 (15T/15S)

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### January 2020 (19T/16S)

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
</table>

### February 2020 (20T/17S)

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### March 2020 (17T/17S)

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### April 2020 (22T/21S)

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### May 2020 (16T/15S)

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### June 2020

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TSUNAMI (TIDAL WAVE) EVACUATION PROCEDURES/ASBESTOS & TITLE IX

TSUNAMI (TIDAL WAVE) EVACUATION PROCEDURES

The purpose of this procedure is essentially two-fold: to ensure parents that their child(ren) will be evacuated to higher ground in the event of a tsunami and to provide an area where parents may come to get their child(ren) during the course of a tsunami evacuation. However, in the event of an evacuation, **DO NOT leave with your child(ren) without notifying their teacher**. It is our intention that all children will be dressed with the outer garments they have in their possession on the day of an evacuation. Provided an earthquake does not occur in the immediate vicinity of Sitka, officials tell us there will be sufficient time to permit all children to put on their coats, boots, and sweaters. Children, whose parents for some reason cannot come to the evacuation area(s) to get their children, will be kept in the custody of school officials. Any additional movement of school children during the course of a tsunami alert will be communicated to parents via the radio station.

ASBESTOS MANAGEMENT PLAN

The Sitka School District is required by Federal Law to provide annual notice to parents and employees of the existence of our "Asbestos Management Plan". These plans (one for each facility) are a routine requirement to insure that all schools have properly addressed asbestos, which might be present in school buildings.

Each school's plan is located in each building and may be reviewed during normal school hours by contacting the building principal. All the individual building plans are available in the District Office and may be reviewed during normal business hours (8:00 am to 4:30 pm) by contacting the Business Manager.

A copy of a building's plan may be purchased for $150.00 each. Please allow five working days for delivery.

FEDERAL TITLE IX – GENDER DISCRIMINATION

It is the policy of the Sitka School District not to discriminate on the basis of race, religion, age, national origin, parenthood, marital status, changes in marital status, gender, or handicap in educational or employment programs, policies, or activities. This policy is in compliance with Federal Title IX regulations, which deal with gender discrimination in the public schools.

Title IX regulations apply to all employees and students. If you feel a student has been discriminated against in any school sponsored activity or class due to his or her gender, please feel free to contact the building principal or the Assistant Superintendent by calling 966-1264 or by writing to the Sitka School District, 300 Kostrometinoff, Sitka, AK 99835.
ACADEMIC INFORMATION

CORE CURRICULUM AND STUDENT STANDARDS

Core curriculum and student standards guides are available at any time in the Keet Gooshi Heen School office.

REPORT CARDS

Report cards are issued at the end of each trimester.

PARENT CONFERENCES

Parent teacher conferences are scheduled at the end of the first and second trimester by each regular classroom teacher.

STANDARDIZED TESTING

These standardized tests are given at Keet Gooshi Heen in the spring.

Grade 3  PEAKS (Department of Education Standards Test)
Grade 4  PEAKS (Department of Education Standards Test) & NAEP (National Assessment of Educational Progress)
Grade 5  PEAKS (Department of Education Standards Test)

RETENTION

Retention will be decided as a team. Social and academic aspects of a child will be considered. The team will consist of at least the classroom teacher, parent, and principal.

HOMEWORK POLICY

Research indicates that reading at home is the most significant factor in student reading success. Parents are expected to have each student read (or be read to) each night. Additional classroom homework is required at different times in the year to support or enhance classroom instruction.

Homework is also a tool for home-school communication. Homework expectations should be stated clearly for parents and parents are expected to support student homework efforts.

At Keet Gooshi Heen, homework has five purposes:

1. To train students to be responsible between school and home.
2. To encourage students to learn outside of school.
3. To support student classroom instruction through drill and practice.
4. To encourage student growth in a variety of activities (musical, art, or other mind and body expanding activities.)
5. To provide communication between school and home.

