

# Razdolna School

Student & Parent Handbook

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2019 – 2020



# Razdolna School Student-Parent Handbook

The Student Handbook is intended to provide students & parents understanding on how they may benefit from the educational opportunities at Razdolna School. Changes may occur during the school year if administration feels that such are necessary and in the best interest of students. Feedback for such changes comes from students, staff, & the local Village of Razdolna. Please check our school website for the most updated version.

## School Administration & Support

Principal	Greg Melvin
Secretary	Fenya Basargin
Custodian	Maria Usoltseff
Custodian (Itinerant)	...

## Teachers

Kinder / 1st	Teresa Wishart
2nd/3rd	Marilyn Duncan
4th/5th/6th	Joanna Nichols
ELA/SS	Michael Sturm
Sci/Math	Lucas Guenther
Special Education	Dave Szynskie
Russian Language	Efimia Basargin

## Classified Staff

ELL / Tutor	Galyna Smith
ELL / Tutor	Luba Martushoff
ELL / Tutor	...
Special Ed Aide	Irina Martushev

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*The Razdolna Student & Parent Handbook is a **supplement** to the [KPBSD Parent-Student Handbook](#). Please reference this book for comprehensive school & district policies.*

## SCHOOL HOURS

- |   |   |
|---|---|
| <input type="checkbox"/> 8:15am.....Morning Recess  | <input type="checkbox"/> 12:15pm.....Lunch Recess   |
| <input type="checkbox"/> 8:30am.....Start of School | <input type="checkbox"/> 12:30pm.....Start of Class |
| <input type="checkbox"/> 11:30am.....Lunch          | <input type="checkbox"/> 3:30pm.....Dismissal*      |

\*Students dismissed at 3:00pm each Thursday

# **Добро пожаловать в школу Раздольну**

Our staff will provide a challenging and safe environment where you can be successful as you pursue both academic and extracurricular activities. We will provide you with a positive teaching environment, which promotes high expectations, develops responsibility, and builds self-esteem by providing opportunities for successful experiences.

## **~ Student Responsibilities ~**

- 1) Along with rights and respect comes responsibility. That responsibility includes students speaking up for themselves and others when they think their rights have been disrespected. We want Razdolna School to be a safe and happy place where all Teachers have the right to teach, and all students have the right to learn.
- 2) Students can ensure a safe learning environment by respecting the right of other students to learn. This is achieved when students are calm and keep hands, feet, and objects to themselves.
- 3) Students can respect the Teacher's right to teach by being in their assigned space, ready to work, on time, and by listening to and following directions.
- 4) Students have a right to expect a safe and supportive learning environment at school, and the school has a responsibility to maintain a positive and safe place for all students. Items that detract & distract from the learning environment include the following: cell phones, snacks, tablets, and any other item that may not be necessary for use during instructional time. Any item judged to be dangerous or inappropriate will be confiscated until parents can retrieve the item.
- 5) Students shall not possess or use weapons, dangerous instruments, or their replicas in school buildings, on school ground or district-provided transportation, or at any school-related or school-sponsored activity away from school.
- 6) Everyone is expected to respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and during school-sponsored activities.
- 7) Parents and school staff have the added responsibility of making certain that all students understand what is expected of them and of taking reasonable measures to ensure that students understand their roles. The following condensed list of general rules is posted throughout the school. It is simplified to assist students in remembering their specific responsibilities.

## Academics

Razdolna School believes that students & parents have the right to accurate evaluation of student progress and achievement. We highly encourage all families to both support and be involved with their child's education and achievement.

Access to student grades, attendance, and behavior can be found in this [PowerSchool](#) link. Parents and students are also encouraged to visit the [OneStop Student Portal](#) for district and state scholarship resources, career exploration, available CTE classes, and more!

### Grading Scale

A+	97-100	Excellent
A	93-96	
A-	90-92	
B+	87-89	Above Average Standards
B	83-86	
B-	80-82	
C+	77-79	Meets Average Standards
C	73-76	
C-	70-72	
D+	67-69	Below Average Standards
D	63-66	
D-	60-62	
F	<59	Failing

Students on the **Honor Roll** will be recognized each quarter by Razdolna School. Students must have a GPA of 3.5 or greater to be recognized. There will not be any semester or year long averages, and recognition applies to Grades K-12. High School students must be enrolled in a minimum of 4 credit course classes, and P/I grades will not apply towards the Honor Roll unless such grades are required by an IEP or Section 504 plan.

