

Alpine Elementary Handbook 2017 - 2018



ALPINE

ELEMENTARY

WHERE DREAMS TAKE FLIGHT

Website: www.alpine.alpineschools.org

Skyward website: <https://skyward.alpinedistrict.org>

Alpine Foundation website: <http://foundation.alpineschools.org>

Phone: 801-610-8700

Fax: 801-756-8527

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 yourself, others, and property

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

Accidents and Illness

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

Alpine Foundation

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

Arriving at School

If students are eating breakfast, they should not arrive earlier than 8:30 a.m. and no earlier than 8:45 a.m. if they are not eating. Supervision is not provided in classrooms before or after school. As the 9:00 a.m. bell rings, students should enter through the door designated by their teacher. If students arrive late, they must be dropped off at the main entrance for check-in.

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.

TARDY - Being late, delayed or arriving after the scheduled time. Parents should notify the teacher through a note or phone call that their child will be tardy, especially if the circumstance is beyond their control.

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

EXCUSED ABSENCE - Absence that has been prescheduled or excused by parental or guardian. Excused absence may include verifiable illness or other

family emergencies. Parents should notify the teacher through a note or phone call to verify an excused absence.

UNEXCUSED ABSENCE - Absence that was not prescheduled or excused by parent or guardian. In some cases, an unexcused absence may be the result of an unavoidable circumstance, such as a death in the family or a sudden illness.

*Teachers and school personnel will make every effort to work with students and parents to encourage consistent attendance. Calls will often be made home when a student has an unexcused absence. After 3 consecutive unexcused absences, the teacher will contact the parent(s). After 5 consecutive unexcused absences, the principal will contact the parent(s).

*Please also see the attendance policy sent home in the Alpine Elementary mailer and posted on the Alpine Elementary website.

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 inside school 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 when using 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 during 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 during Parent Conference weeks. Please consider purchasing 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. All orders will be placed online. 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.

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

Dress Standards

We appreciate your help in making sure that your child is dressed appropriately for school. Some important guidelines are included below that should be followed. Dress standards are applicable to both female and male students. Ultimately, a violation of the dress code will be enforced and determined by school staff only. Students are discouraged from "tattling" on other students standard of dress. Standards within the classroom will be per teacher discretion.

Hair - Should be clean and well groomed. Hairstyles 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 Alpine School district are not allowed. Short shorts, short skirts, halter tops, "spaghetti strap" tank tops, bare midriffs, cutoff jeans, and jeans of a "grubby" type are not acceptable. **Shorts and skirts should be at least "fingertip" length (the place where the fingertips reach when arms are down to the sides of the body).***This is exactly the point that short shorts reach to.*** What about the "four-finger" length rule, that shorts cannot be shorter than four fingers above the knee.**

Headwear - Headwear, including hats and bandannas may be worn as long as they do not have slogans or insignia that are contrary to the educational purposes of Alpine School District or are distracting to the learning environment. Headwear contrary to this policy are not allowed.

Footwear - Students should wear footwear appropriate for recess and physical activities. When snow boots are worn to school, they must be taken off while students are inside the building and placed on the step under the coat rack. Students will need to be sent with additional shoes to be worn while in the building.

Dress for the Weather - Children should arrive at school dressed so they can play comfortably outside for any season. All children are expected to go outside after lunch. The only exception to this expectation is when the weather conditions are deemed extreme and the principal advises students to stay inside. Alpine School District guidelines state that students should be kept inside in temperatures that feel colder than 20 degrees Fahrenheit. If you desire your child to stay in after lunch, please send a note to the teacher.

Email

A weekly email from the principal is sent out via Skyward. The purpose of the email is to inform the Alpine Elementary community of current events, upcoming events, news and other school-related information. This email may also be found on the school website under the tab "School Info, then select "Principal's Page"

from the dropdown menu. Please make sure we have your updated email address so you will be able to stay informed. You may update your email address with the front office or online with Skyward.

Family Representative

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

Fees/Donations

Students in kindergarten through sixth grade shall not be charged fees. However, donations will be accepted to be used towards supplies, assemblies, field trips, and other activities. As donations are optional, no child will be penalized for not making a donation.

Field Trips

Occasionally, classes will extend learning beyond the classroom by going on a field trip. Your child's teacher will send home information prior to each field trip. Parent volunteers are often asked to help supervise during these trips. We appreciate the extra help, but children that are not an Alpine Elementary student are not permitted to come along.

Homework

Homework is an extension of class work, and studies show that it is effective in helping students make greater educational gains. Homework is expected to be completed promptly and turned in on a regular basis. 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 student's physician. This form is available from the office. ***Students may not bring medication from home to be taken at school without this written permission.*** Medication should be taken while under adult/school staff supervision. **(Can medication be stored somewhere at the school and how may it be accessed and who can access it?)**

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. This will allow for 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. Please obey the crossing guard and other staff members helping to

direct traffic and maintain your student's safety. (Where is the "drop-off" area?)

Pets

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

Cell Phones and Other Electronics

Student cell phone use at school (in class or at recess) is prohibited. If a student brings one to school, it must be turned off and stored. Phones being used during school hours will be taken by the teacher and kept until the end of the day. We strongly urge that students not bring games or other items that may get lost or stolen. In-class use of these items, however, is within discretion of the teacher. When used, the Appropriate Use Policy will apply to personal devices.

School Telephone Use

School phones are for school purposes and emergencies. Please discuss before-school and after-school arrangements with your child, prior to each school day regarding day care, whether to walk home, etc. Calls are allowed regarding illness, lunch charges, etc.

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 functions 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. You may access current grades through Skyward. If you have questions or concerns about your child, please don't wait until Parent Conferences. Your children's teachers will be glad to meet with you about their progress. Please contact them to 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 or

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

Definitions

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

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.

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.

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.

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

Vandalism: Action involving deliberate destruction of or damage to public or private property. If a student loses or destroys school property, the cost of repair or replacement is not a fee and will not be waived.

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, walls, etc.)

Students who participate in any prohibited activities described above will be dealt with in accordance with the procedures outlined in Alpine School District's Rules and Regulations Policy. **(which can be accessed where?)**

Sexual Harassment

Alpine School District is committed to the maintenance of a learning environment which is free from 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 state and federal laws regarding this form of discrimination is of utmost importance.

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 such as Crazy Hair Day or Cowboy Day. We encourage school spirit and hope that you can help your child join in.

Student Check Out

For safety concerns and legal requirements, parents must come into the school office to pick up their children if they are 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 located on the front office countertop computer. 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. A child will not be allowed to be checked out or sent home this way. Your understanding and cooperation with this policy is appreciated.

Alpine Elementary School Community Council (SCC)

This committee is made up of five parents, two Alpine Elementary 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 contact the principal or a SCC representative. **(needs a better description of what this council is and what it does.i.e. How it is different from the PTA)**

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 through.

Rah, rah, rah, rah, rah!

Rah, rah, rah, rah, rah!

Go..... Eagles!

(is there someplace the music accompaniment can be accessed? How does the music go?)

Technology

All computer students must have an "Electronic Internet Permission Form" signed by their parent(s) or guardian to be able to use the Internet at Alpine

Elementary! Please go to Skyward, login with your family username and password, and click the current School Year, Start the Student Information Update for each student. (This only has to be done once per student, per school). Step-by-Step Instructions are found here: [AUP Online Instructions](#)

Website

Our school website is updated regularly. Please check it often for information, dates, and activities at the school.

**Revised 8/12/16*

