



TAKU ELEMENTARY

Taku will foster a safe and welcoming learning environment to support the diverse needs of all students where everyone is valued and strives for success

Student Handbook **2026-2027**

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School Information:

Taku Elementary School office hours are from 6:30 am - 3:30 pm daily.

Office Phone Number: 907-742-5940 Fax Number: 907-742-5959

Office Staff: Kaitlin Tallman, Principal

Rachel Musselman, Administrative Assistant

Ayahanna Israel, School Secretary

Ellie Smith, School Nurse

Address: 701 E. 72nd Avenue, Anchorage, AK 99518

School Mascot & Colors: Tigers, blue & yellow

Telephones/ Cell Phones:

Students are allowed to use the office or classroom phone only for business or in case of emergency. Students must have permission from their teacher and office staff to use the office phone. A student calling to see if they can go home with a friend is not considered business or emergency and permission may not be granted to the student. Urgent messages can be delivered to students, but *please do not count on messages reaching your child or children if you call after 2:00pm.* **Cell phones are to be turned off and left in backpacks in school. They are not to be accessed during the class day, at recess, or taken to restrooms.**

Building Security:

All exterior doors will be locked from 8:00 am - 2:30 pm. The only access will be the main entrance, where you must ring the doorbell to enter the school. Security cameras are recording at all times. All outside doors must remain closed and locked when not in use.

Daily Schedule:

7:30am: Teacher's Report Time

7:40am: Supervision Outside – Students should not arrive before 7:40 am, because there is no Supervision. This is according to ASD policy.

7:50am: Arrival Bell Rings

8:00am: School Starts/Tardy Bell

10:35-1:30: Recess and Lunch According to Grade Level

2:30pm: Dismissal Bell

Attendance:**Absences:**

ASD considers school attendance extremely important, therefore regular attendance is expected of all students. Teachers will provide makeup work for absences due to illness or family emergencies, but may not for vacations or voluntary absences.

****Please call the office before 9:00 am to report an absence on the attendance line**

(option 1). An automated “robocall” attendance phone message goes out to all students with an unexcused absence. Elementary households will receive calls, beginning at 10 a.m.

The recorded attendance notification message is the district’s official parent notification of an unexcused absence. The attendance notification messages are translated into five of the district’s most common languages besides English.

*Students arriving after 9:30 am are considered absent for the morning.

*Students that leave before 1:00pm are considered absent for the afternoon.

*A Pre-Approved Absence for Extenuating Circumstances form will need to be completed at the school’s office for pre-approval of a vacation or other voluntary absences.

*If you are leaving town and your child is staying with a friend or relative it is necessary to inform the school. Contact information for the person(s) responsible for your child in your absence must be provided to the school.

Tardies:

ASD considers tardiness a serious disruption to the education process, not only for the student, but also for the teacher and the entire class. Students will be marked tardy after 8:00 am.

Schoolwide Rules:

The ultimate goal of our discipline plan is that students take responsibility for their own behavior. We strive to treat students the way we expect them to treat others.

Behavior Expectations and Guidelines for Success:

Taku Tigers will have a:

*Positive Attitude

*Always be Safe

*Work Hard

*Show Respect

Playground/Recess Expectations for Students:

Takes Responsibility

- Return equipment
- Follow playground rules
- Lineup when bell rings
- Stay within playground boundaries

Initiate Safety

- Use equipment correctly
- Wear appropriate clothing
- Gentle touch

Give Respect

- Use kind language

- Be a good sport
- Take turns/share equipment
- Quickly follow adults' directions

Engage as a learner

- Listen
- Be a friend
- Learn new games

Respond as a peaceful problem solver

- Use Kelso's Choices/CHAMPS expectations
- Include others
- Agree on game rules

Student Dismissal Expectations

Take Responsibility

- Follow hallway expectations
- Keep track of gear

Initiate Safety

- Walk in the hallway in a single file order
- Wait to be personally dismissed by teacher
- Wait in designated area to load the bus, keeping hands and feet to self

Give Respect

- Follow on-duty staff directions
- Treat others with kindness

Engage as a Learner

- Know and follow procedures and expectations

Respond as a Peaceful Problem Solver

- Use Second Steps Problem Solving Skills / Kelso's Choices
- Foster new friendships
- Remind others of expectations in a polite voice

Responsible Hallway Behavior

Takes Responsibility

- Go straight to destination
- Keep hallways clean
- Stay in line

Initiate Safety

- Keep hands and feet to yourself
- Stay to one side
- Walk facing forward
- Stop at designated points

Give Respect

- Use kind words
- Use walking feet

- During school hours voice level 0-1
- Respect others' work

Engage as a learner

- Be a role model

Respond as a peaceful problem solver

- Use Kelso's Choices
- Remind others of rules in polite ways

Picking Children Up From School:

For the protection of students, and to prevent unauthorized persons from taking children from school prior to dismissal or at the close of school, the following procedure will be followed:

- * No child will be permitted to leave with anyone other than the parent or guardian unless permission from the parent or guardian has been secured.
- * Any person or people picking up children from school are to report to the office first to sign them out. Do not go directly to classrooms to pick up children. Teachers have been instructed not to release children without authorization or documentation in the office. **Be prepared to show ID to an office staff member.** No child will be called down to the office for early dismissal without parents being present.
- * **Phone calls to the school must be made by 2:00pm when requesting early dismissal or to relay a message to your child.** Late requests to pick up or relay a message to a student between 2:00-2:30pm are discouraged.
- * Parents/Guardians with custody concerns need to provide a copy of the complete court documents to the school to be on file.

Emergency Telephone Numbers:

Should a child become ill or hurt at school, we will contact the parents. If we cannot contact the parents we will utilize the emergency contact numbers. We stress that this information is very important for the well being of your child. Should your telephone numbers change during the school year, please call the office to update your information.

Please notify the school in writing if you will be out of town and your child will be temporarily staying with a friend or relative.

Birthdays

It is the policy of the school district that class time is not taken for student birthdays. The issue is time and nutrition. Parents should prearrange with the teacher prior to bringing snacks or treats to school for the entire class. Parents are encouraged to bring healthy treats. Birthday invitations should not be distributed at school unless every student in the class is invited. Teachers will wait for a break instructional time or end of the day to hand out any snacks. Any parents wanting to volunteer to pass out snacks or be present at the end of the day must be on the approved volunteer list.

Bus Transportation:

Riding the bus is a privilege. If a student's conduct is such that the health, safety, comfort, or well being of other students/staff is jeopardized, the privilege of riding the bus may be denied.

Bus Rules:

- Follow all the school rules while waiting at the bus stop and riding on the bus.
- Wait in line quietly and board when it is your turn.
- Fighting, yelling, & inappropriate language are not allowed.
- Everyone must be seated when the bus is in motion and stay seated until reaching the bus stop.
- When walking on the sidewalks, stay clear of the curb area.
- Always be respectful of the bus driver and follow the driver's directions.

The consequences for the above rules are:

1st Referral: Warning letter from bus driver given to Principal for conference with student.

2nd Referral: Probationary status. May lose bus privileges.

3rd Referral: Bus suspension for 1-3 days.

4th Referral: Suspension for 5-7 days; possibly until end of the quarter

*Fighting or physical aggression on the bus moves directly to student to step 3.

Bicycles:

If students have parent permission, they are welcome to ride their bicycles to school as long as they observe bicycle safety rules. Students who ride bicycles should be aware of the following:

- Before riding their bicycle to school, the student must have a signed bicycle permission form on file in the office.
- Helmets are required. No Exceptions!
- Bicycles will remain locked throughout the day to the bike rack.
- Upon entering the school grounds, bikes are to be walked directly to racks.
- If bicycle safety rules are not followed, permission to ride will be revoked.

Skateboards:

No Skateboards are allowed on school property

Breakfast & Lunch at School:

Breakfast and lunch will be offered to all students for free.

Menus can be viewed on the ASD Student Nutrition website.

*Cold Lunches: Be sure to clearly label your child's lunch box or bag. **Food items that need reheating are not to be sent to school.** It is important for students to eat a nutritious lunch for their ability to learn at school. Candy, soda, and caffeinated beverages are not allowed for school lunches.

School Newsletters:

Newsletters will be emailed out at least once a month and will also be available on our website and posted on Facebook. It will include dates of upcoming school events and important information. The lunch and breakfast menu will also be included.

Visitors & Parent Volunteers:

Parents are always welcome to our school! Parents are required to fill out a volunteer application process to visit the classroom or volunteer at the school. Parents can find the form at <https://www.asdk12.org/volunteer> or by clicking [here](#). More information can be accessed by reviewing the following [memorandum](#) from Office of Equity and Compliance.

Parents MUST be on the approved district volunteer list, and must sign in at the office and pick up a visitor's badge if visiting a class. Younger and older siblings (that do not attend TAKU) are not to be in the classroom, on the playground, or on a field trip during school hours. Please check with your child's teacher, at least a day in advance, if you'd like to volunteer in your child's class.

- Classroom visitation must be set up with the teacher in advance and approved by the principal. 48 hours advance notice is required.

Personal Items:

It is strongly recommended that students do not bring valuables or money to school as they may be lost or taken. The school will not be responsible for personal items. Toys should be left at home. Electronic games, iPods & iPads, and trading cards are not permitted at school. These items may be given to the Principal and a parent or guardian will need to pick the item up from the office. ***Cell Phones are discouraged and are not to be used during instructional time.***

Lost & Found:

Each year we accumulate a large amount of unclaimed clothing items. The Lost and Found is by the GYM and MPR for the purpose of keeping the items. We send unclaimed items to one of the social agencies in town about twice a year. If your child cannot find a glove, hat, boots or other items, have him/her check for two or three days and it will likely show up in the lost and found box. Check with office staff for smaller items such as jewelry, watches, glasses and keys. Please be sure to mark your child's belongings with his/her name.

Books and Materials:

Any textbooks, library books, computers that are issued to students, on a loan basis, becomes the responsibility of the student for care. In case of loss or unreasonable care and damage, the student will be asked to pay for the book or materials. Students are asked not to write in textbooks, other than names, as it damages the book for further usage.

Children may also check out books from our school Library. These books are loaned on a short-time basis to allow more children to have use of the materials. We ask that children return books on or before the due date so they are available to other children. Students are to treat books kindly to prevent excessive wear and damage. If a book is misplaced or lost, please notify the librarian and a bill will be sent to cover the replacement cost of the book. If the book is found, a refund will be made to you.

Report Cards:

There will be 4 report cards this year: 1 for each quarter. The report cards will be available in October, January, March, and May. Student report cards can be accessed on Parent Connect in Q. A paper copy can be requested by the office. Report Cards are finished processing a week into the next quarter.

Parent Teacher Conferences:

Parent/Teacher Conferences will be held at the school after the 1st quarter and midway through the 3rd quarter. During the year many situations arise which may be handled most efficiently in a conference with your child's teacher. Parents are encouraged to call or write their child's teacher to schedule a conference. Teachers are not available to discuss your child or answer questions during class time. Therefore, in order to avoid disappointment at not being able to see the teacher, please send a note, send an email or call so that a time and date can be arranged for the conference. Student progress reports will be sent home midway through each quarter, during the school year.

Field Trips:

Classes may have the opportunity to take educational trips to various locations in the community. In order for a student to participate in a trip, it is mandatory that a signed parent permission slip form be on file in the office. If a student does not return the signed permission slip back to school, the student will remain at the school. Students who do not maintain appropriate behavior expectations may also lose their privilege to participate.

Parents may be asked to drive on field trips. If you wish to volunteer you must have the appropriate insurance coverage. The coverage required is liability insurance in the minimum of \$100,000/ \$300,000: bodily injury and property damage insurance in the amount of \$10,000. Seatbelts are required. Parent drivers must also have a current Alaska driver's license and fill out the necessary form in the school office before the scheduled trip. One form per driver is good for an entire school year. Forms can be accessed on the school district website by clicking [here](#).

*Younger and older siblings (that do not attend TAKU) are not allowed to go on field trips.

Classroom Parties:

Classrooms are allowed 3 parties per year. They are held during the last hour of the day.

Note: If on special occasions a parent would like to bring refreshments for an entire class, prior arrangements should be made with the classroom teacher. Treats shall be given at the end of day with no loss of instructional time. To avoid hurt feelings, we also request invitations to private parties not be distributed at school unless they're given to the entire class.

School Dress Code:

The purpose for a dress code is to protect the right of each student to an education and maintain an effective learning environment in the school. The following dress codes must be observed:

1) Hats, hoods, caps, and bandanas must be off in the school at all times.

2) No sagging pants dropped below the waistline.

3) No Pajamas or pajama-like pants should be worn, except on Taku spirit days.

4) No clothing that displays alcohol, drugs, tobacco, or inappropriate pictures or messages.

5) No short shorts, short skirts, midriff shirts, low cut shirts, or shirts exposing one's back are to be worn at school.

6) Ripped jeans or holes in pants should be below the knee and should not expose much skin.

6) Belts must be worn appropriately. Chains hanging from the belt, pant loops, or wallet are not permitted.

7) Zero Tolerance for gang-related dress, body markings, and tattoos.

8) Shoes must be worn at all times.

Children must be dressed for Alaska's weather conditions. In the winter, a warm coat or jacket, a hat, mittens or gloves, and boots are required. Snow pants are strongly recommended especially for younger students. *Boots are essential for cold winter days. Students should have a pair of shoes kept at the school for changing into. It is not healthy to wear boots inside all day.

Gym Shoes:

For your child's safety and health, we require special shoes for gym use. These should be soft, white rubber soled shoes, and should be kept clean for gym use. These gym shoes should be well marked with your child's name as they are to be left at school, in your child's classroom.

Recess:

All children will be expected to play outside during recess as long as the wind chill factor is not lower than -10 degrees Fahrenheit. Weather conditions will be monitored in the office before sending students outside for recess.

Recess Restriction-Health:

If your child is ill in the morning before school, it is in his/her best interest to remain at home. Students should stay home from school when they have, for example, abnormal temperature, undiagnosed rashes, colds, sore throats, red or running eyes, abdominal pains or nausea. If your child is returning to school after an illness, a note from the doctor is necessary for the child to remain indoors during recess. “Written excuses from doctors will allow a child to remain inside during cold or inclement weather, but any child well enough to come to school is generally well enough to go outside.” ASD EAM Policy 342.31

Medication:

Medication cannot be dispensed in the school unless a written request to do so is submitted to the principal and nurse from the child’s physician. This includes aspirin and cough drops. All medication is to be kept in the school nurse’s office, not in the classroom or with the child. If at all possible, medication schedules should be arranged to dispense the medicine at home. If you have a question regarding this matter, please contact our school nurse.

Animals & Pets:

Any animals visiting classrooms must have:

- The permission of the Principal/Teacher
- Adequate cages
- Adequate food and water supplies
- All classroom visits must serve an educational purpose

Due to the possibility of danger to children, we cannot allow pets to run loose on the school grounds, and will be forced to call the Municipal Animal Control Officer. Please attempt to keep family pets from following children to school. This is in compliance with Anchorage Municipal Ordinance Code 17 Section 10

The following animals are prohibited in the school:

Birds (Parrots, Parakeets, Cockatoos: they can spread Psittacosis)

Rats (Municipal Ordinance)

Ferrets (Any animal in the weasel family)

Turtles (Can spread Salmonella)

Any animals, which cause an allergy to a child, will be immediately removed from the school.

Safety:

Please discuss these rules with your child:

- Be sure your parents know where you are at all times
- Always walk in a group or with a friend to/from school
- Go directly home when school is dismissed

- Don't talk to strangers. Walk away!

Ice Skating:

During the winter an attempt will be made to maintain the ice rink for physical education classes and afterschool skate nights. Students who bring ice skates to school must have skate guards. The skates and guards should be clearly labeled with the child's name.

Emergency Drills:

We will be holding several emergency drills monthly, including building evacuation drills. These drills help us learn the most efficient procedure to move children safely out of the building in case of an emergency. Every class has a designated emergency exit. When hearing the alarm, students leave the room in a single file line to a safe area in an orderly manner. *In the case of a real emergency, and we need to evacuate the building, we will walk to Kendall Toyota. You will be notified of our location.*

Emergency School Closure:

All radio and TV stations will broadcast any emergency school closures by 6:00 am. Detailed information about the closures can also be seen on the ASD website. Please do not rely on an automated call to notify you of a school closure, as the call volume can cause delays.

Weapons on School Grounds:

The Anchorage Assembly Ordains: Section 1:

It is unlawful for any person to have in his/her possession or control within the grounds of or on a parking lot immediately adjacent to public or private preschool, elementary, junior high or secondary school:

- A revolver, pistol or other firearm
- A switch blade, gravity or any knife other than a folded pocket knife (one which requires the bearer to physically pull the blade from the handle before it can be used), or a dirk or dagger
- A slingshot, metal knuckles, club, billy, black jack, or other instrument whose intent/purpose is use as a weapon.

Knives, Guns, and Other Dangerous Objects at Taku:

Knives, guns of any type (play or real) including water pistols, or other dangerous objects such as firecrackers, caps, cigarette lighters and matches are forbidden at school. If brought to school, they will be confiscated until such time as parents come to get them. For those items whose possession is against the law, we must, by law, report their possession to the proper authorities. Please see the school district student handbook for more information regarding weapons at school.

Drugs and Look-a-like's:

The actual or attempted sale of, use of, or possession of intoxicating liquor, illegal drugs or substances designed to look like illegal drugs or substances purported to be illegal drugs while under the jurisdiction of the school shall be subject to appropriate corrective action including suspension and/or expulsion from school. The first offense is a seven-day suspension from school to a drug program. The second offense is a 45-day suspension from school. The principal may take disciplinary action regardless of whether or not criminal charges or prosecution result. Students and their possessions may be searched for contraband. Please see the school district student handbook for more information regarding Drugs and Alcohol at school.