

**Aspen Elementary**  
**“Home of the Eagles”**  
**Student - Parent Handbook**  
**2015 – 2016**



**“Dream It, Believe It, Achieve It”**

<http://aspen.alpineschools.org>

Aspen Elementary School  
A Chinese Immersion School  
945 W. 2000 N.  
Orem, Utah 84057  
(801) 610-8100  
Brad J. Davies, Principal

August 2015

Dear Parents,

Welcome to a new school year at Aspen Elementary. We are looking forward to a new school year because great things are taking place at Aspen.

Our theme this year is “Dream It, Believe It, Achieve It.”

We invite each child to take advantage of a year full of learning, growth, and enjoyment. The educational process involves every teacher, all students, and every parent to make it happen. We invite you to participate in your child’s educational process. We will also continue with our flex-time, which allows every student the opportunity for intervention/extension activities.

Aspen teachers will be addressing the 4 Essential Questions:

- 1) What is it we want our students to learn?
- 2) How will we know if they have learned it?
- 3) How will we respond to the students who do not learn it?
- 4) How will we respond to the students who do learn it?

We are continuing with our Chinese Immersion this year. It is a wonderful opportunity for our school and our community.

Join us as we continue to bring our school community together. Great things are happening at Aspen Elementary. Come on in! Get involved!

Sincerely,  
Brad J. Davies,  
Principal

## Aspen Elementary Staff

Position	Employee	Room/Ext. Number
Principal	Brad Davies	750
Secretary	Kathy Smith	755
Office Assistant	Mignon Sandgren	756
Head Custodian	Phil Hansen	761
Media Specialist	Cindy Kennard	759
Lunchroom Manager	Unju Johnson	760
TSA	William Shumaker	751
Kindergarten	Karla Bowles	101
First Grade	Kristen Cottrell	106
	Lisa Johnson	108
	Caitlyn Andrus	105
	Peifen Carter (Chinese)	107
Second Grade	Jaylynn Payne	120
	Judy Lee	119
	New (Chinese)	118
Third Grade	Lynnette Kelly	109
	Brittany Smart (2/3 split)	110
Fourth Grade	Whitney Johnson	117
	Carlie Christensen	115
Fifth Grade	Michelle McManus	113
	Moniqua Duncan	114
Sixth Grade	Randa Mortensen	112
	Shana Vanisi	111
Special Education	Patti Tripp	122
Resource	Emilie Whitehead	121

## Aspen Elementary Staff Continued

Position	Employee	Room/Ext. Number
Adaptive PE	Adam White	143
Technology	Lara Washington	116
Music/Art	Heidi Green	140
Nurse	Mandy Jennings	144
Psychologist	Jolene Campbell	142
Speech & Hearing	Cathy Nuttall	137
Alpine School District		801-610-8400

# Aspen Elementary

## Student/ Staff/ Parent Compact

The **STUDENT** accepts responsibility to:

- Attend school every day and be on time to all classes.
- Come to school prepared with books, paper, pencils, and any materials or assignments as directed by the teacher.
- Follow directions of Aspen Elementary staff members.
- Maintain a positive attitude toward learning and believe in your ability to succeed.
- Respect one's self and the rights and property of others.

The **STAFF** accepts responsibility to:

- Provide a quality instructional program for each student.
- Provide an orderly and clean classroom for a safe learning environment.
- Develop programs and activities that will respond to the academic, social, emotional, personal, and physical developmental needs of each student.
- Assist parents in helping their child develop self-discipline, self-respect, and self-confidence so that he/she may participate in school as a responsible member.
- Regularly update grades on Skyward.
- Regular communication with parents regarding student progress.

The **PARENT** accepts responsibility to:

- Send my child to school each day on time, prepared with all necessary materials, well rested, fed and properly dressed.
- Check my child's homework on a daily basis.
- Provide my child with suitable study conditions at home such as a desk or table, lights, books, and supplies.
- Communicate with my child's teacher when I am concerned about my child's schoolwork or health.
- Read the Aspen Elementary Newsletter and notes sent home regularly to gain knowledge of what is happening in the school.