Each teacher will have a written homework policy that explains his/her expectations.
DAILY SCHEDULE

STUDENTS SHOULD NOT ARRIVE PRIOR TO 7:45 A.M.
ADULT SUPERVISION BEGINS AT 7:45 A.M.

OFFICE HOURS
School Office Hours......................... 7:00 am – 4:00 pm

STUDENT HOURS
School Hours (M, T, W, & Th).............. 8:00 am - 2:40 pm
School Hours (Fridays only)............... 8:00 am - 1:40 pm

Entry Bell .............................................................. 8:00 am
Tardy Bell ............................................................. 8:00 am
Morning Recess (2nd and 3rd)................. 9:50 - 10:05 am
Morning Recess (4th and 5th)............... 10:05 - 10:20 am

Second Grade Lunch ......................... 11:15 - 12:00 pm
Third Grade Lunch .............................. 11:30 - 12:15 pm
Fourth Grade Lunch ......................... 12:20 - 1:05 pm
Fifth Grade Lunch .............................. 11:55 - 12:40 pm

Dismissal (M, T, W & Th)...................... 2:40 pm
Dismissal (Fridays only)..................... 1:40 pm

Early Dismissal Times:
For Parent/Teacher Conference Days and Special Events (Parade):
Keet Gooshi Heen: 12:45 pm
Lunches will be served, and the bus schedule will run at that time.
INTERNET POLICY

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

- Acceptable Use - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
- Privileges - The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
- Sanctions - Violations may result in a loss of access. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.
- Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses:
  - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - Downloading copyrighted material for other than personal use;
    - Using the network for private financial or commercial gain;
    - Wastefully using resources, such as file space;
    - Gaining unauthorized access to resources or entities;
    - Invading the privacy of individuals;
    - Using another user's account or password;
    - Posting material authored or created by another without his/her consent;
    - Posting anonymous messages;
    - Using the network for commercial or private advertising;
    - Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
    - Using the network while access privileges are suspended or revoked.
- Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - Be polite. Do not become abusive in your messages to others;
  - Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language;
  - Do not reveal the personal addresses or telephone numbers of students or colleagues;
  - Recognize that electronic mail (E-Mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities;
  - Do not use the network in any way that would disrupt its use by other users.
  - Consider all communications and information accessible via the network to be private property.
WEAPONS AND DANGEROUS INSTRUMENTS/ SEARCH & SEIZURE

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not possess or use weapons dangerous instruments (including any kind of knife, toy guns, or replicas) while on school grounds or at any school related activity. Students who violate this policy are subject to disciplinary action in accordance with district policy.

Under the Gun Free Schools Act, any student bringing a firearm to school or any school activity may be subject to expulsion. Any student found to have a weapon or dangerous instrument in their possession will face suspension from school based upon severity of infraction. A weapon or dangerous instrument is defined to include things such as fireworks, knives, air guns, slingshots and other items not all inclusive in this list.

INTERROGATIONS, SEARCHES, AND SEIZURES

The school is required to conduct searches and seizures of any materials on campus (including the ball field) that are illegal, potentially hazardous, stolen from others or from the school, or violate other school rules. Before a search is authorized, there must be a reasonable cause for school authorities to suspect that a student is in possession of items or materials which:

- are unauthorized by written school rule or statutes of government bodies
- affect the health and welfare of others
- are used to disrupt or interfere with the educational process
- have been stolen from other students or the school

School authorities may search for and seize these items at any time.
## COMMUNICATIONS

**PHONES & ELECTRONIC MAIL**

Phone and electronic mail are available in each classroom. This helps direct communication between parent and teacher. Many phones go direct to voice mail so learning is not disturbed. Teachers check voice mail each day between 3:00 pm and 3:30 pm.

Please make arrangements for your child’s after-school activities before school.

