

Legacy Elementary School

Student / Parent Handbook



28 East 1340 North
American Fork, Utah 84003
Phone: 801-610-8711
Fax: 801-756-8568

<http://legacy.alpineschools.org>

Parents can access grades and assignments online via
Skyward at
<http://alpineschools.org/skyward-access>

“Everybody Learns Every Day”

We are delighted to welcome you and your child to Legacy Elementary School. Our goal is to make this a great year for everyone – students, parents, teachers, and staff. If you have questions, concerns, or comments, we encourage you to come in or give us a call at 801-756-8565. We recognize that parents are the most important individuals in a child's life and that success in school is strongest when parents and school personnel work together.

Parent/School Partnership

The STUDENT accepts responsibility to:

- Attend school every day and be on time to all classes.
- Come to school prepared with books, paper, pencil, materials, and assignments.
- Follow directions of Legacy Elementary staff members.
- Maintain a positive attitude toward learning and believe in your ability to succeed.
- Respect 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 relate to the academic, social, emotional, personal, and physical needs of each student.
- Assist parents in helping students develop self-discipline, self-respect, and self-confidence.
- Regularly communicate with parents regarding student progress.

The PARENT accepts responsibility to:

- Send my child to school each day on time, prepared with 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—desk or table, lights, books, and supplies.
- Communicate with teachers when I am concerned about my child's schoolwork or health.
- Read the school's newsletter and other notes, emails sent home to be consistently aware of what is happening in the school.

Legacy School Mission Statement:

“Everybody Learns Every Day”

We invite every student to take advantage of a full year of learning, growth, and enjoyment. We believe every student can and does learn every day. Every teacher, staff member, and administrator participates in educating every student at Legacy. Every parent participates in the educational process. Here are some ways Legacy ensures Everybody Learns Every Day:

Teacher Collaboration

Legacy teachers work together in collaborative teams. Every Monday school is dismissed one hour early so teams can meet to analyze student achievement data, discuss appropriate interventions, and improve instruction. Teachers ask four essential questions:

- **What do we expect students to learn?**
- **How will we know if they have learned it?**
- **How will we respond to students who aren't learning**
- **How will we respond to students who have already learned?**

Booster Club

This before and after school intervention is offered to students by invitation. Any student can participate as needed. Participation can last from a few days to a few weeks, and students may be invited more than once. Children are identified to receive instruction and practice beyond the classroom in order to master specific learning targets for their grade level. Small groups of students are taught by a paraeducator under the direction of a teacher. This “double dosing” model allows students additional time and practice with important learning. This is NOT a homework club. We urge parents of students who are invited to participate in Booster Club to make this a priority for their child. This intervention is part of our school improvement plan and is funded through School Trustland Grant money, as well as a grant from Alpine School District. Please visit with your child's teacher if you have questions about participating in Booster Club

Den Time

Every week at Legacy “Den Time” provides re-teaching and enrichment for students in each grade level. They receive additional instruction for identified concepts from the core curriculum. This weekly in-school intervention provides small group instruction for students who need more understanding as well as enrichment activities for students who are ready to explore concepts more deeply.

Focus on Assessment

Legacy Teachers are trained to provide assessment OF learning as well as giving assessments FOR learning. Some form of assessment happens in every classroom every day, both formal and informal. Here are two examples:

Three times each year teachers administer the Developmental Reading Assessment (DRA). This reading assessment measures student reading levels, strengths, and areas for improvement. Reading instruction is tailored to meet student needs based on this assessment, as well as more regular assessments and observations in the classroom.

Our School Improvement Plan is focused on improving Language Arts skills, specifically in the area of writing. Students are formally assessed schoolwide three times annually using a persuasive or argument based writing prompt. Teachers grade these collaboratively and work together to improve instruction based on assessment.

Legacy Triathlon Challenge

Any student can participate in the Legacy Triathlon Challenge. This challenge requires students to read books selected for their grade level, run four to twelve miles, and complete service for the school or community. Students can earn a bronze, silver, and gold medal. Students can download a reading list and tracking sheet online at <http://legacy.alpineschools.org/> or get one from the media center.

