

***Mendenhall  
River  
Community  
School***

***Parent Handbook***

***2011 - 2012***

WELCOME!

*\*Hand in Hand We ALL Learn Together\**

Find us at: <http://mrcs.juneauschools.org/>

Mendenhall River Community School is looking forward to a great year working with the students and families in our community. Our goal for this school year is to increase literacy skills of our students. The staff is committed to teaching our students to become the leaders of tomorrow. We have a tradition of excellence at MRCS, and encourage the students to always behave in a manner complimentary to themselves as well as MRCS.

Talk with your child's teacher about becoming a parent volunteer and assisting in the classroom. Our school always welcomes volunteers! Even if you cannot free up a regular time to be present in the classroom, try to arrange an afternoon a few times throughout the year to assist in the classroom, or on special projects. You learn so much about your child, and our school from being present and assisting. Do not forget to sign in at the office when you come. Another wonderful way to be involved is by joining our Parent Teacher Organization. Watch for more information!

The Information Counter in our office has additional information on Bus Schedules, Lunch Program information, Health Insurance Forms, Supply Lists, and the District Calendar. Come by and pick up what you need.

Our staff is exceptional here at MRCS. All children will be placed in an environment that is conducive to reaching their full potential. This will be a terrific year!

Jim Hicks

Principal

## EAGLE PLEDGE

**“Today, I have a chance to change our lives  
by making this day the best for you and me.**

**I am kind in what I say and do.**

**I respect myself and others.**

**At Mendenhall River, we are safe.”**



## CONTACT INFORMATION

Office: 463-1799  
Rally: 463-1776  
School Fax: 463-1777

Mailing Address:  
10014 Crazy Horse Drive,  
Juneau Alaska 99801  
Physical Address: 9001 Mendenhall Loop Road

### Mendenhall River Staff 2011-2012

***Principal***

Jim Hicks

***Admin Assistant***

Caro Rosier-Polley

***Nurse***

Maureen Hall

***Preschool***

Alex Drathman

***Kindergarten***

Erin Carriker  
Jane Canaday

***Kindergarten/First Grade***

Natalie Morgen

***First Grade***

Lisa Currier  
MaryAnn Love

***Second Grade***

Amy Ballard  
Greg Beck  
Ruth Baumgartner

***Third Grade***

Lisa Mitchell  
Stephenie Harris  
Amy Hamrick

***Fourth Grade***

Elizabeth Kent  
Eliza Lende

***Fifth Grade***

Pam Wells  
Adam Berkey  
Angie Wright

***Specialists***

Sunshine Winn P.E.  
Kris Coffee Librarian  
Michael Maas Music  
Paula Hubert Reading  
Lorrie Wright Speech  
Jennifer Sewill Speech  
Kathleen Porterfield ELL/ESL  
Kathy Iliev EL  
Kim Janelle Indian Studies

***Instructional Coach***

Lucy Potter

***Counselor***

Tristan Berkey

***Special Education***

Amy Witt  
Arlea Harris  
Katie Laliberte  
Chris Swanson

Laura Mulgrew

Snova Parish

***Rally***

Karen Nelson  
Susan Romo

***Other Staff/Custodians***

Suzie Deakins  
Audrey Diebels  
Carolyn Fox  
Debbie Uotila  
Victor Romo  
Amador Olea  
Hector Mojica

***Paraeducators***

Connie Beattie  
Darcie Seibel  
Harriet Wisner  
Jackie Androsko  
Katrina Jensen  
Lavair Swingle  
Lucy Nelson  
Maria Christenson  
Mary McCarthy-Wolfe  
Michelle Gray  
Tina Greer  
Tory Haight  
Wendy Blackwell

## GETTING TO SCHOOL/PARKING

### **DROPPING YOUR CHILD OFF:**

The speed limit on the MRCS campus is **10 MPH!** Please assist with this – help keep our students safe. Our staff, as well as the Juneau Police Department strictly enforce the speed limit. Please park in the designated parking areas at the front of the building. **Do NOT double park in the traffic path, or bus area.** Please do not drop students off in the lower parking lot. This is very dangerous. Please, do not drive cars on the bike path or sidewalks at any time. Students should be picked up from the front, main sidewalk.

### **RIDING THE BUS:**

Remember that riding the bus is a privilege! We expect students to:

- Stay seated while on the bus.
- Use a quiet voice.
- Keep hands and feet to themselves.
- Stay on their own side of the street at the bus stop.
- Follow directions of the bus driver.

Those students who misbehave will receive a discipline slip from the bus driver. Any student receiving 3 slips will no longer have the privilege of riding the bus. Students who do not regularly ride the bus will not be allowed to ride without a note of permission from a parent/guardian.