# ASPEN POLICIES AND PROCEDURES

## ATTENDANCE

Utah Compulsory Attendance Law requires parents to have their children between the ages of six and eighteen years of age in attendance in school unless they have been excused by the Board of Education. Consistent attendance at school helps children learn and achieve success. Frequent absences or tardies of the students from the day-to-day classroom experiences disrupts the instructional and learning process. The benefits of instruction, once lost are often difficult to regain. The school will be using Parent Link to contact you whenever your child is absent. **Please notify the school before 9:30 am when your child is absent or will be absent.** 801-610-8100.

- **TARDY** – Arriving to class fifteen minutes after the tardy bell to start class. Parents should notify the teacher through a note if their child was tardy due to circumstances beyond their control. We need your help in teaching students to be responsible. Continual tardiness will be referred to the principal.
- **ATTENDANCE:** Students are to be in school for 3 hours before counted in attendance.
- **TRUANCY** – Deliberately being absent from school with or without parent’s knowledge. Excused absences include: Verifiable illness and family emergencies such as hospitalization or death of a family member.

**EARNEST AND PERSISTENT EFFORT** – Teachers and school personnel will make every effort to work with the student and parent to encourage attendance. Sluffing is a serious offense. Students who are truant with parent’s knowledge may be referred to the district attendance officer for educational neglect.

- Student Attendance affects Aspen Elementary Adequate Yearly Progress (AYP). We desire all students to be in an environment of academic learning.
- In cases of illness, please keep your child home. We have students attending Aspen who have severe health issues. We want well children at school each day; ill children home recuperating.

## GENERAL BEHAVIOR GUIDELINES

Students are responsible for their individual behavior and for creating a sound, educational environment by abiding by all school behavior guidelines.

### BEFORE SCHOOL

- District policy states that students are not to arrive at school earlier than 15 minutes before class begins at 8:00 or 9:15, since no formal supervision is provided. If you leave for work early, we encourage you to make needed arrangements for your children with a neighbor or babysitter.
- Children may ride bicycles or scooters to school, but they are not allowed in the building. Students should walk items on school property and secure their bikes or scooters upon arrival. Do not play on or near the bikes during the school day. Before and after school do not ride bikes on the blacktop.
- Roller blades are not permitted on school grounds. Students who choose to roller blade to school should remove them and put on shoes prior to entering school grounds.
- Skateboards are not allowed at school, as they cannot be locked up.

### DURING THE SCHOOL DAY

#### GENERAL RULES

- Teachers have the right to teach. Students have the right to learn.
- Each person is responsible for his/her own actions.
- Each person will respect themselves, others, and property.
- Students may not leave the school grounds without permission of the principal.
- Students should request permission from the teacher to leave the classroom.
- No pushing or roughhousing is allowed while waiting for the bus. Please remain in the bus line waiting to board the bus.

### HALLWAY EXPECTATIONS

- Follow directions the first time to a polite request.
- Keep hands, feet, and objects to yourself.
- No name-calling, put downs, swearing, or teasing.
- Walk.
- Use indoor voice.

### RESTROOM EXPECTATIONS

- **VANDALISM WILL NOT be tolerated.**
- Do not play in the restroom.
- Keep hands, feet, and objects to yourself.
- Use indoor voice.
- Use paper products, soap, and water appropriately.
- Enter, go, flush, wash, leave.

### PLAYGROUND EXPECTATIONS

- **VANDALISM WILL NOT be tolerated.**
- Follow directions the first time a teacher or playground aide asks.
- Bullying will NOT be tolerated.
- Keep hands, feet, and objects to yourself. Rock throwing is prohibited.
- No name-calling, put downs, swearing, or teasing.
- Use playground equipment and grounds safely.
- Stay inside school boundaries.
- Everyone plays - no lockouts.
- Tackle games or play fighting is prohibited.
- Gymnastic moves are prohibited, i.e. handstands, hand springs, flips.
- When the bell rings, playing stops and return immediately to class.
- If what you are doing is not fun for someone else, stop doing it.
- Snowballing, creating, or using ice slides is not permitted.

### LUNCHROOM EXPECTATIONS

- **FOOD FIGHTS ARE PROHIBITED.**
- Follow directions the first time to a polite request.
- Keep hands, feet, and objects to yourself.
- Sit down and eat all of your lunch.
- No name-calling, put downs, swearing, or teasing.
- Use a quiet indoor voice.
- Do not trade or touch others' foods.
- Clean up after yourself.