Special Education Services

Special Education and psychological services are available to students to promote healthy attitudes and habits, identify emotional and learning needs, and to help students in the educational setting. The decision to provide services is made by a team consisting of the parent, teachers, administrator, and school psychologist. This decision is made after looking at a variety of assessments. The team then develops an Individualized Education Plan (IEP) with specific academic, social, and/or behavioral goals for the student. A parent can request services by application through the principal. A teacher can also refer students for special education services after documenting specific interventions that have already taken place with resulting progress.

SCHOOLWIDE DISCIPLINE PLAN

We care deeply about each student at Legacy. It is our goal to encourage each child's growth of character. One way to do this is by expecting appropriate behavior and having natural consequences for inappropriate behavior. A safe, orderly climate creates a friendly, effective school. The Schoolwide Discipline Plan is based on character traits taught to all students. These include: RESPECT, HONESTY, RESPONSIBILITY, FRIENDSHIP, CARING, TRUST AND CITIZENSHIP.

Your child's teacher will have a classroom management plan in place in your student's classroom. Specific information about classroom management plans can be obtained from the teacher. The Schoolwide Discipline Plan governs behavior within and beyond the classroom, including hallways, restrooms, playground, lunchroom, during assemblies, recesses, etc. All adult employees in the school are familiar with school rules and are consistent enforcing them with all students.

Students are expected to abide by the following rules, which are posted throughout the school:

- **Follow Directions**
- **Keep hands, feet, and objects to self**
- **No name-calling, put-downs, or teasing**
- **Use appropriate voice level**
- **Respect self, others, property**

Positive Consequences: Students who consistently demonstrate good behavior can receive Good Student Award cards. These cards can be given by any adult in the school and recognize the child for his or her behavior. Cards can be turned in to the office and then are returned to the student with a positive recognition attached.

Negative Consequences: Students who fail to follow a school rule may receive a Behavior Consequence Ticket. This ticket describes the behavior and requires a parent's signature. Students who receive a Behavior Consequence Ticket must miss two recesses and complete a service project. Students who receive three tickets in one term will have a conference with the principal, their teacher, and a parent. Other appropriate consequences may be used when necessary and include the following:

- Explanation of the rules
- Teacher or principal interview
- Loss of privileges
- Student contract
- After-school detention
- In-school suspension
- Out-of-school suspension
- Expulsion

Parents are important and effective school partners to help students understand expectations and consequences. One purpose of the Behavior Consequence Ticket is to inform you in a timely manner when there is a problem at school and to deal with it positively. We want you to be able to work with your child early and prevent serious problems or patterns.

The following rules also govern students at Legacy:

1. Students have a right to learn. Any behavior that infringes upon that right will not be tolerated.
2. Students are expected to follow the schoolwide discipline plan.
3. Each student is responsible for his/her own actions and must accept the consequences of those actions.
4. Students are responsible to all teachers, supervisors, and adults and are expected to show courtesy and respect toward them. Students should treat each other with equal courtesy and respect. Fighting, vulgar language, swearing, name-calling, or bullying is not allowed.
5. Students are expected to treat school property with respect and care. School property that is damaged or destroyed will be replaced or repaired at the expense of the person(s) responsible. Graffiti is strictly prohibited on any school property including furniture, books, and the school building.
6. State law requires that students be supervised at all times. Activities in the gym, halls, classrooms, or on the playground without supervision are not allowed.
7. Snowballing, tackle football, running in the halls or classrooms, fighting, roughhousing, and other activities which have a high risk of injury are not allowed at any time.
8. By district policy, Legacy Elementary is a closed campus. Students are not to leave school property during school except as outlined in the policy for student checkout. Any student who violates this policy is subject to disciplinary action
9. Possession of weapons or drugs at school may result in expulsion.