### Second Grade

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Room</th>
<th>Phone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bahrt, Megan</td>
<td>21</td>
<td>966-1221</td>
<td><a href="mailto:bahrtm@sitkaschools.org">bahrtm@sitkaschools.org</a></td>
</tr>
<tr>
<td>Duncan, Cindy</td>
<td>6</td>
<td>966-1206</td>
<td><a href="mailto:duncanc@sitkaschools.org">duncanc@sitkaschools.org</a></td>
</tr>
<tr>
<td>McCarty, Hanna</td>
<td>8</td>
<td>966-1208</td>
<td><a href="mailto:mccartyh@sitkaschools.org">mccartyh@sitkaschools.org</a></td>
</tr>
<tr>
<td>Peterson, Jule</td>
<td>12</td>
<td>966-1212</td>
<td><a href="mailto:petersonju@sitkaschools.org">petersonju@sitkaschools.org</a></td>
</tr>
<tr>
<td>Peterson, Stephanie</td>
<td>25</td>
<td>966-1225</td>
<td><a href="mailto:petersons@sitkaschools.org">petersons@sitkaschools.org</a></td>
</tr>
</tbody>
</table>

### Third Grade

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Room</th>
<th>Phone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burrows, Matt</td>
<td>22</td>
<td>966-1222</td>
<td><a href="mailto:burrowsm@sitkaschools.org">burrowsm@sitkaschools.org</a></td>
</tr>
<tr>
<td>Chong, Dianne</td>
<td>1</td>
<td>966-1201</td>
<td><a href="mailto:chongd@sitkaschools.org">chongd@sitkaschools.org</a></td>
</tr>
<tr>
<td>Heathman, Megan</td>
<td>5</td>
<td>966-1205</td>
<td><a href="mailto:heathmannm@sitkaschools.org">heathmannm@sitkaschools.org</a></td>
</tr>
<tr>
<td>Horton, Jacklynn</td>
<td>28</td>
<td>966-1228</td>
<td><a href="mailto:hortonj@sitkaschools.org">hortonj@sitkaschools.org</a></td>
</tr>
</tbody>
</table>

### Fourth Grade

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Room</th>
<th>Phone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant, Jennifer</td>
<td>11</td>
<td>966-1211</td>
<td><a href="mailto:grantj@sitkaschools.org">grantj@sitkaschools.org</a></td>
</tr>
<tr>
<td>Hole, Kristine</td>
<td>20</td>
<td>966-1220</td>
<td><a href="mailto:holek@sitkaschools.org">holek@sitkaschools.org</a></td>
</tr>
<tr>
<td>Karsunky, Kirstin</td>
<td>9</td>
<td>966-1209</td>
<td><a href="mailto:karsunkyk@sitkaschools.org">karsunkyk@sitkaschools.org</a></td>
</tr>
<tr>
<td>Peterson, Jeremy</td>
<td>7</td>
<td>966-1207</td>
<td><a href="mailto:petersonj@sitkaschools.org">petersonj@sitkaschools.org</a></td>
</tr>
</tbody>
</table>

### Fifth Grade

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Room</th>
<th>Phone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gluth, Heather</td>
<td>18</td>
<td>966-1218</td>
<td><a href="mailto:gluthh@sitkaschools.org">gluthh@sitkaschools.org</a></td>
</tr>
<tr>
<td>Orbison, Tyler</td>
<td>10</td>
<td>966-1210</td>
<td><a href="mailto:orbison3@sitkaschools.org">orbison3@sitkaschools.org</a></td>
</tr>
<tr>
<td>Reid, Jennifer</td>
<td>23</td>
<td>966-1223</td>
<td><a href="mailto:reidj@sitkaschools.org">reidj@sitkaschools.org</a></td>
</tr>
<tr>
<td>Tulloh, Jennifer</td>
<td>3</td>
<td>966-1203</td>
<td><a href="mailto:tullohj@sitkaschools.org">tullohj@sitkaschools.org</a></td>
</tr>
<tr>
<td>Davis, Jennifer</td>
<td>24</td>
<td>966-1224</td>
<td><a href="mailto:davisjen@sitkaschools.org">davisjen@sitkaschools.org</a></td>
</tr>
</tbody>
</table>