### AFTER SCHOOL

- Students should leave the school building and grounds when school is dismissed.
- Students staying after school for scheduled, supervised activity must make prior arrangements for a way home.
- Students are to respect each other while waiting for the bus or riding on the bus. This includes ALL adults on duty or driving the bus.

### BREAKFAST AND LUNCH

- Breakfast will be served from 7:35 a.m. to 7:55 a.m. and from 8:55 a.m. to 9:10 a.m. in the lunchroom. The cost is \$1.00 per meal (ticket: \$17.00 per month) and \$.30 per meal (ticket: \$6.00 per month) for those who qualify for the reduced price.
- Lunch prices are \$1.75 per meal (ticket: \$30.00 per month) or \$.40 per meal (ticket: \$8.00 per month) for those who qualify for reduced price.
- Payments are welcomed before school. If possible pay at the Food Service Office located at 759 East Pacific Drive, A.F., Utah.
- Make all lunch checks out to ASDL (Alpine School District Lunch).
- Parents may eat breakfast for \$1.65 or lunch for \$3.85. Parents must pay with cash, as the child's account cannot be billed for an adult meal.
- Those wishing to set up a direct payment plan for school lunches may contact District Food Services at 610-8031.
- If a student is without food or money, they may charge one meal in an emergency. The charge must be paid the following day. Remember, parents are responsible for meals, not the school. All charges must be collected before a child will receive their promotion slips and grades.
- Those wishing to apply for free or reduced price meals may obtain an application form at the office or at District Food Services in Lindon.

### FREE OR REDUCED LUNCHES

To apply for free or reduced meals, households should complete an application and return it to the school or District Food Services, 759 East Pacific Drive, A.F., Utah. Information will be sent to all homes in Alpine School Districts Summer mailer. Instructions will be in the mailer to ensure that students who qualify to receive benefits will receive them the first day of classes. Those who were on free or reduced lunches at the end of last year will remain on the program for 30 days. Reapplication must be made for families to remain qualified. Even if you do not plan on using free or reduced lunches, if you qualify, it is important that you apply.

## CHECK OUT PROCEDURES

For safety and legal concerns, parents **MUST** come into the school to pick up their children if they need to check them out during school hours.

- **SICK OR INJURED CHILDREN** – A parent or authorized designee must come, personally, to the school office to pick up students during school hours. Students will be called from class only after a parent or designated adult has signed the checkout log.
- **Parents may not call and ask that their student be called out of class prior to their arrival, meet them outside, or be allowed to walk home.** Please plan to allow time to check your children out of school in the main office.
- Unless the school has a copy of a court order designating custody, the student cannot be prevented from leaving school with either parent or guardian. **Only those persons you have designated on the student's Emergency Health and Information form may check out your child.**
- Your understanding and cooperation with this policy is appreciated.

## CHECK IN PROCEDURES

For safety and legal concerns, parents **MUST** come into the school when children are returning to school.

- Parents are to check child in at the office.
- Walk child to their classroom.
- Wave at the teacher so that the teacher knows child has been returned to school by parent. Please do not interrupt teacher instruction.
- **Please do not expect office staff to walk your child back to class. Parents must accompany child back to class.**

## CLASSROOM DISCIPLINE PLAN

It is the intent of the faculty to establish and maintain a non-disruptive learning atmosphere in:

- A safe environment in which students may experience success both academically and socially.
- An environment that fosters respect for self, others, school, and the community.
- A positive environment in which good citizenship and self-discipline is practiced.

Teachers have the primary responsibility to deal with discipline in their classrooms. Each teacher will review school and classroom discipline policies with students. If infractions cannot be resolved within the

classroom, the situation will be referred to a cooperating teacher or the principal. Student misbehavior may warrant one or more of the following:

- Teacher conference with child.
- Loss of student privileges (i.e. lost recess privileges).
- Parent/student conferences contact.
- Sent to the principal.
- In-school suspension or out-of-school suspension.

## CLASSROOM VOLUNTEERS

Parents are encouraged to volunteer in the classroom and/or Take Home Library. Please contact your child's teacher to arrange a schedule. In the library, there is a volunteer record book. We would appreciate having you record the time spent helping in the classroom.

## CLOSED CAMPUS

For the safety and welfare of children, and in compliance with school board policies, we maintain a closed campus. Students should not leave the school ground from the time school begins in the morning, until it ends in the afternoon. Please help instruct your child about the safety and risk issues involved. Parents entrust the school to protect their child. The school entrusts the students to follow school rules. Parental support in following school rules is imperative. Please make arrangements with the school if you want your child to go home for lunch. Students should not accompany friends home for lunch.