1st – 6th Grade Daily Schedule (Tuesday – Friday)

Time	Scheduled Activity
8:00 – 9:10	A.M. Students, Small Group Time
9:10 – 9:15	Transition (P.M. Students arrive)
9:15	School begins for all students K-6
10:15 – 10:30	Upper Grade Recess
11:10 – 12:20	Lunch
1:25-1:40	Lower Grade Recess
2:15-2:20	Transition (dismiss A.M. Students)
2:20-3:30	P.M. Students, Small Group Time
3:30	Dismiss P.M. Students

1st – 6th Grade Daily Schedule (Early-Out Mondays)

Time	Scheduled Activity
8:00 – 9:10	A.M. Students, Small Group Time
9:10 – 9:15	Transition (P.M. Students arrive)
9:15	School begins for all students K-6
10:00 – 10:15	Lower Grade Recess
10:15 – 10:30	Upper Grade Recess
11:10 – 12:20	Lunch
1:25-1:30	Transition (dismiss A.M. Students)
1:20-2:30	P.M. Students, Small Group Time
2:30	Dismiss P.M. Students

**Kindergarten/Tuition Preschool Daily Schedule
Tuesday - Friday**

Time	Scheduled Activity
9:15	A.M. Kindergarten/Preschool begins
10:30 – 10:45	Kindergarten Recess
10:45 – 11:00	Preschool Recess
11:55	Dismiss A.M. Tuition Preschool
12:00	Dismiss A.M. Kindergarten
12:35	P.M. Kindergarten/Preschool begins
1:45 – 2:00	Preschool Recess
2:00-2:15	Kindergarten Recess
3:25	Dismiss P.M. Tuition Preschool
3:30	Dismiss P.M. Kindergarten

**Kindergarten Daily Schedule
Early-Out Mondays**

Time	Scheduled Activity
9:15	A.M. Kindergarten begins
10:30-10:45	Kindergarten Recess
12:00	Dismiss A.M. Kindergarten
12:35	P.M. Kindergarten begins
1:30 – 1:45	Kindergarten Recess
2:30	Dismiss P.M. Kindergarten

SCHOOL POLICIES AND INFORMATION

The following policies and information will be helpful to parents and students. Please review this information and share it with your child.

ACCIDENTS AND ILLNESS

Each family should update their student's health information on Skyward annually, including emergency contacts. In the event of an injury, illness, or accident we will contact a parent or emergency contact. In the event of an extreme emergency, appropriate medical assistance will be sought.

Students are expected to attend school unless they are ill. Please respect the health of other students by keeping your child home when he or she is not well. This will reduce the spread of infection at our school. Please use the following guidelines for illness. A child should stay home if there is:

- A fever over 100 degrees Fahrenheit
- Vomiting
- Diarrhea
- Persistent pain (ear, stomach, etc.)
- An unexplained rash
- A reddened eye or eyes with a cloudy or yellow discharge
- A runny nose (thick green/yellow discharge)
- Lice
- Sore throat, acute cold or persistent cough

ALPINE FOUNDATION

The Alpine Foundation is an excellent way for patrons to make donations to our school. The Alpine Foundation is a nonprofit 501(c)3 fundraising organization of Alpine School District. Donors may designate their contributions to a specific purpose or as undesignated. All donations are promptly receipted and are tax deductible. Please make checks to the Alpine School District Foundation, 575 North 100 East, American Fork, Utah, 84003. We have forms in the office for you to specify what your gift is to be used for or you can write it on the check.

ARRIVAL AT SCHOOL

School begins promptly at 8:00 a.m. for the early session and at 9:15 a.m. for the late session. Students remain outside until their start time, and each grade is assigned a door to line up at. A five-minute warning bell will ring when students should line up and wait for teachers to escort them to class.

Students are to arrive at school no earlier than fifteen minutes before the start of their school day and should return home promptly when dismissed. Supervision is not provided for students who arrive early or stay late. Please arrange your schedule and

your child's so as to avoid early arrivals. This will ensure your child's safety and will prevent distractions for other students.

Parents who drive their children to school are asked to use the loading/unloading zone in front of the school. For your child's safety, please do not drop off or pick up your student in the parking area, on the street directly in front of the school, or in the bus zone. Please prepare your child for school prior to arrival. The drop off area is NOT intended as a parking or waiting zone.

