The #1 homework expectation for Baranof School children is to read or be read to daily. Research indicates that reading at home is the most significant factor in student reading success.

Homework has the following four purposes at Baranof:

- To help students become responsible for materials between school and home
- To support classroom instruction (Regular discussions about school activities enhance the learning process.)
- To encourage student growth in a variety of activities (physical, art, musical, academic)
- To provide communication between school and home

Call the school or contact your child's teacher if you'd like to volunteer!
SPECIALIZED EDUCATION AND SUPPORT PROGRAMS

• Wooch.een Yei Jigaxhtoonei Preschool program is a culturally responsive preschool for children ages 3 – 5 in partnership with Sitka School District, T&H Head Start and Sitka Tribe of Alaska; creating a learning environment to increase community and family engagement while supporting our students learning, development and school readiness. We also offer support for children who have developmental delays in the areas of gross motor, fine motor, social skills, speech and/or language skills.

• Resource teachers provide additional assistance for K-1 students who have language delays or have learning disabilities in the areas of math, reading or written language. A speech therapist offers assistance for students with speech articulation needs.

• We offer a literacy support program that assists kindergarten and first grade students with reading difficulties.

• The Cultural Paraprofessional works with some of our students needing assistance, as well as helping teachers integrate culture into the curriculum. In addition, we have a part-time bilingual teacher who works with students who use English as a second language or need to learn English.

• A counselor teaches special classes to all children through the Early Support Program (e.g., Kelso’s Choices). She also provides individual and group time for children who may need a little more emotional support from time to time. Among many student emotional issues, the Early Support Program helps children with anger management, coping with peers, divorce and separation, death and dying and self-esteem issues. Parents can talk with the counselor for advice or assistance with their children at home, as well.

Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45</td>
<td>Supervision begins on the playground. Children should not be at school before this time.</td>
</tr>
<tr>
<td>8:05</td>
<td>School begins for Kindergarten and First Grade</td>
</tr>
<tr>
<td>9:45-10:00</td>
<td>Kindergarten Recess</td>
</tr>
<tr>
<td>10:10-10:25</td>
<td>First Grade Recess (not on Fridays)</td>
</tr>
<tr>
<td>11:25-11:55</td>
<td>Kindergarten Lunch Recess</td>
</tr>
<tr>
<td>11:55-12:25</td>
<td>Kindergarten Lunch</td>
</tr>
<tr>
<td>11:55-12:25</td>
<td>First Grade Lunch Recess</td>
</tr>
<tr>
<td>12:25-12:55</td>
<td>First Grade Lunch</td>
</tr>
<tr>
<td>1:40 Mon.-Thurs.</td>
<td>Kindergarten Dismissal</td>
</tr>
<tr>
<td>1:10 Fri.</td>
<td>Kindergarten Dismissal</td>
</tr>
<tr>
<td>2:25 Mon.-Thurs.</td>
<td>First Grade Dismissal</td>
</tr>
<tr>
<td>1:25 Fri.</td>
<td>First Grade Dismissal</td>
</tr>
</tbody>
</table>

Baranof Elementary is a primary school nestled between majestic mountains and the sparkling ocean. It is a lovely place to be! We have a very experienced and dedicated staff. Baranof School includes Preschool through First Grade. Our school population varies from year to year, but typically includes about 250 students.

Our building features a large salt water aquarium in the lobby which is a source of fascination to all who enter.

You are ALWAYS WELCOME at Baranof School!

Please stop by the office to sign in and wear a visitor badge so we know you are here visiting or volunteering. If you wish to visit classrooms, we would greatly appreciate some prior notification, as a courtesy to the teachers.

Web:  http://www.sitkaschools.org/page/9
Facebook:  https://www.facebook.com/BaranofElementarySchool/
Address: 305 Baranof St., Sitka, AK 99835
Phone: 747-5825

SPIRIT GEAR
We sell Baranof School sweatshirts and t-shirts to fundraise for school activities. Watch for order blanks to come home with your child in the fall. To celebrate and strengthen our school spirit, we encourage students and staff to wear their Baranof shirts on Fridays.

Go Bears! :)

Students will be issued a “Going Home” tag at the beginning of the year.
Families write information about how their child will go home at the end of the day - e.g. “parent pick up” “ride the bus” (the bus number and address should be included on the tag) - children should have the tag attached to their coat or backpack on a daily basis. If you need to make a change in your child’s typical “going home routine”, please notify the teacher by phone or in writing, with enough notice so the teacher can get the message before the end of the school day.

Teachers check phone messages 15 minutes before dismissal.

PLEASE CALL THE CLASSROOM NUMBER DIRECTLY and leave a message on the teacher’s phone rather than calling the Baranof main line. A phone list with direct classroom numbers is handed out at the beginning of the year and is included in the newsletters teachers send home.

Teachers will send home notice of the field trip in advance - but will not require a permission slip to be signed for each field trip. A child who cannot participate will have an alternative activity in another classroom.
TRANSPORTATION

Students who choose to ride the bus need to follow the bus rules. The following bus infractions may result in denied bus privileges. Although we teach these in school, it would be very helpful to go over these safety rules at home:

- Improper boarding and/or departing procedures
- Bringing injurious articles aboard
- Failure to remain seated
- Refusing to obey the driver
- Fighting, pushing, tripping, etc.
- Hanging out of windows
- Lighting matches and/or smoking on the bus
- Spitting and/or littering
- Tampering with bus equipment
- Being rude, discourteous and/or annoying to the driver or other passengers
- Destruction of property
- Throwing objects in to or out of the bus

Students not in compliance with the bus regulations will be warned as to the consequences of their actions, which can result in short- or long-term bus suspension.

School transportation is contracted with Prewitt Enterprises/Island Bus Co. for transportation of students. Most bus issues can be resolved by calling them directly at 747-7321.

There is no bus transportation for kindergarteners at their dismissal time. Kindergarten parents pick up their children or they may also be enrolled, for a fee, in the Ventures Program after school and ride the first grade bus home. Ventures can be contacted directly at 747-8670.

ATTENDANCE

Please call the office at 747-5825 before 8:00am if your student will be late or tardy.

Planned vacations during the school year are highly discouraged. Please let the office and your student’s teacher know about planned absences well in advance.

Student Pick-Up During the School Day

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 747-5825.

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.)

Please stop by the office and sign your child out. The office staff will then contact the classroom and have your 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.

ADDRESS & PHONE NUMBER CHANGES

It is very important that you contact the school office as soon as you make a change in your address, home phone number, work phone number, or your emergency contacts. Such information is necessary if the school needs to contact home in case of an emergency, early school closure, or if your child is sick.
BACKPACKS

We recommend that parents equip their child with a sturdy backpack with his/her name on it. Important items from home or school will more likely reach their destination if children use their backpacks each day. Inside the backpack will be a “Home – School Communication Folder” which is where your child will put all information we want you to see and where you should put anything you want the teacher to see. Please check your child's backpack daily for important school information, but particularly every Friday.

Lunch money may be deposited by bringing money to the office or your child’s teacher. You may also pay online on the Sitka School District web site. School lunch costs $3.50 (includes milk). If you would like just milk that costs .75¢. Adult lunch is $5.10 if you would like to join us! (prices might change in the fall)

Each Friday account statements will be sent home when a child’s account is low or money is owed. Please do not let your child's account run out.
If your child brings a lunch from home, please be sure it is nutritious with all food groups covered.
Sitka School District also participates in the Governmental National Lunch Program, which provides qualified students with a free or reduced price lunch. Eligibility is based on: Food Stamp/AFDC household, family size and income and if you have foster children. Apply online at: https://schoolmealsapplication.education.alaska.gov/Register.aspx

There are two locations for lost and found at Baranof School. Small items (rings, watches, glasses, etc.) are in the office. All other lost items are put on the "lost and found" shelf outside the gym.

VALUABLES

Games, toys, and electronics are not allowed at school. Please help us by reinforcing with your children that these items should remain at home.

BARANOF FAMILY MEETINGS

Please plan to attend our Baranof Family Meetings because they help guide our school. They are casual conversations with our school and families. Please feel free to bring your child because these are informal meetings. Topics discussed are current events, ways to support students, opportunity to volunteer, and time to share and discuss general concerns.

PLACEMENT POLICY

Children will be placed in appropriate classrooms to create well balanced learning environments. We cannot honor requests for specific teachers. Your understanding in this process to create balanced learning environments for all children is greatly appreciated.

If a parent wishes to request a specific learning environment, they must fill out a request form. Forms are available from the office. The form needs to be returned by the due date to be considered
MUSIC

Classes participate in general music classes once or twice a week. A varied program of singing, movement and playing classroom instruments is provided.

Each grade level performs a community concert once a year. In addition, students perform at school, for senior citizens or at other locations for special occasions.

PHYSICAL EDUCATION

Children have a physical education class three to four times a week. Primary P.E. concentrates on exercise, movement, balance, ball skills and coordination.

Children need to have tennis shoes on P.E. days. A separate pair of shoes may be kept at school if the parent prefers. If this is the choice, Velcro shoes are strongly encouraged unless the child can tie shoes with ease and speed.

COMMUNICATION

The parent newsletter, “the Baranof Buzz”, is sent home monthly. Classroom newsletters, notices from the office and student papers are sent home frequently. Please encourage your child to get this communication to you or check their backpacks and their “Home School Communication Folder.” If your child is absent, the information will be sent home the first day your child returns to school.

In October we have an Open House for parents to accompany their child for a tour through their classroom and school. This event gives the parent a good perspective of what their child does at school and lets the child shine at being a tour guide.

Conferences are scheduled at the end of the first and second trimesters. Progress reports are given at this time. After the third trimester, reports are sent home with the students. You may request an additional conference with your child’s teacher any time you feel there is a need. Teachers will also call you if they feel a conference is needed during the year.
**BEHAVIOR**

Our approach to creating a healthy and happy school climate begins by using a School-Wide Positive Behavior Intervention and Supports (SW-PBIS) which is a system of tools and strategies for defining, teaching, and acknowledging appropriate behavior, and correcting inappropriate behavior. It is a framework for creating customized school systems that support student outcomes and academic success. SW-PBIS, it is preventative, and it changes the paradigm of focus from negative behaviors and exchanges to positive expectations and interactions. The positive approach of PBIS ensures that our students will be taught the behaviors we expect. They will be rewarded when they succeed and corrected when they make mistakes. Major offenses will result in immediate office referral, family being contacted and may include suspension or seclusion.

<table>
<thead>
<tr>
<th>Minor Offense</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Low-intensity failure to respond to adult requests</td>
<td>Bullying/Harassment</td>
</tr>
<tr>
<td>Low-intensity disruption</td>
<td>Lying/Cheating</td>
</tr>
<tr>
<td>Low-intensity verbal messages/gestures</td>
<td>High-intensity failure to respond to adult requests</td>
</tr>
<tr>
<td>Non-serious, inappropriate physical contact</td>
<td>High-intensity disruption</td>
</tr>
<tr>
<td>Low-intensity misuse of property or technology</td>
<td>Abusive, profane verbal messages/gestures</td>
</tr>
<tr>
<td></td>
<td>Serious physical contact, scratching, biting, hitting, kicking</td>
</tr>
<tr>
<td></td>
<td>Serious misuse of property or technology</td>
</tr>
<tr>
<td></td>
<td>Stealing, theft</td>
</tr>
<tr>
<td></td>
<td>Vandalism</td>
</tr>
</tbody>
</table>

**HEARING AND VISION**

Vision and hearing screenings are done for all kindergartners and first graders. Parents will be given written notification if there is a concern with their child’s vision or hearing screening.

**PRESCHOOL SCREENING**

Sitka School District offers an Early Childhood screening for 3-and-4-year-old children in our community. Children are screened in fine and gross motor coordination, speech, language, pre-academic skills, social skills, hearing and vision. Screenings are offered free on the first Friday of most months by appointment (call 966-1325). This is an excellent opportunity to see how your child is doing developmentally or to catch any problems early.

**INSURANCE**

In August students will bring home applications for student accident insurance provided by an outside insurance company (student insurance is not provided by the district). Enrollment in the student insurance program is optional, and you may request an application and enroll at any time.
LICE

When we discover a child has lice, we follow these procedures:

1. Any students having live lice are sent home as soon as possible to be treated.
2. All other students in that child’s classroom are checked, as well as the child's brothers and sisters in the school.
3. Parents/guardians are notified by phone or a note goes home to thoroughly explain the procedures for treating the child, the family and their personal items in the home.
4. Students come back to school only after being properly treated. We check each child when they return to make sure they are free of lice.
5. At home please re-check the student and pick out nits daily for 2 weeks, which is the incubation period.

Students with nits may stay until the end of the day per School Board policy unless the principal determines the case is bad enough to warrant more immediate treatment.

To prevent the spread of lice, we take many precautions at school. The students are taught about lice and not to share combs, brushes, hats, clothing, etc. If a classroom has a lice problem, we take special precautions with coats, earphones, carpeting, stuffed animals and anything that may contribute to the spreading of the lice.

Notify us right away if you suspect your child or a member of your family has head lice. This helps us know to check your child’s classmates to help stop them from spreading to other students.

If you ever have questions, or would like assistance, please call the school and we would be happy to help in any way we can.

With these beliefs, we have adopted and teach a program called, “Kelso’s Choices” which helps children learn to manage their own peer problems when they are small problems and to seek adult help for big problems (big problems are those that are: scary, dangerous or against the law). Students are taught to try two of Kelso’s Choices to solve a small problem with a peer before they seek an adult’s help. Information about this program will be sent home in the fall.

KELSO’S CHOICES ARE:
- Go to another game
- Share and take turns
- Talk it out
- Walk away
- Ignore it
- Tell them to stop
- Apologize
- Make a deal
- Wait and cool off

Each classroom develops a set of behavior standards and a discipline plan for their class. This includes rules, consequences and positive reinforcements. The plan is thoroughly taught to the students and practiced before it is put into effect. Either a copy of this plan is sent home with the students or the teacher goes over the plan at a Parent Night so the parents also know the expectations of their child in the classroom. Classroom rules, consequences, and “positives” vary according to the teacher, class, and age of the student.

The classroom teachers also give instruction on the school rules, playground expectations, bus safety rules, and on the school’s severe infractions.
HEALTH SERVICES

ILLNESS
If students are somewhat ill in the morning, please do not send them to school. If students become ill during the school day we will call home for you to take your child home. If students are too sick to go outside please do not send them to school. Exceptions may be made with a note from your physician and if they are not contagious.

Reasons your child should stay home:
- Vomited in the last 24 hours
- Fever of 100.4 degrees or higher
- Diarrhea in the past 24 hours
- Eye infection with redness, itching, drainage
- Active head lice

Students will be sent home if suspected of having a communicable disease and will be advised to remain out of school until properly treated and no longer contagious. Your family physician will determine when your child may return to school.

Please notify the school if your child is kept home for suspected contagious disease. This will help us observe other students for signs and symptoms.

FIRST AID AND EMERGENCY CARE
1) **We do not have a school nurse on duty.** The secretary and other staff have First Aid/ CPR training, but are not nurses.

2) In case of a serious accident or injury, appropriate first aid and emergency care will be provided by the most accessible and qualified first aid care giver. Parents or guardians will be contacted as soon as possible. If deemed necessary, the Emergency Medical System (911) will be activated to provide additional assistance. (Please be sure that all emergency information on your child’s school records is current and complete.)

MEDICATION
If it is necessary for your child to take medication during the school day:

Prescription medication: **you and your child’s doctor** must complete the medication administration form.

Over-the-counter medication: **you** must complete the medication administration form.

All medication must be delivered directly to the office by the parent/guardian. **DO NOT** send medication of any kind it to school in your child’s backpack. All medication must be delivered in it’s original packing (with label if prescription medication) and dosage cup included. No exceptions.

It would be best to ask your doctor for dosages that do not require taking medicine during school hours. Most children's prescriptions can be given at home outside of school hours.

You can contact the school for a medication form or find it on the school’s website.

IMMUNIZATIONS AND TB SCREENING
1) Alaska requires schools to keep accurate and complete records on their students' immunization status. These records are part of the students' permanent, cumulative school records and are transferred as students transfer to different schools.

2) At the time of enrollment in any school, a parent or guardian must provide proof that their child has had a TB screening and has been adequately immunized for the diseases listed below.

3) The following are required immunizations:
- diphtheria
- pertussis (whooping cough)
- tetanus
- polio
- mumps
- hepatitis A & B
- varicella
- measles (rubella, or "hard measles")