## CUSTODY & GUARDIANSHIP

Copies of legal paperwork **MUST** be submitted to the office **YEARLY** in cases regarding legal guardianship and custody issues. The school should not be placed in situations where disputes and custody issues are generated. Please arrange to have updated copies of legal mandates from the courts on file in the office **before** school starts in August. This will avoid any disruption to the school process. If we do not have anything in writing in the office, we do not know how to comply with guardianship or custody issues.

## EMERGENCY EVACUATION

Our intent is to train students in safe emergency evacuation procedures, as well as earthquake and fire safety. An EMERGENCY RELEASE FORM must be filled out yearly to ensure correct information. The form is conveniently written in English and Spanish. This form is separate from the Health Form (BOTH FORMS MUST BE FILLED OUT AND RETURNED TO THE SCHOOL). In the event of an emergency, which necessitates evacuation from the building, the following procedures will be followed:

## SCHOOLWIDE EMERGENCIES

- In case of evacuation where we are unable to return to the building, students will be taken to the south field of the school to await pick up.
- If the south neighborhood needs to be evacuated, we will transport our students to the LDS Stake Center, north of the school, to await parent pick-up.

## INJURED OR SICK CHILDREN

- If a child is sick or injured while at school, we will notify parents or individuals designated on the “Emergency and Health Information Form”. This form must be filled out each year. Please keep the principal and secretary informed of all information subject to change.
- Since we do not have the provisions to take care of sick children for long periods, please provide us with accurate information and names of people who could pick up your children and take care of them if needed.
- The sick bed in the office is a temporary accommodation for students. We are unable to keep students on the sick bed for more than 10 – 15 minutes, while waiting for parents to come and pick up their child.

## DAILY SCHEDULE

Breakfast	Track A	7:35-7:55
Breakfast	Track B	8:55-9:10
School Schedule Monday	Track A	8:00-1:15
Tuesday-Friday	Track A	8:00-2:15
School Schedule Monday	Track B	9:15-2:30
Tuesday-Friday	Track B	9:15-3:30
Kindergarten Monday	Track C – K-AM	9:15-12:00
Tuesday-Friday	Track C – K-AM	9:15-12:00
Kindergarten Monday	Track D – K-PM	12:35-2:30
Tuesday-Friday	Track D – K-PM	12:35-3:30

## DRESS STANDARDS

School is the student’s place of business and students who are dressed in appropriate school clothing seem to do better. Please help students observe the following dress standards as adopted by Alpine School District and Aspen Elementary. When shopping for clothes to return to school, we encourage families to keep in mind the dress code.

- Students are expected to dress modestly and appropriately for the weather to neither endanger their health nor detract from the learning environment. We advise coats or jackets for cold weather.
- Acceptable shorts and skirt lengths are (2) two inches above the knee and no shorter. No bike shorts.
- Shirts, blouses and other tops must have a sleeve and must cover the body to the waist. Bare midriffs, tank tops, halter-tops, mesh shirts or tops are NOT permitted. The belly should not show in normal body movement. No large neck or arm openings.
- Clothing containing vulgarities, profanity, rock bands, or advertisements for alcohol, tobacco, and drugs are not acceptable. Students will be required to turn their shirt inside out.
- Sagging or oversized clothing distracts from the learning environment and is highly discouraged.
- Hats or other headgear may not be worn during school hours. Bandanas are prohibited.
- It is highly recommended that students do not wear flip-flops or sandals without a strap over the heel, due to any safety situation that may occur while participating in physical education and recess.
- Shoes that mark or damage floors are highly discouraged. Students, who wear shoes with wheels in the heels, will be asked to remove the wheels during school hours. If the wheels cannot be removed, they must be kept inside the shoes at all times.
- Body piercing other than in the ears is inappropriate for the learning environment.
- Distracting hair color, bleached hair, or hairstyles that interfere with the learning environment and are prohibited.

Parents are asked to dress their children appropriately when attending school, school functions, and activities.