Drop students along either yellow curb, never in the center travel lane, then pull forward and exit through the center travel lane. Be courteous and use your turn signal to help others navigate our drop-off area. If you need to come into the school, please park in the parking area. Parents of preschool students are allowed to briefly leave their vehicle to sign in their students.

All students and parents must use the crosswalk in front of the school. For the safety of students, please form a habit of always using the crosswalk, even when you accompany your child.

Inclement weather: Students should come dressed appropriately for the weather, especially during winter months. A red flag will be posted at the front entrance on extremely cold (20 degrees or colder) or wet days. A.M. students will go directly to class on red flag days. P.M. students will go the gym until their 9:15 start time.

ATTENDANCE

Regular on-time attendance is a critical factor in achieving academic success. Students who are frequently absent or tardy miss valuable instruction. Students are required to make up any missed work. Some valid reasons for absence include illness, family death, and approved school activities. Parents are responsible to determine valid reasons for a student's absence. Parents must contact the school to excuse the absence. For your child's safety, please inform the teacher or school the day of or prior to your child's absence. The SchoolMessenger automated calling system will contact you by phone if your child is not in school and has not been excused for the absence. Students with ten or more unexcused absences or who show a pattern of tardiness may be contacted by the principal.

Supervision is provided for students who arrive on time; Students who arrive after their regular starting time are required to check in at the school office. Parents are asked to accompany the student to the office, check them in, and then ensure they arrive safely at class.

BICYCLES, SKOOTERS, SKATEBOARDS, ROLLER BLADES

Children may ride bicycles or non-motorized scooters to school. Upon approaching school grounds, students should walk their bikes or scooters, and remove rollerblades. Students should remember to always walk bikes when crossing the street and to use crosswalks. Bike racks are provided, and all bikes and scooters should be locked. When racks are full, students may also lock bikes to the fence near the bike racks, as long as bikes remain on the sidewalk only.

For student safety, Legacy requests that all students WALK their bikes on the sidewalk along 1340 North along the ENTIRE property line of the school during the rush home at dismissal times.

Students approaching the school from the east should enter school grounds at the FIRST driveway entrance along the sidewalk so as to avoid crossing in front of cars entering and leaving the school.

Skateboards of any kind are not allowed at school. Wheeled shoes (Heelys) are not allowed at school.

BOOK ORDERS

Many teachers distribute book order forms to students allowing them to purchase books at reduced prices. If you choose to participate, please write checks directly to the specific book company for the exact amount, or you can order online. If you have questions about a book order, contact your child's teacher.

BREAKFAST AND LUNCH

Legacy provides a breakfast and lunch program for students who choose to participate. Every student is assigned an account to pay for meals. Parents and students can make lunch payments in the kitchen before school and until 11:00 a.m. Any number of meals may be purchased in advance. You can also take advantage of Alpine School District's Automatic Payment Plan by logging on to www.mypaymentsplus.com. It is the parent's responsibility to provide lunch or lunch money for their child. Please keep you child's meal balance current. Your child's hand will be stamped when they have one meal or less remaining in their lunch account.

Breakfast	Student \$.85	Visitor/Adult \$1.50	
Lunch	Student \$1.75	Visitor/Adult \$2.75	Ala carte milk \$.30

Students who plan to eat school breakfast must arrive early enough to be served and eat BEFORE class begins. Breakfast will be served from 7:30 – 7:55 a.m. and from 8:45-9:10 a.m.

Children from households that meet federal income guidelines are eligible for either free or reduced meals. Application forms are available in the office or online at <http://alpineschools.org>. We encourage families to take advantage of this program.

Eating in the lunchroom is a privilege, not a right. Each class is assigned a table to eat at, and students can sit where they choose at that table. During warm weather students will be allowed to eat outside. Students are expected to have good table manners, clean up after themselves, and keep voices at an appropriate level in the lunchroom. Students who fail to keep school rules in the lunchroom may be assigned by the principal or supervisor to eat at a separate table, in another area such as the office, or be given other appropriate consequences.