### Graduation Requirements = 22 Credits Total

4.0	Language Arts	1.0	Physical Education**
3.0	Mathematics	0.5	Health
3.0	Social Studies**	3.0	Practical and/or Creative Arts**
3.0	Science**	4.5	Electives

## Attendance Policy

By law, all students are required to attend school and be on time for class. There is a direct relationship between regular attendance and school success, as any continued absence creates a genuine hardship for a student. Even so, Razdolna School does recognize the need for students to observe religious events (Holy Days, services, etc.), and respond to family needs at home throughout the school year. This policy has been designed with local village needs in mind.

### Extended Absence

If parents know in advance that it will be necessary for their child(ren) to be absent from school for 3 or more days, the office should be notified by a parent as soon as possible. This will allow the student time to complete any assignments that he/she would miss while being absent. It is expected that work assigned during the pre-arranged absence will be completed and turned in upon the student's return to school. Students who are unable to complete the assigned work during their absence will be given up to 5 school days to complete missing work upon return to school.

### Excused/Unexcused Absences & Tardies

All absences and late arrival students are considered "Unexcused" by default until the school receives notification from the parents. Notification may include phone calls, direct notice, and/or messages from the parent only. Any such notification of an absence, late arrival, or need to return home given by a student will not be accepted.

#### Reasons for Excused Absences include the following:

- Religious Observances
- Family Emergency
- Medical Reasons
- Discipline or suspensions
- Any other occurrence excused by the School Principal

At the start of the school day, students are considered tardy during the first fifteen (15) minute window. If the student is more than fifteen (15) minutes late, the student will be considered absent from class. This applies to both the AM and PM attendance for the Elementary, and each class period for MS/HS grade levels. If a student arrives after the fifteen (15) minute window, he/she will sign-in with the Secretary and receive a late slip. Late slips will be delivered to the student's classroom teacher.

Teachers are required to report their attendance in [PowerSchool](#), our student database system. When a student has an Unexcused Absence, [PowerSchool](#) will automatically call the family in the morning to provide notice of their child's absence.

These are RoboCalls. RoboCalls are a useful tool for families to know whether their child was absent or present in school. If a parent does not wish to receive RoboCalls, they will need to provide advance notice to the office that their child will be absent from school. Such notice can only be given by the parent - not the student. When advance notice is given, your child's absence will be "Excused," and the family will not receive a RoboCall.

## **Leaving Campus**

No student is allowed to leave school campus without prior permission from the office. Parents must first notify the office in advance that their child can return home. Acceptable notice includes phone calls, direct notice, and/or messaging by the student's parents. After permission is received by the office, the departing student will sign out himself/herself at the Secretary's Office. Reasons for this policy are based off the school's responsibility to keep students safe during all educational functions.

## **ATVs & Vehicles**

ATV & Large Vehicle use by a student is a school privilege. Students are expected to exercise good driving habits at all times, as children and other traffic frequent the road and parking lots throughout the school day. Abuse of driving expectations can result in the loss of ATV and vehicle usage.

### **Driving Rules**

- Speed limit is 5mph
- No irregular driving behavior (i.e., cookies, tricks, wheelies, mud bogging, etc.)
- Parking only in designated areas (see map)

Driving Rules only apply to the school campus, including the road that separates the Elementary and MS/HS buildings. Students may temporarily park outside designated areas only when High Traffic periods are not in-effect, and advance permission is given. High Traffic periods include morning, lunch, and the end-of-school.

### **Discipline**

- 1) Verbal Warning (minor offense only)
- 2) Confiscation of keys for the day, which may need to be picked up by a parent
- 3) Restrictions on future ATV & Vehicle driving privileges
- 4) Any additional discipline as determined by the Principal

**Non-Negotiable:** Any student who shows disrespect to a staff member that reprimanded a student for driving violations will be subject to immediate restriction of his/her driving privileges. Safety for all individuals - both children and adults - is priority!

## Bullying Policy

**Bullying** in any form will not be tolerated, and is strictly prohibited by [AK State Law](#). Bullying is defined as a pattern of behavior when a person inappropriately uses power in an intentional manner, including verbal, physical, written or electronic communication against one or more students. Other forms of bullying includes (but not limited to) harassment and intimidation. Such are also subject to the same expectations & disciplinary procedures.