## CELL PHONES and ALL HAND HELD DEVICES

We prefer that your children **DO NOT** bring cell phones to school. If you believe your child needs to bring a cell phone, the following procedures will be in place:

### ➤ Letter addressed to principal stating reasons for cell phone at school.

- Students will be required to turn off their cell phone every morning before school begins. Store in a ziplock bag in the office
- Provide a Ziploc baggie with child's name on it for cell phone protection and in cases of emergencies.
- Interfering devices such as cell phones, camera telephones, two-way radios and pagers invade others personal privacy.
- Aspen Elementary has telephones in the classroom for use.
- In cases of health issues please obtain permission from the principal to have these items on school campus.
- Leave ALL electronic communication devices at home.

## FAMILY ACTIVITIES / PTA ACTIVITIES

The purpose of family/PTA activities is to bring families together with a common purpose. The purpose is defeated when parents drop their children off, leaving them unattended. We **strongly** encourage families to attend together. Unsupervised children may get into mischief and trouble. Unattended students who are causing problems will be asked to call home for a parent to come and take them home. Please be considerate of PTA and school personnel who volunteer their time for these activities. These people are extremely busy and do not have time to supervise children left unattended. Parents are responsible for their children and their behavior at all times.

## FAMILY REPRESENTATIVE

The School Newsletter and other announcements will be sent home with the **OLDEST** student in each Aspen family. Please ask your **OLDEST** student to deliver these notices home. Additional copies are usually available to parents who come to the office.

## FEES

The Utah Constitution prohibits the charging of fees in elementary schools. Students in kindergarten through sixth grade may not be charged for textbooks, classroom equipment, supplies, assemblies, field trips, snacks, or for anything else, that takes place during the school day. If your student loses or destroys school property, the cost of repair or replacement is not a fee and will not be waived. Schools may charge for meals served at school. School funds are limited, and your school may need help. Teachers may ask for donations from time to time.

## FIELD TRIPS

Often opportunities arise for learning that extends beyond the school and occasionally classes will go on field trips. Your child's teacher will send home information regarding each field trip. Due to limited funds, the school may request a donation to help finance the trip. It is helpful if students purchase a school lunch if the field trip extends into the lunch period. School dress standards apply for all field trips. There may be some field trips that require special dress, please be understanding. Sometimes parents are invited to help supervise during trips. We appreciate this help, but preschool age children are not invited to attend. Please make other arrangements for your preschool children.

## FUNDRAISERS

*The school district sponsors one fundraiser that includes: Cookie dough. As a school, we will have a Fund Raiser month in October/November. We will participate in the following fundraiser: Cookie Dough.*

Students are not allowed to make items at home and sell them at school. Students should keep all "outside" fundraisers at home.

## HOLIDAYS

Holidays are a fun time to celebrate. However, some holidays have limitations to be followed.

- HALLOWEEN: We will be having a parade and class parties on, or near, Halloween.
- CHRISTMAS: There will be no student gift exchange at school



- VALENTINES: Valograms will be sold from February 1<sup>st</sup> through the 12<sup>th</sup> for 25 cents.

### HOMEBOUND INSTRUCTION

If your child has had an accident or illness and will have to miss ten or more days of school, he/she may be eligible to be taught at home by a district-hired private teacher. Please contact the school office for additional information.

### HOMEWORK

- Homework extends learning opportunities beyond the confines of the school day. Assignments should be well planned by the teacher and fully understood by the students.
- Homework helps children develop good study habits, foster positive attitudes toward school, and communicates to students the idea that learning takes work at home as well as at school.
- Homework should rarely exceed 30 minutes each night in K-3<sup>rd</sup> and 1 hour in 4<sup>th</sup>-6<sup>th</sup>. Parents can help by giving children a quiet place and time to work.
- Parents have the responsibility to see that students complete and return their homework.
- Parents may contact teachers with questions regarding homework.

### MEDICATION

No school personnel may administer oral medication to students unless a **Medication Administration Release Form** has been completed by the physician and is on file in the office.

- The medication must be in the original prescription bottle with the doctor's name (if necessary, the pharmacist will give you a second bottle so the prescription can be split between home and school.)
- PARENTS MUST BRING MEDICATION INTO THE SCHOOL, not a student.
- The pills must be counted, documented and stored in the school safe.

- If Tylenol is needed, permission from the parent must be obtained and may be given via the telephone to the principal, secretary, or school nurse.
- It is against State and District policies for students to carry their own Tylenol, cough drops, or any other medication.

### MONEY

When sending money to school with a student, please send it in a sealed envelope with the following information on the outside:

- Student's name
- Teacher's name
- Amount of money
- Purpose for the money

All checks sent to school for items other than lunch tickets should be made out to Aspen Elementary. The only exceptions are for student book orders.

### BOOK ORDERS

Many teachers distribute order forms to students allowing them to buy books through book companies at reduced prices. If you choose to participate, please write the checks to the specific book company for the exact amount. Do **NOT** send any cash to school. If you have questions, you may call your child's teacher.

### LUNCH MONEY

- Make all lunch checks out to ASDL (Alpine School District Lunch).
- Lunch money should be taken to the lunchroom in the morning.

### IMMUNIZATIONS

Utah State Law requires all children enrolled in a public school to complete immunizations or exemption and have the dates on file before admission to school. The school nurse will contact you if your child does not comply with the immunization requirements. Failure to meet these requirements may result in your child being excluded from school. This is particularly relevant to kindergarten and new students.

- Beginning 1984, all students enrolled in public school must complete diphtheria, tetanus, polio, whooping cough, measles, and rubella immunizations.
- Beginning 1999, students entering kindergarten must have the Hepatitis B series.
- Students entering after 2001 must have the Hepatitis A series as well as the Varicella (chickenpox) immunization if the child has not had the chickenpox previously.

### LOADING AND UNLOADING OF STUDENTS

Buses will come to Aspen each day. They will load and unload on the north side of the school. Please, do not park or drive in the **YELLOW** bus zone. Parents should pick up/drop off students in the designated drop off area. DO NOT park in the pick up/drop off area. **Please pull forward in the pick up/drop off area to facilitate safety for all children.** We encourage your respect and patience before and after school during these times. PLEASE SLOW DOWN. The speed limit is 5 miles per hour.

### LOST AND FOUND

- We ask that all caps, jackets, mittens, boots, etc. be labeled with your child's name.
- The lost and found is located in the west hallway near the outside doors. Valuable or tiny articles are to be turned in to the office.
- We encourage students to be responsible for their own personal items.
- All unclaimed items will be donated to Goodwill or Deseret Industries on June 15<sup>th</sup>.
- **MONEY AND VALUABLES -SHOULD BE KEPT AT HOME.** Student desks are not secure places for keeping valuables. School personnel are not responsible for lost or stolen items.

**TOYS AT SCHOOL** - Please do not allow children to bring toys of any kind to school. They reduce a child's ability to learn. School personnel are not responsible for lost or broken toys.

### NUISANCE AND/OR DANGEROUS ITEMS

- **DANGEROUS WEAPONS:** Any 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 include but are not limited to physical or sexual assault, intimidation, aggression, possessing, or displaying a dangerous weapon.
- **GUM** is **NOT** allowed at school.
- **HAZING/HARASSMENT:** Intimidation of a student or staff member or any act that injures, degrades, or disgraces a student or staff member.
- **ROLLERBLADES:** are not permitted on school grounds. Students who choose to roller blade to school should remove them and put on shoes prior to entering school grounds.
- **SEXUAL HARRASSMENT:** 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.
- **SKATEBOARDS & SCOOTERS:** are not allowed to be ridden on school grounds. If they are they may be taken away.
- **ELECTRONIC GAMES, ETC.:** Electronic devices of any kind are **NOT** to be brought to school. These items will be confiscated and sent to the office. A parent **MUST** come into the office to reclaim these items. Aspen Elementary is not responsible for any lost or stolen items.

### NURSE

- If you have immunization questions please contact Aspen's School Nurse. She is at Aspen on Friday.
- The school nurse is the most appropriate health care provider in the school setting. The purpose of the health program through an assigned registered nurse is to enhance the educational process by the modification or removal of health-related barriers to learning. It can also promote an optimal level of wellness.
- Please refer and **POST** in your home the Communicable disease page sent home at the beginning of the school year. Please keep your child home if they are ill. This is a protection to others.

### SPECIAL ACCOMMODATIONS

If you or your child has a disability that requires special accommodations, please contact the school principal.

## STUDENT EDUCATION PLANS (Parent Conferences)

*Our Student Education Plan (SEP) conferences will be held October 7<sup>th</sup> and 8<sup>th</sup>, 2015 and February 3<sup>rd</sup> and 4<sup>th</sup>, 2016. SEP Conferences are held to set student goals, which will enhance student learning. We will also focus on the progress that your child has made. Parents will need to enter this website to select the time they would like to attend SEP Conferences.*

<http://www.canyoncreeksoftware.com/scheduler/ut/alpine/index/cfm>

Password is: Eagles. Notes will be sent home with instructions to log on.

## STUDENT SUPPLIES

The school will furnish all necessary supplies (pencil, paper, crayons, etc.). We encourage children to have a book bag or a backpack to carry materials to and from school. Some teachers ask for donations, and you are welcome to donate to your child's classroom or the school.

## TELEPHONE USE

School phones are for school business and emergencies only. Students are allowed to call for illness, lunch charges, etc. Please arrange daycare needs, homework and books, etc. before school. Please avoid calling your child during the school day unless it is an emergency. We try to avoid interrupting class instruction as much as possible.

## SAFE SCHOOLS

It is the policy of Alpine School District to maintain a safe school environment conducive to learning. The Alpine School District Safe Schools Policy prohibits disruptive acts; dangerous weapons; hazing/harassment; abetting, gangs and hate groups; and the other prohibited acts as defined and described in these rules and regulations.

➤ **ABETTING:** The act of supporting, encouraging, and /or assisting activities that violate the Safe Schools policy.

➤ **GANG/HATE GROUPS:** 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 or race, religion, sex, national origin, or disability. Bullying is unacceptable and will not be tolerated.

➤ **OTHER PROHIBITED ACTS:** Students may not:

1. 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.
2. Commit acts, or use speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in any gangs, secret societies, or hate groups.
3. 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.
  - 5) Defacing school property (books, walls, etc.)

*Students who participate in prohibited activities shall be dealt with in accordance with the procedures outlined in Alpine School District Rules and Regulations.*

## RECESS

➤ All students are expected to be outside during recess breaks. In extreme weather conditions (low chill factor, rain or snow), or because of health problems, children will be allowed to remain inside.

➤ Please dress your child for weather conditions, i.e. jackets, coats, gloves, hat. Please check lost and found frequently for lost items.

➤ If you wish your child to stay in during recess for health reasons, please notify your child's teacher in writing. Should your request extend over a long time, (over a week), please send a note from a doctor or contact the school nurse.

➤ On bad weather days, administration adjusts for all children to remain in the school building, in their classroom, with productive activities.

## SAFETY TO AND FROM SCHOOL

Please review safe school routes with your children the importance of being safe on their way to and from school.

- Reviewing these rules every few weeks will make this school year much safer.
- Students should know the route you want them to take to and from school. Cross the street only with a crosswalk and/or the crossing guard. Students should obey crossing guard and traffic laws at all times.
- Students should never run in front of, or between, cars or buses. Students should not be walking unaccompanied in the parking lot.
- Impress upon the student not to talk to or accept rides from strangers.
- Encourage students to come **directly** home after school.
- Take the safest and most direct route home.

## RIDING THE BUS:

Safety is the primary concern on the bus. Students should show respect and act in a safe manner while riding the bus. Students are expected to follow all instructions given by the bus driver. A student, who chooses to consistently break the bus rules, will lose the bus privilege.

- Students should sit with their back to the seat, facing forward, with their feet on the floor.
- They should not yell, scream, argue, etc. Roughhousing is not permitted for the safety of all who ride the bus.
- All personal property and books should be neatly stored in a backpack on the floor or the seat next to them.
- The status of students' health influences their ability to learn. Health education is an essential part of the school nurse's role. Activities of the health education include:
  - Vision Screening
  - Immunization follow-ups
  - *Home visits*
  - Maturation

## PETS

- Pets should not be brought to school without prior approval of the teacher.

- Parents should bring and take the pet home immediately after showing it to the class.
- **NO** animals will be permitted on the bus.
- The Animal Control Officer will pick up animals lingering around the school grounds.
- NO pets are allowed inside the school building without prior consent. Please leave pets at home when checking in or out students **or** when attending school-sponsored activities.

## PTA

The PTA adds strength to our school by donating many hours to provide needed programs during the year. We encourage membership in the PTA by all parents. There are many ways you can be involved, big jobs and little jobs. We can find something that you feel comfortable with. Studies have shown that children who see their parents involved at school take school more seriously and perform better. Our school is a reflection of our community.