### Specialists/Other Staff

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Program</th>
<th>Room</th>
<th>Phone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barry, Mindy</td>
<td>Reading</td>
<td>34</td>
<td>966-1234</td>
<td><a href="mailto:barrym@sitkaschools.org">barrym@sitkaschools.org</a></td>
</tr>
<tr>
<td>Brandt-Ferguson, Susan</td>
<td>Music (3-5)</td>
<td>37</td>
<td>966-1237</td>
<td><a href="mailto:brandts@sitkaschools.org">brandts@sitkaschools.org</a></td>
</tr>
<tr>
<td>Buxton, Kelly</td>
<td>G/T - Science</td>
<td>26</td>
<td>966-1226</td>
<td><a href="mailto:buxtonk@sitkaschools.org">buxtonk@sitkaschools.org</a></td>
</tr>
<tr>
<td>Colvin, Andrea</td>
<td>Sp. Ed</td>
<td>68</td>
<td>966-1268</td>
<td><a href="mailto:colvin3@sitkaschools.org">colvin3@sitkaschools.org</a></td>
</tr>
<tr>
<td>Fedoroff, Peggy</td>
<td>Sp. Ed</td>
<td>36</td>
<td>966-1236</td>
<td><a href="mailto:fedoroffp@sitkaschools.org">fedoroffp@sitkaschools.org</a></td>
</tr>
<tr>
<td>Krause, Koreie</td>
<td>Secretary Office</td>
<td>966-1245</td>
<td><a href="mailto:krausek@sitkaschools.org">krausek@sitkaschools.org</a></td>
<td></td>
</tr>
<tr>
<td>McCarty, Tyler</td>
<td>Sp. Ed</td>
<td>14</td>
<td>966-1214</td>
<td><a href="mailto:mccartyt@sitkaschools.org">mccartyt@sitkaschools.org</a></td>
</tr>
<tr>
<td>Himschoot, Rebecca</td>
<td>English Language Learner</td>
<td>4</td>
<td>966-1204</td>
<td><a href="mailto:himschootr@sitkaschools.org">himschootr@sitkaschools.org</a></td>
</tr>
<tr>
<td>Jones, Kathy</td>
<td>Music (2)</td>
<td>29</td>
<td>966-1229</td>
<td><a href="mailto:jonesk@sitkaschools.org">jonesk@sitkaschools.org</a></td>
</tr>
<tr>
<td>Keaveny, Twila</td>
<td>Secretary Office</td>
<td>966-1244</td>
<td><a href="mailto:keavenyt@sitkaschools.org">keavenyt@sitkaschools.org</a></td>
<td></td>
</tr>
<tr>
<td>Kimber, Charlotte</td>
<td>Occupational Therapist</td>
<td>17</td>
<td>966-1217</td>
<td><a href="mailto:kimberc@sitkaschools.org">kimberc@sitkaschools.org</a></td>
</tr>
<tr>
<td>McNeilley, Robin</td>
<td>Speech</td>
<td>33</td>
<td>966-1233</td>
<td><a href="mailto:mcneiley@sitkaschools.org">mcneiley@sitkaschools.org</a></td>
</tr>
<tr>
<td>Oen, Jennifer</td>
<td>Reading (2-5)</td>
<td>32</td>
<td>966-1232</td>
<td><a href="mailto:oen@sitkaschools.org">oen@sitkaschools.org</a></td>
</tr>
<tr>
<td>Quevedo, Ramon</td>
<td>Counselor (2-5)</td>
<td>13</td>
<td>966-1213</td>
<td><a href="mailto:quevedor@sitkaschools.org">quevedor@sitkaschools.org</a></td>
</tr>
<tr>
<td>Ross, Susan</td>
<td>Physical Education</td>
<td>39</td>
<td>966-1239</td>
<td><a href="mailto:ross@sitkaschools.org">ross@sitkaschools.org</a></td>
</tr>
<tr>
<td>Simic, Anita</td>
<td>Library</td>
<td>2</td>
<td>966-1202</td>
<td><a href="mailto:simica@sitkaschools.org">simica@sitkaschools.org</a></td>
</tr>
<tr>
<td>Voron, Natalie</td>
<td>Sp. Ed</td>
<td>16</td>
<td>966-1216</td>
<td><a href="mailto:voronn@sitkaschools.org">voronn@sitkaschools.org</a></td>
</tr>
</tbody>
</table>

### School Office

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
<th>Fax #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keet Gooshi Heen School Office</td>
<td>747-8395</td>
<td></td>
</tr>
<tr>
<td>Demmert, Casey</td>
<td>747-8395</td>
<td><a href="mailto:demmertc@sitkaschools.org">demmertc@sitkaschools.org</a></td>
</tr>
<tr>
<td>Twaddle, Diana</td>
<td>966-1215</td>
<td><a href="mailto:twaddled@sitkaschools.org">twaddled@sitkaschools.org</a></td>
</tr>
<tr>
<td>REACH Home School Office</td>
<td>747-7514</td>
<td></td>
</tr>
</tbody>
</table>
ATTENDANCE

ATTENDANCE GUIDELINES

When your child is absent, please call the office at 747-8395 before 7:45 a.m. in the morning.

If we do not hear from you, we will attempt to contact you when we get attendance reports from teachers. (We don’t want something to happen to a student on the way to school and neither parent nor school knows about it.)

If you are going on a trip or other planned absence from school, please let the teacher and the office know at least a week ahead of time.

Please review the Board Policy for attendance, which appears on the next page.

EARLY RELEASE GUIDELINES

If you need to have your child picked up before the end of the day (doctor/dentist appointments, etc.):

Send a note or call the office at 747-8395. If you are authorizing someone else to pick up your child, tell whom that will be, when, and why. (Please do not call the classroom, as the message may not be received in time.)

If the need arises to withdraw your child early, please stop by the office and sign your child out. The office staff will then contact the classroom and have the child sent to the office.

We have set these procedures in order to protect our children. We need to know where all students are at all times and make sure they only leave the building with appropriate people.
DRUG FREE SCHOOL ZONE

Alaska State Law AS 14.07.181 makes the entire school campus a drug free zone. Anyone who possesses or sells controlled substances in a drug free zone will face severe legal penalties.

Students possessing alcohol and/or drugs at school will face suspension and police intervention. A second offense will result in the student being recommended for expulsion. Any student distributing or selling alcohol and/or drugs on school grounds will be recommended for expulsion.

In addition, no one may smoke cigarettes or use tobacco products on school grounds.
HARASSMENT & DISCRIMINATION

DISCRIMINATORY HARASSMENT POLICY

Keet Gooshi Heen Elementary School does not tolerate harassment of students on the basis of sex, color, race, religion, national origin, or physical ability.

Harassment includes, but is not limited to, slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, and other verbal or physical conduct which adversely affects a student’s well-being.

Students who believe they have been subject to harassment prohibited by this policy should contact a teacher, paraprofessional, secretary or the principal. Students who knowingly permit or engage in such harassment may be subject to suspension as a disciplinary action, depending on the nature and severity of the offense.

A complete copy of the Sitka School Board's sexual harassment policy is available in the Superintendent’s Office at 300 Kostrometinoff Street, or by calling 747-8622.

THREATENING, VIOLENT AND AGGRESSIVE CONDUCT

The maintenance of a safe learning environment is a primary concern of our District. Behavior that harms or destroys that environment will not be tolerated. Threatening, violent and aggressive conduct shall be disciplined in a matter consistent with the nature and severity of their offense.

Threatening, violent or aggressive conduct may include, but is not limited to, possession, threatening with, or use of a weapon; physical or verbal assault; threats against an individual’s life, well-being or property; intimidation; extortion; bullying, including cyber bullying; gang participation; verbal or physical harassment; and stalking.

See BP5131.4
ATTENDANCE POLICY

REGULAR ATTENDANCE

Regular and punctual patterns of attendance will be expected of each student enrolled in the Sitka School District and Keet Gooshi Heen School. There is a direct correlation between attendance and academic success in school.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents, guardians, teachers, and administrators to keep absences and tardiness to a minimum.

NOTIFICATION

EXCUSED ABSENCES

The following absences will be excused, providing the excuse has been provided by the parent or guardian in advance of the absence, or at the time of personal illness:

- Personal illness
- Family death or emergency
- Medical appointments, which MUST be made during school time
- Family trips and other extended absences must be approved by the principal well in advance and arrangements made with each teacher involved for the make-up work to be missed.
- School initiated absence (no parent excuse required.)

UNEXCUSED ABSENCES

The following absences will be treated as unexcused and are not all-inclusive:

- Any absence not properly excused before the occurrence or at the time in the case of personal illness
- Leaving the building or school grounds during the day without parental excuse and authorization from the office.
- Work for parents or an employer. (Example: Babysitting)
- Haircuts.

As defined under the State Compulsory Attendance Law, each five days of unlawful absence constitutes a separate violation of the Law.
PICK UP OR DROP OFF ROUTES

DROP OFF
Deliver your child to the “woods” side of the building (down Kashevaroff Street and turn left.) **Student Drop Off Zone**
In an effort to minimize delays and maximize safety, we have expanded our student drop off area. When dropping your child off each morning, please do the following:
- Pull forward as far as you can in the designated student drop off area. This will allow the maximum number of parents to drop students off at a time.
- Have students ready with their backpacks and other school supplies when being dropped off.
- Have your child exit the vehicle from the passenger side and walk directly to the sidewalk. This will keep them from having to walk in between cars in the dark and rain.
- Thank you for your continued efforts to help everyone have a safe and sane start to their day.

PICK UP
Pick up your child at the office or music room doors.

**PLEASE DO NOT USE THE DISTRICT OFFICE (KOSTROMETINOFF STREET) END OF THE BUILDING OR THE BUS LANES.**
STUDENT INFORMATION & RECORDS

RELEASE OF STUDENT INFORMATION

Directory information may be released to selected authorized agencies, i.e.: Sitka Native Education Program, Sitka Tribal Association, etc. regarding any individual student of the school as necessity or desirability arises. Name, address, telephone listing, and participation in activities are examples of the pertinent information released.

A parent or guardian not wanting this information released to the public must make objection in writing to the principal.

STUDENT RECORDS

The Sitka School District collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education.

The records of each student are under the responsibility of the building principal and are generally located in the school building in which the student is attending. School records are made available to parents or guardians upon request. An administrator must be present when records are being reviewed.

Copies of student records may be released as allowed by the Family Educational Rights and Privacy Act of 1974. Fees may be charged to cover reasonable costs associated with providing copies of student records.

The following general type of education records and information are contained within student files and maintained by the District:

- Registration cards
- Health records
- Anecdotal records
- Academic transcripts
- Attendance records
- Disciplinary information
- School activities information
PERSONAL ITEMS/LOST SCHOOL ITEMS/DRESS & APPEARANCE

PERSONAL ITEMS BROUGHT TO SCHOOL

Students are discouraged from bringing personal items such as radios, I-pods, cell phones, toys, or money to school. The school is not responsible for lost or broken personal items. Cell phones should be turned off and in their backpack during school day.

FEES FOR LOST OR DAMAGED MATERIALS

The school makes a variety of equipment, supplies, textbooks, and library books available to students. If a student loses or damages any of these school property items that are entrusted to his or her care, the parents or legal guardians will be held responsible. This may include financial responsibility. Allowance is made for normal wear and tear through usage.

DRESS AND APPEARANCE

We take pride in the appearance of our students. Students' dress reflects the quality of the school, their conduct, and their schoolwork. All students are expected to dress and groom themselves neatly in clothes that are not considered disruptive to the educational process. Shoes or sandals must be worn at all times. Clothing such as "belly shirts", halter tops, or sagging pants will not be allowed. Clothing expressing profanity, obscenity, advertising alcohol, or tobacco may not be worn at school. Any wording or image that is considered obscene or profane is prohibited. Clothing or material containing any print or image that is derogatory to any race, gender, or ethnic group is also prohibited.
SPECIAL EDUCATION PROGRAM

The Sitka School district provides comprehensive educational services through the Special Education 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.

The special education programs for qualifying children are cooperatively developed by an Individualized Education Plan Team including the parent as a contributing member of the team. These teams make every effort to provide the appropriate special education program to the child in a setting as close to his/her normal classroom as possible. In addition to providing the necessary special education services, related services such as speech therapy, which are necessary to the student’s school success, are provided as an integral part of the child’s school program.

A specific curriculum for Special Education is not identified as the program is based on individual student needs.

For more information contact the office at 747-8395 or visit the district website at www.sitkaschools.org

Gifted
Sitka School District offers a variety of options for students who demonstrate outstanding levels of aptitude, achievement, and creativity.

The District’s Gifted Services Plan can be found on the district website at www.sitkaschools.org. It is found under the “District” tab, in the Curriculum section, where it is linked under “District Plans.” For more information about enrichment services at Keet Gooshi Heen, contact the office at 747-8395.

COUNSELING

The counseling program supports students who need a little more emotional support at one time or another. Among many student emotional issues, the counseling program helps with anger management, coping with peers and adults, divorce and separation, and self-esteem.

Grades 2-5: Ramon Quevedo  966-1213

ENGLISH LANGUAGE LEARNERS

Students whose education is impacted by speaking another language can receive extra services to help them with English skills.

Contact: Mrs. Rebecca Himschoot  966-1204
LUNCH PROGRAM
The school provides a hot lunch program for all students. Students may purchase the school’s hot lunch or they may bring their own lunch. To participate in the school's hot lunch program, a lunch account in the student’s name must be established through the school office (families qualifying for Free and Reduced Meals need to contact the office or District Office at 966-1249).

Students access their computerized account by entering their personal identification number while going through the lunch line. Parents will be notified at that time if there is a low balance. Parents have access to lunch balances by calling 747-8395.
Parent Advisory Committee/Placement Policy

PARENT ADVISORY COMMITTEE (PAC)

The Parent Advisory Committee (PAC) meets on an as needed basis in the Keet Gooshi Heen library. This is a loosely constructed group who discuss educational issues pertaining to Keet Gooshi Heen School. One parent representative from each classroom would be ideal to help understand our school's community. Please talk with your student’s teacher to find out how to sign up.

The PAC group also sponsors a spring Carnival.

PAC meetings are open to all parents.

PLACEMENT POLICY

Children will be placed in appropriate classrooms at the end of the year. Our philosophy for regular class grouping is based on heterogeneous grouping with equal numbers in each class in regards to sex, ethnicity, and ability levels.

Parents must submit a written request on the “Keet Gooshi Heen Class Placement Information” form available in April.
Field Trips

FIELD TRIPS

School sponsored field trips are important components of a student's educational experience. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world.

From time to time, teachers plan field trips with their students to visit places that fit into the course of study for the class. Usually, these places are within walking distance of the school, but sometimes a school bus is used.

Parent chaperones are often needed for field trips. Please remember if you sign up to be a chaperone you are there to help maintain the safety and education experience for all students. Please do not bring siblings, unless you have gotten specific permission from your student’s teacher.
SCHOOL BUS SAFETY RULES

Sitka School District contracts with Prewitt Enterprises for student transportation. Most bus issues can be resolved by calling Prewitt directly at 747-7321.

The bus is an extension of the classroom. The school shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Students are expected to be Responsible, Respectful, Safe and Kind on the Bus.

If a student misbehaves, the bus driver reports this through a Bus Incident Report. Infractions are reported in writing to the parents through a letter from the school office. Students may receive two warnings before losing bus privileges. In severe cases privileges may be lost at once.
Kind Keet Kids

Our school wide approach to creating a positive school environment by teaching and reinforcing positive social behavior we are able to create a positive school climate where appropriate behavior is the norm.

Kind Keet Kid awards are given to students who are caught behaving in a positive way. Tickets are turned in and a drawing is done on Friday to recognize weekly winners.

School Rules

- Be respectful to adults and each other
- Be responsible
- Be safe
- Be kind

Mega Rule

Absolutely no guns, ammunition, weapons, knives, or explosives are allowed on school grounds. If you happen to mistakenly bring any of those items immediately give them to an adult at school.

Consequences

- Contact with parent
- Loss of privileges
- Behavior contracts
- In-school suspension
- Out of school suspension

NO BULLY ZONE!

Students are taught anti-bullying lessons at the beginning of each school year. Schools have a responsibility to provide a safe and healthy learning environment where students feel secure.

At Keet Gooshi Heen, members of our staff are trained to use the Olweus Bullying Prevention Program. This school-wide, anti-bullying plan is used to prevent or reduce the effects of bullying. Students are encouraged to report any bullying behaviors to an adult at school as well as to an adult at home.

The Olweus Bullying Prevention rules are as follows:

1. We will not bully others
2. We will help students who are bullied
3. We will include students who are left out
4. Tell an adult at school and at home, if you know that somebody is being bullied.
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.

HEALTH SCREENING

A Certificate of Immunization or religious/medical exemptions must be on file for each student.

The student health screenings to be conducted throughout the school year include hearing/vision (done in the fall in grades K, 1, 2, 3, 5, 7, and 11) and scoliosis/spinal checks. Parents will be notified following screening tests if their student should be referred for further diagnosis.

Skin Tests (PPD) are required by Alaska State Law and will be administered in grades K, 1, 3, 7, and 11, and for all new students. It is the parent's responsibility to notify the office if a student has had a TB Test in the last 6 months.

LICE

Head Lice is a common school age problem. Please check your child's head regularly for signs of nits or head lice. This can save your child from missing valuable school time or any embarrassment at school. The Sitka School District has a "NO LICE POLICY" and any child found with live lice must be sent home until treated with a medicated shampoo specific for the treatment of head lice. If your child has nits or head lice, please notify the school at once. This helps insure that the problem will be kept under control. The entire policy can be found at the school office.

ILLNESS DURING SCHOOL

When a child becomes ill at school, every effort is made to contact the child's parents to arrange transportation home. If the parents cannot be reached, an attempt is made to reach the person designated as an emergency contact.

PRESCRIPTION MEDICATIONS

Prescription medications may be administered at school only by office personnel. Special parental permission forms are available through the school office or at physicians' offices throughout Sitka. Prescription medications must be properly labeled and sent to the school in the original container received from the pharmacy.

STAYING IN FROM RECESS

Generally students who are in attendance for a given day of school are well enough to participate in the scheduled recesses and physical education classes during the day. Recesses provide students a healthy break from their classroom studies, allowing them to rest their minds and exercise their bodies. Following an illness, a student may be excused from recess and P.E. for a day or two if the parents wish to write the school a note to that effect. Students may be exempt from physical activities over a longer period of time with a physician's statement.