Legacy provides a “nut free” lunch table for students with severe nut allergies. Any student is welcome at this table, and students with allergies often invite friends to join them. Lunches purchased at school do not contain any nut products. Students who bring a meal from home and sit at this table cannot have any nut products in their lunch.

BULLYING

Alpine School District is committed to providing students with safe and secure learning environments and believes a student’s ability to achieve academically can be reduced by bullying. Bullying can affect a student’s attendance as well as his/her sense of well-being. Bullying may result in physical illness, mental and emotional anguish and long-term social consequences. Bullying may be physical, verbal/written or psychological. Bullying is not allowed at Legacy Elementary. If your child experiences bullying, please inform the school immediately. If your child is involved in bullying other students, they will be disciplined according to the school wide discipline plan. You can reference Alpine School District’s Policy (#5181) on bullying online at <http://alpineschools.org/>. It also references the district’s discipline policy (#5180), which outlines potential consequences for bullying and other behaviors.

State law and Alpine School District Policy require that parents be informed when their child has been involved with bullying. We will work to do this in a timely manner so you can partner with us supporting your child.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

Telephones are available in each classroom and in the school office for students to use with permission from a teacher. Students are not allowed to use cellular phones and other devices (iPods, etc.) during school hours. This includes class time, recesses, and lunch. This does not prohibit students from their use under proper circumstances. The Alpine School District Board of Education recognizes the value of electronic communication devices as a learning tool. Devices should be used under the direction of the teacher. At Legacy this means that a teacher or administrator gives direct, limited permission and is present to supervise and monitor use.

Student phones must be kept in the “off “ position and put away during school. Faculty and staff may confiscate phones and other electronic communication devices from students who violate this policy. The device may be returned to the student at the closing of the day, or arrangements made for parents to pick it up. We strongly urge that students not bring games, mp3 players and other items that may get lost or stolen.

When a student is scheduled to be in class or involved in a regular school activity, it is a violation of policy for the student to have in his or her possession any electronic communication device or camera which is in the “on” position and ready to receive, send, capture, or record any communication, visual, image, sound, text, or voice message or other information.

Usage is also prohibited where a reasonable expectation of personal privacy exists such as restrooms. Neither shall devices be used in a manner that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, or embarrassed or intimidated.

CHECKING CHILDREN OUT OF SCHOOL

Parents must come to the office to pick up their children if they need to take them during school hours. We ask you to do the following:

- (1) Come to the office and sign the checkout log. Give the secretary the name of your child and their teacher. You will be required to show identification to check out students.
- (2) The secretary will call the classroom and have the child sent to the office.

If a child is to be taken from school during school hours, District policy requires that the parent or a responsible person (an immediate family member 18 years or older, or someone named on Skyward as an Emergency Contact) sign the child out in the office before removing the child from class. **We are not allowed to release a student based on a note, telephone call, or the child's statement.** The school must have proper documentation on file if any individuals are legally restricted from contacting a particular student at school. Please verify that this information is correct annually.

Please schedule vacations, appointments, and family events outside of the school day whenever possible.

Legacy School is a closed campus. This means that students may not leave the school grounds during the regular school day unless checked out. Compliance with this policy is enforced.

DRESS CODE

The Alpine School District Board of Education requires all of its students to conform to standards that avoid extremes and exemplify personal cleanliness.

- Students are expected to dress modestly and appropriately for the weather so as to neither endanger their health nor detract from the learning environment.
- Short shorts and short skirts are not acceptable. Baggy or extra large clothing is not acceptable. Pants and shorts should be worn on the waist at the beltline.
- Shirts, blouses, and other tops must have a sleeve and must cover the body to the waist. Low-cut tops, bare midriffs, tank tops, mesh shirts, or tank tops are not permitted.
- “Grubby” clothing or clothing containing inappropriate pictures, vulgarities, profanities, obscenities, or advertisements for alcohol, tobacco, or drugs are not acceptable.
- Hats or other headwear may not be worn indoors.
- Distracting make-up or hair color as well as distracting jewelry is not permitted.
- Students are expected to participate in P.E. activities and to be outside during recess daily. *Flip-flop style sandals and other loosely fitted shoes are not appropriate or safe for school.* It is suggested that students wear shoes that have laces, straps, or are fitted tightly enough around the heel to safely participate in all activities. Students are expected to wear shoes at all times.

Students wearing clothing in violation of the dress code may be directed to the office to call home for a new set of clothing before they can return to class.

EMERGENCY PROCEDURES

Students, faculty and staff practice emergency procedures regularly. These practice drills are coordinated with public safety agencies. Students practice for a variety of emergencies, including fire and earthquake, as well as school lockdown procedures.

In the event of an emergency, students will remain at school as long as the building and conditions are safe. Students may be released to parents or another responsible person identified on the student record as an emergency contact. Children must still be checked out through school personnel. Teachers will remain at school with students until all are safely released. If the school becomes unsafe, students will be moved to an alternate location.

Room mothers for each class will act as the contact person in the event of a school wide crisis. They will initiate contact with parents through class calling trees. The SchoolMessenger Automated calling and email system can also be activated during a crisis. Please rely on this contact and avoid tying up communication lines at the school.

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 assist with supervision during field trips. Preschool age children are not allowed to accompany parents on field trips.

The setting of some field trips requires that parents receive a background check prior to attending. One example of this is Clear Creek. Please plan ahead and submit information for a background check beforehand. This can be done in the school office. There is a small fee, and it will be valid for multiple years.

GRADES AND PROGRESS REPORTS

Students receive formal notice of progress three times each year, at the end of each trimester. Students in kindergarten – fourth grade receive a standards based report card, which indicates progress in specific areas of the curriculum. Fifth and sixth grade students receive a report card with letter grades in each subject. You can track your student's progress online any time through the Skyward Student Information System, <http://alpineschools.org/skyward-access>. This system allows you to request regular emails about progress and to access specific information about student assignments and attendance.

HOMEWORK

Homework varies according to individual teachers and the subject matter. Generally, students are provided time to complete many tasks in class; however, as homework is a natural part of school which helps students develop good study habits, students can expect homework assignments. Teachers endeavor to send home constructive assignments with specific purposes in mind. Unfinished daily work should be completed before students return to class. They will be ready for the next day's learning. In addition, students are required to make up work missed when absent as assigned by the teacher. If your child has trouble with the amount or difficulty of assignments, please contact the teacher.

All students are expected to read or be read to at home daily for homework. Your child's teacher will inform you of how to track their reading time and what reading materials are appropriate for your child.

IMMUNIZATIONS

Utah State Law requires all children enrolled in a public school to complete immunizations prior to admission to school. Students with incomplete immunizations will not be admitted.

LOST AND FOUND

To facilitate the return of lost clothing and other articles, please label your child's possessions with his/her name. Lost articles are placed in the lost and found. Several times a year, unclaimed articles are donated to a local charity.

MEDICATION

School personnel CANNOT administer any medication to students unless a "Medication Administration Release Form" has been completed by a physician and is on file at the school office. The medication must be in the original prescription bottle with the doctor's name.

Parents, rather than students, are to bring all medication to school. Medications should be given directly to the principal, secretary, or school nurse. The pills are counted, documented, and stored securely.

If your child is taking medication for a few days only (even if it is over the counter), we ask that you give it to him or her before school or come to school to administer it yourself. Students are not allowed to bring medication to school or administer it to themselves.

Children who have asthma can carry an inhaler at school. The office must still have a "Medication Administration Form" on file with permission from the parent and physician. In addition, students with severe food allergies should notify the school and develop a health plan for the child.

NEWSLETTERS/NOTES HOME

School information will most often be sent home electronically via email. Please be sure you update your email address on Skyward to receive notices from the school. If you wish to receive a printed copy of school notices, please inform the office.