### **PARKING:**

MRCS has a parking lot in front of the building. Visitors may park in any area NOT designated for buses. The handicapped parking spaces are directly in front of the school. Double parking or other unsafe practices are not allowed.

### **RIDING BIKES:**

Students are welcome to ride their bikes to school. Bikes are to be parked in the bike rack near the playground. Bikes should be locked and students should not share their key, combination, or lock with others. **Helmets must be worn.** Please make sure your child is ready for this privilege – they need to show maturity and responsibility in order to stay safe.

## ATTENDANCE

It is important for students to attend school each day and be on time. Alaska Law requires that all children between ages 7 and 16 attend school. Parents and guardians of a child may be prosecuted if that child fails to attend school. Alaska Law holds the parent/guardian responsible for assuring that the children in their care have the opportunity to secure an adequate education.

### **ABSENCES:**

If your child will be absent for any reason, contact the school between 7:30 – 8:00 a.m., or use our absence report feature on our website to notify the office of an absence. Our office phone number is **463-1799**. If you do not notify the school of the reason for the absence, it is recorded as an unexcused absence. **We will call you if your child is absent and we haven't heard from you!** Your child is expected to make up any work missed during an absence. If your child will be away for more than 3 days, parents need to notify the teacher and contact the school office to complete the Long-Term Planned Absence form **at least two weeks prior to the planned absence date**. This school policy has been carefully designed by our Site Council to maintain the continuity of your child's education.

### **LEAVING EARLY:**

If your child needs to leave school early for medical appointments or any other reason, send a written note listing the date, time and reason for leaving to the child's teacher. Pick up your child in the school office, and sign them out before you leave.

### **ARRIVING LATE/TARDIES:**

If your child will arrive late for any reason, please call **463-1799** and/or send a written note to the school. Students should report to the office to receive a tardy slip before going to class.

### **STUDENT APPOINTMENTS DURING THE SCHOOL DAY:**

Parents are urged to arrange appointments for students outside of the school day. If a child must be picked up during the course of the school day for an appointment, a note from home is necessary. The child must be picked up in the office and signed out by the responsible adult. When the student returns, the adult must bring the student into the office and sign the student back into school.

### **CHANGE OF ADDRESS AND PHONE NUMBER:**

Please notify the office whenever you change your address and/or phone number. The school **MUST** be able to contact you in case of illness or emergency. Current local emergency contact numbers are essential.

### **BOUNDARY EXCEPTIONS:**

Parents of students residing outside of the attendance area have the option of applying for a boundary exception. The exception requests are reviewed a few days before the beginning of the school year, after registration has taken place. Boundary exceptions are only granted when there is space available and application must be made each year. Forms are available in the office.

## LUNCH/SNACKS/RECESS

### LUNCH:

You are welcome to join your child for lunch any time. Check your child's schedule for the time. NANA Management Services (NMS) has been selected to provide meal service for the Juneau School District during the 2011-2012 school year.

The Juneau School District and NANA Management Services will partner together with parents, faculty and students to provide an exceptional dining program for all to enjoy. Menus are published monthly, and you can order meals according to the menu.

Free and reduced-price meals are available for students who qualify. Please contact Carolyn in the office for information.

Breakfast is available for all students for **\$1.75** between 7:30 and 7:50am. Entrée, fruit and milk are available each morning.

Lunches are available for **\$3.25** through our school lunch program. Menus will consist of two healthy entrées daily at the elementary level. A fresh-from-the-garden salad and fruit bar will be offered each day for all grade levels.

Milk tickets are available in the office for **50 cents** per ticket. We offer both nonfat milk and chocolate milk.

Hot water is available in the lunchroom for instant meals, such as soup. Please bring your own **spoons, forks, napkins, etc.** **Microwave ovens are NOT available.**

If you send a lunch with your child – remember:

- **LABEL the bag/or lunchpail** with your child's name
- Bring a spoon, fork, napkins, etc.
- Try to send a nutritious and healthy lunch!

### SNACKS:

In most classes, there is a snack time mid-morning. Each teacher has a different way of handling snacks; either by having students take something from their lunch, or by having parents take turns providing snacks. We encourage snacks that are **Nutritious And Sugar Free**. Check with your child's teacher about his/her policy regarding snacks.

### RECESS:

Playground activities and fresh air are vital for a child's emotional and physical development. ALL students are expected to go outdoors for recesses unless a written note from a doctor states otherwise. **Be sure your child dresses for the weather (boots, hats, raincoats, snow pants, each labeled with the child's name).** Indoor recess is held only in the case of very extreme weather conditions. If your child is too ill to play outside, please consider whether they are healthy enough to be in school that day.

## BEHAVIOR & EXPECTATIONS

In an effort to better support your students, we are implementing a Positive Behavior Support Model (PBIS), in order to be consistent with behavior expectations. We are asking for your support in reviewing the attached matrix with your student(s), and have them tell you what it means to them. The students should be familiar with this, as it was presented in a school wide assembly. It would be helpful if you could refer to the posters in the school, and become familiar with the language yourself. We are hoping this will make the year more positive so that we can concentrate on learning.

Juneau School District will provide a safe learning environment for all students. All students are expected to show respect for themselves and others and act responsibly for their learning and their environment. It is important that all students and adults cooperate, show courtesy, act responsibly and respect boundaries in order to make a safe learning environment possible.

This plan applies to infractions, which constitute violation of school rules, policies or teacher discipline plans, committed during school or at school sponsored/sanctioned functions or activities. Principals can modify this discipline plan on a case-by-case basis using their understanding of the situation.

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### Category: Disrespect

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Infractions include, but are not limited to:

- Disrespect towards a student or adult
- Using put-downs
- Off task behavior
- Cheating/lying

#### Consequences

1 <sup>st</sup> Infraction:	Multiple Infractions:
Student conference Parent contact Loss of school privilege	Student conference Parent conference Loss of school privilege, and/or In school suspension, and/or Out of school suspension, and/or Behavior plan

**Category: Violent Behavior**

Infractions that have the potential of injury to self or others and include, but are not limited to:

- Leaving class/playground without permission
- Throwing objects
- Bullying/ Verbal harassment / Sexual harassment
- Pushing/ Rough play
- Hitting
- Fighting
- Defiance, failure to comply with staff direction
- Damaging property, stealing or theft

Consequences

1 <sup>st</sup> Infraction:	Multiple Infractions:
Student conference Parent conference Behavior Plan Restitution/ relevant community service and/or Loss of school privilege and/or In school suspension, and/or Out of school suspension	Student conference Parent conference Behavior Plan In school suspension, and/or Out of school suspension

**Category: Infractions in District Policy or Safety and Crisis Procedures Manual**

Infractions which have mandatory discipline requirements set in law or district policy include:

- Inappropriate use of the Internet
- Inappropriate dress and grooming
- Loss or damage of school property (including textbooks)
- Gang Activity
- Use of Tobacco
- Illegal use or possession of controlled substance
- Distribution of controlled substance
- Compliance with directives
- Assault of a School Employee
- Assault of student or other person (not an employee)
- Possession of a weapon
- Threats of harm to self or others

## MORE IMPORTANT FACTS

**Rollerblades, Scooters & Skateboards:** Rollerblades, scooters and skateboards are not allowed at recess. If students wish to rollerblade, scooter or skateboard to and from school, **helmets MUST be worn** and skateboards must be kept in the office during the day. Skateboarding and rollerblading are not allowed on school grounds before or after school for safety reasons.

**Office Hours:** Our school office is open from 7:30 a.m. to 3:30p.m. daily. Our phone number is **463-1799**. The best time to reach a teacher is between 7:45 to 8:00a.m. and 2:30 – 3:00p.m. If you need to call at any other time, our staff will be happy to take a message for the staff member. **We do NOT interrupt classes except in the case of an emergency.**

**Visitor Sign In:** We welcome parents, other family and community members who wish to visit and to volunteer time in our school. **In accordance with Juneau School District policy, all visitors are required to check in and out in the main office.** This includes parents, staff members from other sites, and all others.

**Report Cards:** Students receive report cards at the end of each reporting trimester. The District provides limited time for parent conferences at the end of the first and second reporting periods. Conference dates are shown on the calendar. Your child's teacher will set up appointment times for you to share information and to learn how your child is doing, academically as well in other important areas. Please feel free to contact your child's teacher by phone (463-1799) or his/her e-mail address if you wish to discuss your child's progress at any time. Our office will be more than happy to take a message if classes are in session, and the teacher will return your call.

**Lost and Found:** Our school does have a lost and found area in the hallway near the lobby area of the school. Larger items such as hats, gloves, shoes, and coats are in the box near the lobby. Smaller or valuable items such as money and keys are kept in the school office. Items left on the bus are kept at the front of the bus. Unclaimed lost items are donated to charitable, non-profit groups at report card time. Be sure to check lost and found as soon as you notice an item is missing.

**Medication:** ALL medication must be kept in the nurse's office and the nurse must have written parental consent to administer it. The medication must be in the original prescription bottle, which will be returned to you. On occasion, if the nurse is unavailable, staff other than the nurse may administer medications. Remember, the children are NOT to have medication of any kind with them – prescription, OR over the counter medication.

**P.E. Class:** You will need a pair of gym shoes (which will be used for the gym only & kept at school). Also, many physical activities will take place during this class. Please make sure your child's shirt is long enough to cover their tummy area – even when reaching, climbing, tumbling, etc... It might be nice to send an oversized t-shirt for that very purpose

## **PARENT & FAMILY INVOLVEMENT AT MRCS**

You are welcome and encouraged to visit your school and work with your child's teacher and the staff as a partner in your child's success. A healthy partnership between home and school is essential to a good education.

There are many ways that you can become involved in your child's school:

- We send home a monthly newsletter, **The Soaring Eagle**, to keep you informed of school events and issues. If you do not receive it, call the office at 463-1799.
- We offer workshops and support to help you meet the challenges of parenting. Watch for announcements of seminars and workshops.
- Let us know by letter, e-mail, fax, phone, or discussion if you have a question or concern. Communication is essential!
- Visit your child's classroom and meet the teachers at the Open House/Parents' Night at the beginning of the year.
- **VOLUNTEER!** Here are just some of the ways you could lend a helping hand, and make a difference in your child's education:

- |                                 |                                |
|---------------------------------|--------------------------------|
| • <b>In the classroom</b>       | • <b>With special programs</b> |
| • <b>In the lunchroom</b>       | • <b>In the Nurse's office</b> |
| • <b>On special events</b>      | • <b>In the office</b>         |
| • <b>With the Soaring Eagle</b> | • <b>Through PTO</b>           |
| • <b>As a class expert</b>      | • <b>At home</b>               |
| • <b>On the playground</b>      | • <b>On field trips</b>        |
| • <b>On Site Council</b>        | • <b>In the Library</b>        |
| • <b>With Homework</b>          | • <b>Reading with students</b> |

**Whatever you do – VOLUNTEER!**

## MRCs PARENT TEACHER ORGANIZATION

**Join the PTO.** It meets once monthly, the second Monday of the month, at 6:30 p.m. in the Library. The MRCs Parent Teacher Organization is:

- A forum for parents and teachers to meet and exchange ideas
- A place to discuss and share ideas on up-coming fund raiser or social activities
- Assisting teacher's meet the needs of students

PTO fosters school support by raising funds for the school and our students, sponsoring Teacher Appreciation Day, and arranging all-school activities. They support the school through activities that raise funds that allow us to provide new equipment, augment classroom funds, and provide some programs that would otherwise be unavailable.

**Please attend the monthly meetings and become involved!** It is very worthwhile and important for your children to see your involvement in their education.

STOP AND JOIN THE PTO! We need you 😊

PTO Officers

President: Jennifer Clarke & Tama Carson

Vice President: Amy Mead

Secretary: Heather Mitchell

Treasurer: Misty Neville

## MRCs SITE COUNCIL

**SITE COUNCIL** is the group of parents, and staff members charged with making the decisions that focus on increased student achievement. It is the link between the school and the community. The Site Council sets long-range goals, and makes decisions on issues that affect the entire school, after consultation with staff and parents.

Site Council meetings are open to the public, and parents are encouraged to attend to assist in problem solving issues and solutions regarding the operation of our school. Call or write your parent representatives, voice your opinions through the PTO, or attend meetings in person. **Consider serving with this important group!** Site Council meetings are held in the MRCs library on the 2<sup>nd</sup> Monday of the month at 5:30 p.m.

## DID YOU KNOW?

**FAMILIES INVOLVED IN THEIR CHILDREN'S  
SCHOOLS HAVE BEEN SHOWN TO BE  
THE #1 INDICATOR OF STUDENT ACHIEVEMENT  
AND SUCCESS!**

## HELPING YOUR CHILDREN LEARN TO READ!

*“The most important 20 minutes  
of your day:  
Read with your Child!”*

*Read Every Day!*

**Make reading fun!** You and your child should both enjoy the story. Don't get discouraged or give up. Find a comfortable place to sit and relax. Sit so both of you can see the book – side by side is the best. Find a quiet place away from other children, phones, and the television!

**Before you read,** take a few minutes talking about the book. Look at the pictures – what might be happening? Discuss a new concept, or word. Let the child predict what the story will be about. Discuss the setting and the characters.

**During reading,** be sure to discuss the story. Was that a surprise? Did you think that would happen? Make sure you use the pictures to help you as you are trying to read the words.

**After reading,** be sure to ask your child questions. So many of our children can read the words, but when you ask comprehension questions – it is obvious they did not gain information from what they read. With much practice in this area, you will see an improvement!

**Friday Fun Night Fundraisers**  
**6:00 - 8:30 p.m.**  
**Suggested Donation \$10.00/student**

Friday, September 16

Friday, January 20, 2012

Friday, October 14

Friday, February 17

Friday, October 28

Friday, March 16

Friday, December 9

Friday, April 20

**Site Council/PTO Meeting Dates**  
**5:30 p.m. & 6:30 p.m. • MRCS Library**

Monday, September 12

Monday, January 9

Monday, October 10

Monday, February 13

Monday, November 14

Monday, March 12

Monday, December 12

Monday, April 9

Monday May 14