### **Bullying in any form has the following effects on the victim**

- |  |  |
|--|--|
| <input type="checkbox"/> Depression & Anxiety                              | <input type="checkbox"/> Sleep Disturbances                |
| <input type="checkbox"/> Isolation   | <input type="checkbox"/> Feelings of Shame                 |
| <input type="checkbox"/> Loss of Interest in Previously Enjoyed Activities | <input type="checkbox"/> Changes in Eating Habits          |
| <input type="checkbox"/> Health Complaints                                 | <input type="checkbox"/> Low Self-Esteem                   |
| <input type="checkbox"/> Decreased Academic Achievement                    | <input type="checkbox"/> Dropping Out                      |
| <input type="checkbox"/> School Avoidance                                  | <input type="checkbox"/> Increased Risk of Substance Abuse |
|  | <input type="checkbox"/> Difficulties with Trusting Others |

## Cell Phones & Electronic Devices

The purpose of this policy is to minimize the distractions & interruptions to a student's focus on learning. Much feedback has been received from the Site Council, families, and staff about the inappropriate use of cell phones and other electronic devices in class. This policy has been designed around such feedback.

**Elem Students:** Not allowed to bring cell phones/electronic devices

**MS/HS Students:** Allowed to bring cell phones, but no cell phone may be used or displayed anywhere during class hours. Cell phones will not be placed on tables, desks, or lockers. Cell phones must be placed in the class designated location. The only exception will be for specific educational purposes identified by the Teacher, and/or the Morning Snack period.

### **Discipline**

- 1) Verbal Warning
- 2) Cell Phone Confiscated - device will be returned by end-of-school
  - a) If a student refuses to hand over his/her cell phone, the student will be sent to the office. The student will be offered one more chance to hand his/her cell phone to the Principal. If the student still refuses, parents will be contacted immediately
- 3) Additional violations may include loss of cell phone privileges, parent conference, or other actions as determined by the Principal



## **Computer & Internet Usage**

Students are provided the opportunity to use school computers and the Internet on campus. Unless parents opt-out, students are issued a district G-Mail account to facilitate additional communication between students and teachers. Misuse of the computers, Internet, or G-Mail can result in the loss of Internet use privileges, and/or other disciplinary measures as determined by the Principal.

Inappropriate usage includes (but not limited to): accessing inappropriate websites, accessing or displaying any type of profanity or vulgar material, accessing and damaging another person's files, entering any restricted area or file, or inappropriately using another student/staff member's password or login.

School laptops will be handled with two hands by all students. Students are not allowed to place stickers on laptops, nor any food/drink item nearby laptops.

## **Delayed Start / Cancelled School / Modified Days**

School may be delayed or cancelled due to icy road conditions, winter weather, earthquakes, and other emergency events. Such hazardous events can make it dangerous for students/staff members to reach school in a safe and timely manner. As a result, school may either be delayed or cancelled altogether. Notice of any delays/closures will be given to families at the earliest moment possible, with the primary contact method coming thru automated RoboCalls and the WhatsApp "Razdolna Village" thread.

Delayed Starts typically begin 2 hours later than the normal start time, which is 10:30am. Students should be ready to start school at this time.

### **Modified Days**

#### **Early Release / Minimum Days**

Students will be released at 12:30pm for lunch, and will not return for the remainder of the day. During "Early Release/Minimum Days," teachers use the afternoon hours to focus on Professional Development and staff collaboration.

#### **End-of-Quarter Days (Oct. 12th, Dec. 20th, Mar. 6th)**

Students will be released at 11:30pm for lunch, but will not return for the remainder of the day. Teachers use the remaining afternoon hours for grading and planning purposes.

## Discipline

Our staff believes that in order to promote positive student behavior, both teachers, counselors, administrators and parents must practice discipline procedures which are firm, fair, consistent and caring. All staff members have the responsibility of demonstrating and encouraging positive student behavior while correcting students' negative actions when necessary.

### Procedures

Each Teacher will develop and post a set of classroom rules and expectations with a listing of consequences should those rules be broken; consequences can include parental notification. The policy will be reviewed and discussed on the first day of class, and such will be compatible with school district policy. Teachers may assign detention for infractions of classroom rules. The Teacher must inform the student of the specific rule that has been broken and the consequence that has been assigned. The Teacher will notify parents if a student's behavior does not improve. Consequences for major violations of school behavior policy will be imposed by the Principal. Please refer to the [KPBSD Parent/Student Handbook](#) (pg. 18-19) for detailed information regarding additional student behavior expectations and school responses.

## Emergency Procedures

Razdolna School regularly practices emergency drills for the safety of students and staff. Students are expected to follow ALL directions given by staff, whether the situation is a practice drill or real emergency. Students must also follow the specific behavior expectations (i.e., voice levels, movement, etc.), and must stay with his/her class until the supervising Teacher dismisses that student - NO EXCEPTIONS.

### Fire Drills

Fire Drills occur once per month. Students will practice specific exit procedures directed by his/her Teacher. Students should know that the class may not always exit the same door as a previous drill.

### Earthquake Drills

Earthquake Drills occur once per school year. In case of an earthquake, do not rush out of the building. Get under a desk or table, if possible. Protect your head and facial areas from falling objects or shattered glass. Wait for instructions before leaving your room. If you are instructed to exit the building, follow the Fire Drill procedures, being careful to avoid downed power lines and poles.

### Fire Drills

[ALICE Drills](#) occur twice per year, once each semester. These drills are designed to provide safety for both students and staff in the event that a dangerous person has entered or is approaching the school campus.

## **Parents**

Please avoid calling either the school number or your child's cell phone. Your child's safety is our #1 Priority, and Razdolna School will have implemented its Emergency Action Plan.

Reasons for this restriction are as follows:

- Our school phone lines will be tied up with emergency personnel and coordination. Phone lines need to be open as much as possible to ensure everyone's safety.
- When you call your child's phone, you are directing his/her attention away from potential life saving directions being given by our teachers and staff.

The school will keep in contact with the community via WhatsApp, PowerSchool RoboCalls and texts. Do not proceed to school to pick up your child until it is safe and you are instructed to do so. Please refer to the KPBSD [Emergency Guidelines](#) and [KPBSD Parent-Student Handbook](#) and for additional details.

## **Immunizations / Health Curriculum**

Razdolna School recognizes the right of all families to decide whether or not they wish for their children to receive immunizations. Per KPBSD and state policy, any parents who wishes for their children not to receive immunizations for religious reasons must have completed the [Immunization Requirements Religious Exemption Form](#) prior to school entry, and must be renewed on an annual basis. This form may also be found in the Secretary's office. For the purpose of child safety, the district may restrict a child from attending school until this form is completed and turned into the office.

KPBSD and state policy also requires that students receive comprehensive Health Curriculum instruction each year. Parents do have the authority to object and withdraw their child from specific parts of the curriculum by completing this [Withdrawal Form](#) on an annual basis, and submitting it to the school.

Please reference [BP 5141.21](#), [AR 5141.21](#), [BP 5141.31](#), [HB156](#) for cited policy standards.

## **Newsletters**

Newsletters will generally be sent out every other Mon/Tues via the student, and digitally in PDF form via WhatsApp and the [School Website](#). The Principal's newsletter will be sent out at the beginning of each month. Newsletters inform students/parents of current school activities, important dates, and may even request parent feedback on certain topics.

## **Recess**

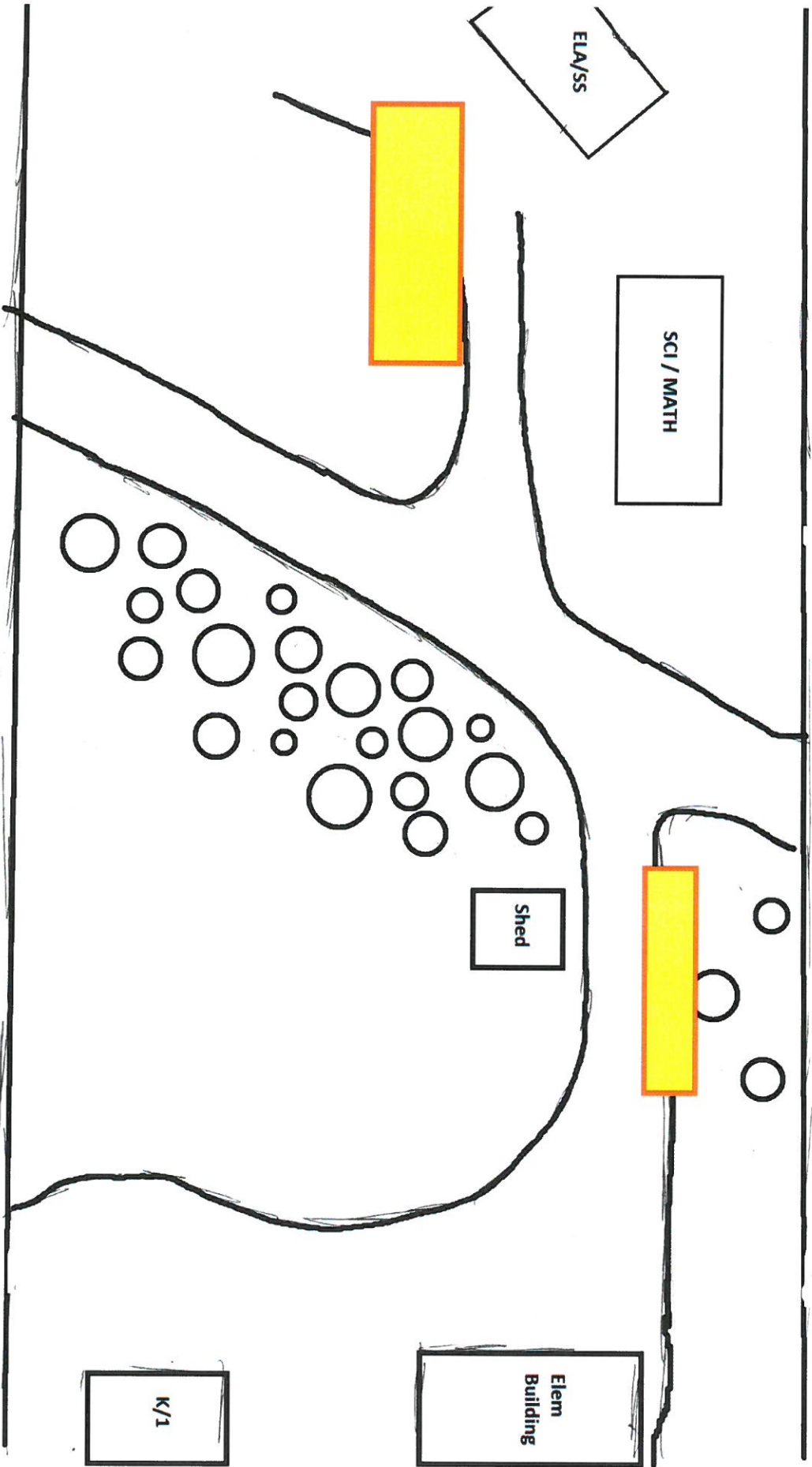
During Morning and Lunch recess, students are supervised by staff **starting** at 8:15am and 12:15pm respectively. Please note that students may not be supervised if they arrive prior to either recess period. Students will be brought into the building from recess during days of very cold or inclement weather at the discretion of the staff member on duty.

### **Recess Rules**

- No sticks allowed
- No throwing rocks/snow
- No tree climbing
- Bicycles are not allowed in the parking lot area except when bringing the bicycle up for parking. Bicycles may be ridden on the blacktop.

## **Site Council**

Adult community members are highly encouraged to attend our quarterly Site Council Meetings held four times each school year. Specific dates will be communicated to the village. Feedback from the Site Council guides our school functions, needs, and how improvements can be made. Occasionally, community members from Homer and other outside areas will give presentations over available public services. Site Council Meetings are a very important function of your child's education - PLEASE COME!!



# Kenai Peninsula Borough School District

## 2019-20 K-Selo, Razdolna, Voznesenka

<b>C</b> School Closes	<b>O</b> School Opens
<b>E</b> End of Quarter	<b>CI</b> PT Conference/Inservice
<b>H</b> Legal Holiday	<b>V</b> Vacation Day
<b>IW</b> Inservice/Work	<b>ER</b> Early Release Day

July 2019							August 2019							September 2019							October 2019								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4 H	5	6						1	2	3	1	2 H	3	4	5	6	7					1	2	3	4	5
7	8	9	10	11	12	13	4	5 IW	6 IW	7 IW	8 IW	9 O	10	8	9	10	11 V	12	13	14 SS	6	7	8	9 V	10	11	12 SS/E		
14	15	16	17	18	19	20	11	12	13	14 V	15	16	17 SS	15	16	17	18 ER	19	20	21	13	14 V	15	16 ER	17	18	19		
21	22	23	24	25	26	27	18	19 V	20	21	22	23	24 IW	22	23	24	25	26	27 V	28	20	21	22	23	24	25	26		
28	29	30	31				25	26	27	28 V	29 IW	30	31	29	30						27	28	29	30	31				
# of Inservice Days: _____	# of Inservice Days: _____						6	# of Inservice Days: _____	# of Inservice Days: _____						0	# of Inservice Days: _____	# of Inservice Days: _____						0						
# of Student Days: _____	# of Student Days: _____						13	# of Student Days: _____	# of Student Days: _____						19	# of Student Days: _____	# of Student Days: _____						22						
# of Teacher Days: _____	# of Teacher Days: _____						19	# of Teacher Days: _____	# of Teacher Days: _____						20	# of Teacher Days: _____	# of Teacher Days: _____						22						

November 2019							December 2019							January 2020							February 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1 CI	2	1	2	3	4 V	5	6	7 SS				1 H	2 V	3 V	4							1
3	4 IW	5	6	7	8	9	8	9	10	11	12	13	14	5	6 V	7 V	8 V	9	10	11 SS	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19 V	20 S/E	21	12	13	14 IW	15 ER	16	17	18	9	10	11	12 V	13	14 CI	15
17	18	19	20	21 CI	22	23	22	23 V	24 V	25 H	26 V	27 V	28	19	20 CI	21	22	23	24	25	16	17	18	19 ER	20	21	22
24	25	26 V	27	28 H	29 H	30	29	30 V	31 V					26	27	28	29	30	31	23	24	25	26	27	28	29	
# of Inservice Days: _____	# of Inservice Days: _____						3	# of Inservice Days: _____	# of Inservice Days: _____						2	# of Inservice Days: _____	# of Inservice Days: _____						1				
# of Student Days: _____	# of Student Days: _____						15	# of Student Days: _____	# of Student Days: _____						16	# of Student Days: _____	# of Student Days: _____						18				
# of Teacher Days: _____	# of Teacher Days: _____						20	# of Teacher Days: _____	# of Teacher Days: _____						19	# of Teacher Days: _____	# of Teacher Days: _____						19				

March 2020							April 2020							May 2020							June 2020												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
1	2	3	4	5	6 S/E	7					1	2	3	4						1	2							1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7 V	8	9	10	11	3	4	5	6 V	7	8	9 SS	7	8	9	10	11	12	13						
15	16	17	18 ER	19	20	21	12	13	14	15 ER	16	17	18	10	11	12	13 V	14	15	16	14	15	16	17	18	19	20						
22	23	24	25	26	27	28	19	20 V	21 V	22 V	23 V	24 V	25	17	18	19	20	21 V	22 V	23	21	22	23	24	25	26	27						
29	30	31					26	27	28	29	30			24	25 H	26	27 C	28 V	29 IW	30	28	29	30										
# of Inservice Days: _____	# of Inservice Days: _____						0	# of Inservice Days: _____	# of Inservice Days: _____						1	# of Inservice Days: _____	# of Inservice Days: _____																
# of Student Days: _____	# of Student Days: _____						22	# of Student Days: _____	# of Student Days: _____						15	# of Student Days: _____	# of Student Days: _____																
# of Teacher Days: _____	# of Teacher Days: _____						22	# of Teacher Days: _____	# of Teacher Days: _____						17	# of Teacher Days: _____	# of Teacher Days: _____																

End of Quarter			Inservice Dates			Legal Holidays & Vacation Days					
1st Quarter	41 days	Teacher First	August 5	August 5, 6, 7, 8, 24, 29			Independence Day			July 4	
2nd Quarter	42 days	Teacher Last	May 29	November 4			Labor Day			September 2	
3rd Quarter	39 days	Student First	August 9	May 29			Thanksgiving			November 28-29	
4th Quarter	48 days	Student Last	May 27	January 14			Winter Break			Dec 23-Jan 8	
	170 days	<b>PT Conference/IS Days</b>						Spring Break			April 20-24
		November 1, 21						Memorial Day			May 25
		January 20									
		February 14									

Approved: 12/5/2016  
 Dept of Ed. Approved: 12/12/18