Printed information will be sent home with the family representative (the **youngest** member of the family attending Legacy). Please stress to this child the importance of bringing notes home. Classroom notes will be sent home with the appropriate students.

PHONE CALLS

Parents are asked not to call their child at school or leave messages unless it is absolutely necessary. Student use of school phones is limited to urgent calls and children must have a teacher's permission to use the phone. Calls to teachers are generally forwarded to voicemail during the school day so as not to interfere with instruction. If you need to visit with your child's teacher, please call before or after school. All teachers also have an e-mail account.

PARENT-TEACHER ASSOCIATION

The PTA contributes significantly to the educational quality at Legacy. Patrons are encouraged to join, support, and participate in the PTA. Membership dues are reasonable, and help pay for worthwhile programs at the school and local level.

LEGACY COMMUNITY COUNCIL

The Legacy Community Council is made up of community members, faculty representatives, and the principal. Its purpose is to advise and make recommendations regarding the school and its programs, school district programs, and other issues relating to the community environment for students. The Council assists in developing a school improvement plan, School LAND Trust Program, and student safety plans. The council meets several times each year.

Nominations and elections for council members are held annually. If you are interested in serving on the council, please inquire at the school office.

RECESS

Recess is provided as an opportunity for physical activity, social interaction, and as a diversion from other schoolwork. School policy requires students to be outside where there is supervision unless arrangements have been made with the teacher.

Students who request to stay inside for health reasons must have a DAILY note from a parent. In most cases students who are too ill to be outdoors should be home recovering. Please note that students will be outside, even in cold weather (20 degrees and above is used as a guideline for outdoor recess). Students should dress appropriately for outside activity. Occasionally severe weather or poor air quality will necessitate that all students remain inside.

RESTRICTED ITEMS AT SCHOOL

Any item in the possession of a student that causes a disturbance or is potentially dangerous in class may be confiscated by a teacher or staff member. Students are discouraged from bringing distracting items to school, including toys. Other items that are not appropriate for school include lighters, matches, laser pointers, make-up, etc. Cellular phones and other electronic communication devices are only allowed according to school policy.

Bringing weapons (or weapon facsimiles) or drugs (including alcohol and tobacco) to school may be grounds for immediate expulsion according to district policy.

Restricted items on the playground include hard baseballs, lacrosse balls and lacrosse sticks. Skateboards are not allowed at school.

SAFE SCHOOLS

It is the policy of Alpine School District to maintain school environments which are conducive to learning. It is the 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 Alpine School District Safe Schools Policy prohibits disruptive acts and/or bullying; dangerous weapons; hazing/harassment; abetting; and gangs, secret societies, and hate groups; and other prohibited acts as defined and described in the Safe Schools Policy 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 State and Federal laws dealing with this form of discrimination.

STUDENT INSURANCE

Alpine School District makes low-cost student insurance available to all students each year. The parent purchases the insurance from a private company selected by the District after careful comparison with other companies for cost and benefits. Parents are encouraged to purchase the insurance to help defray costs if they do not have other health or accident insurance. Generally, student insurance should be purchased at the beginning of the year to cover the balance of the year. Alpine School District does not carry any accident insurance policy on students. A student's parents or guardians are responsible for costs incurred as the result of an accident.

TRANSPORTATION

Buses

Students are expected to demonstrate good manners and appropriate behavior while riding on school buses. Loud talk, vulgar language, disruptive noise, and vandalism are not allowed. Students must remain seated, and are directly responsible to follow directions as given by the bus driver. Students who fail to follow bus rules may lose the privilege of riding the bus. Fighting or bullying on school buses or at bus stops is not tolerated. Although the school is not directly involved in the transportation of students, we are concerned that students arrive at school and return home safely. Should there be a persistent problem, please notify the principal. Bus routes and times are available online at <http://alpineschools.org/departments/transportation>.

Please note: Kindergarten students on buses will not be dropped off midday without an adult present to pick them up. They will be returned to the school. Please visit with your child's bus driver if you have questions about this rule.

Parent Drop-off

Parents who drive their children to school are asked to use the loading/unloading zone in front of the school. