

# Alpine Elementary School

## 2008-2009 Handbook



### **A Love & Logic Approach to School Culture**

As a school, we have decided on using techniques taken from the Love and Logic behavior program. We feel that students need to be given the tools that will help them make positive choices and understand the consequences of their actions.

General rules that will be used school-wide are:

1. Follow Directions
2. Keep hands, feet, and objects to yourself
3. No name calling, put downs, or teasing
4. Respect self, others, and all property

"We believe that each person can be responsible for their own actions."

The Love and Logic program provides many useful techniques that can be implemented at home.

### **Accidents and Illness**

If accidents or illness occur, the school will contact the parents or the designated person on the health information sheet. The Emergency and Health Information Sheet is critical, and we ask that you return it and keep it up to date. Sick children will not be sent home unless officially signed out from the school.

### **Alpine Foundation**

School patrons may make a tax-deductible contribution to our school through the district's Alpine Foundation. The donation can be designated to the school or a specific classroom. Forms are available in the office

### **Arriving at School**

Students should not arrive more than 10 minutes before the 9:05 AM bell. Supervision is not provided in classrooms before or after school. As the 9:05 AM bell rings, students should enter through the designated door assigned by their teacher.

### **Attendance**

The Utah Compulsory Attendance Law requires that children between six and eighteen years of age attend school unless excused by the Board of Education.

Frequent absences or tardies disrupts the instructional and learning process. The process is often difficult to repeat.

**TARDY** - Parents should notify the teacher through a note or phone call that their child will be tardy if the circumstance is beyond their control. Every effort on the part of the student should be made to be on time.

**TRUANCY** - Deliberate absence from school with or without parent knowledge.

**EXCUSED ABSENCES** - include verifiable illness or other family emergencies. Please do not keep your child out of school to shop, baby-sit, etc. Please send a note to the teacher to verify an excused absence.

\*Teachers and school personnel will make every effort to work with students and parents to encourage consistent attendance. After 3 consecutive unexcused absences, the teacher will contact parents. After 6 consecutive unexcused absences, the principal will contact parents. Calls will often be made home if a student has an unexcused absence.

### **Bicycles & Scooters**

Children may ride bicycles or non-motorized scooters to school. Upon approaching school grounds, students should walk their bikes, remove their rollerblades, or fold their scooters. Bikes should be taken directly to the bike racks and locked. Scooters may be taken in and put on the step below the coat racks. Because of safety, bikes and scooters may not be ridden during school hours (i.e. during recess). Students should remember to always walk bikes when crossing the street and to use crosswalks. We are asking that students walk their bikes on the sidewalk east of the school until they reach the intersection of 400 North and 600 East on the rush home.

### **Book Fairs**

Books will be available for students and parents to purchase at our book fairs. Both book fairs will be held in conjunction with Parent Conferences. Please consider these books to add to your student's home collection.

### **Book Orders**

Many teachers distribute order forms for students to purchase books through companies at reduced prices. If you choose to participate, please write a check payable to the specific book company. Please contact your child's teacher with questions.

### **Classroom visits**

Parents are welcome to visit their child's classroom. For the safety of our students, please check in at the office first. Please make arrangements with the teacher in advance if you wish to visit. Please limit the visit to 30 minutes and do not interrupt the teacher or students during the visit.

Occasionally, out-of-town friends or cousins come to visit family during the school year. Because of liability issues, these guests are not to accompany students to school.

### **Closed Campus**

For the safety and welfare of students, we maintain a closed campus. Students should not leave the school grounds without permission. Please send a note if you want your child to go home during lunch. Students should not accompany friends home for lunch.

### **Dress Standards**

We appreciate your help in making sure that your child is dressed appropriately for school. Some important guidelines are included that may be helpful.

**Hair** - Should be clean and well-groomed. Hair styles that are distracting or need constant attention are not acceptable.

**Clothing** - Should be neat, clean, and not distracting in appearance. Clothing with slogans or insignia which are contrary to the educational purposes of the district are not allowed. Short shorts, short skirts, halters, bare midriffs, cutoffs, and jeans of a "grubby" type are not acceptable.

**Headwear** - Hats and other disruptive headwear should not be worn during classtime.

**Footwear** - Shoes and socks should be worn at all times. Sandals are permissible, but flip flops are not appropriate for PE and other activities. When snow boots are worn, please send shoes to be worn in the building.

**Dress for the Weather** - Children should arrive at school dressed so they can play comfortably outside. All children are expected to go outside after lunch unless the weather conditions are extreme. If you desire your child to stay in after lunch because of illness, please send a note to the teacher.

### **Family Representative**

In order to conserve paper, many newsletters, announcements, and information will be sent home with one student. One child in each family will be designated as the family representative.

### **Fees**

Students in kindergarten through sixth grade shall not be charged fees. However, donations will be accepted towards supplies, assemblies, fieldtrips, or other activities. No child will be penalized for not making a donation. If a student loses or destroys school property, the cost of repair or replacement is not a fee and will not be waived.

### **Field Trips**

Occasionally, classes will extend learning beyond the classroom by going on a field trip. Your child's teacher will send home information and a permission slip regarding each field trip. Donations to help cover the cost of field trips may be requested. Parent volunteers are often asked to help supervise during trips. We appreciate your help, but ask that preschool age children not come along.

### **Gum and Candy**

No gum or candy should be eaten in the school. Birthday treats should be purchased at the store.

### **Homework**

Homework is an extension of class work, and studies show that it is effective in helping students make greater educational gains. Parents are encouraged to become involved in what their children are doing in school by working with them. Please provide a quiet place and time for students to work effectively.

### **Medication**

School personnel cannot give children medication without a written "medication administration release form" completed by the physician. The form is available in the office.

### **Newsletter**

*The Yodeler* newsletter is published and delivered during the first week of each month. The purpose of the newsletter is to keep everyone informed of what is happening at school. Extra copies will be available in the front foyer. Our website has a more detailed list of events, as well as the Monday Memo

### **Parking and Student Drop off/Pick up**

Please follow safe traffic procedures when driving near the school. Please drop off and pick up along the curb only. Please pull to the end of the drop off area if you are waiting for a student, therefore allowing other parents to pick up their children. If you need to enter the school, please do not park along the drop off zone. Plenty of parking is available in the back parking lot or along the street.

### **Pets**

Pets should not be brought to school unless arrangements have been made with the teacher. Parents should accompany the pet to school and take it home after it has been shown. No pets are allowed on the bus.

### **Phone Use**

School phones are for school business and emergencies only. Please make arrangements with your child prior to school about day care, whether to walk home, etc. A phone is available to call with illness, lunch charges, etc.

### **PowerSchool**

Parents have access to their child's grades on the internet. There is a link to PowerSchool from our school website: [www.alpine.alpinedistrict.org](http://www.alpine.alpinedistrict.org)

### **PTA**

The PTA is organized to support and speak on behalf of children at our school, assists parents in developing skills needed to raise and protect children, and encourage parent and public involvement in public school throughout the nation.

The objectives of the PTA include:

- Promote the welfare of children in home, school, and community.
- Raise the standard of home life.
- Secure adequate laws for the care and protection of children.
- Bring home and school into close relation.
- Develop unified efforts between educators and the general public.

### **Report Cards**

Student progress reports will be sent home at least three times throughout the year. As mentioned, you may access current grades through PowerSchool. If you have questions or concerns about your child, please don't wait until Parent conferences. Your child's teacher will be glad to meet with you about your child's progress. Please contact them and make an appointment.

### **Safe Schools**

It is Alpine School District's intent to maintain a safe and positive atmosphere by prohibiting acts of violence, aggressive behavior, intimidation, possession of

weapons, criminal behavior, or gang activity on school property. The Safe Schools Policy prohibits disruptive acts, dangerous weapons, hazing or harassment, abetting, gangs, secret societies, hate groups, and other prohibited acts.

### **Definitions**

**Disruptive acts:** Acts that disrupt the daily operation of the school including but not limited to physical or sexual assault, intimidation, aggression, possessing or displaying a dangerous weapon.

**Dangerous weapon:** An item capable of causing death or serious bodily injury, or a facsimile or representation of the item. Dangerous weapons as deemed by these rules shall include but not be limited to firearms, knives, metal knuckles, straight razors, explosives, and poisonous gases.

**Hazing/Harassment:** Intimidation of a student or staff member or any act that injures, degrades, or disgraces a student or staff member.

**Abetting:** The act of supporting, encouraging, and/or assisting activities which violate the Safe Schools Policy.

**Gang/Secret Society/Hate Group:** A group of two or more people who form an allegiance and engage in a range of disruptive behaviors that may include violent or unlawful activity or which advocate hatred or discrimination on the basis of race, religion, sex, national origin, or disability.

**Other Prohibited Acts:** Students may not:

- a. Wear, possess, use, distribute, or sell any clothing, jewelry, emblems, badges, symbols, signs, or other things which are evidence of membership or affiliation in any gangs, secret societies, or hate groups.
- b. Commit acts, or use speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in gangs, secret societies, or hate groups.
- c. Use speech or commit any acts or omissions in furtherance of the interests of the gang, group, or society, including, but not limited to 1) soliciting others for membership, 2) requesting persons to pay for protection or otherwise intimidating or threatening any person, 3) committing other illegal acts or other violations of school district policies, 4) inciting other students to act with physical violence upon any other person, 5) defacing school property (books, lockers, walls, etc.)

Students who participate in other prohibited activities described above shall be dealt with in accordance with the procedures outlined in Alpine School District's Rules and Regulations.

### **Sexual Harassment**

Alpine School District is committed to the maintenance of a learning environment which is free of any form of sexual harassment; an environment where students may attend school free of unwanted conduct or communication of a sexual nature; one which is in compliance with the state and Federal laws dealing with this form of discrimination.

### **Spirit Days**

Fridays are Spirit Days at Alpine Elementary. On these days, students are encouraged to wear their Alpine Elementary shirts or a shirt with the school color (blue). Some spirit days may include a special theme. We encourage school spirit and hope that you can help your child join in.

### **Student Check Out**

For safety and legal concerns, parents must come into the school to pick up their children if they need to be checked out during school hours. Students will be turned over to their parents or guardians after the parent or guardian has signed the check out log. Please do not ask over the telephone to have a child sent home. Parents should not call to ask that a child meet them outside. Your understanding and cooperation with this policy is appreciated.

### **School Community Council**

This committee is made up of four parents, two teachers, and the principal. It is established to address concerns and work on continual school improvement. If you have any items that you wish to be covered, please get them to the principal or PTA president.

### **School Song**

Oh, Alpine Elementary we pledge our hearts to you.  
Our students are the very best in everything we do. Rah! Rah!  
We work and play and triumph with friends and teachers too.  
Our spirits bright, we soar in light,  
we're eagles through and trough.  
Rah, rah, rah, rah, rah!  
Rah, rah, rah, rah, rah!  
Go..... Eagles!

### **Website**

Our school website is updated regularly. Please check it often for information, dates, and activities at the school. [www.alpine.alpinedistrict.org](http://www.alpine.alpinedistrict.org)

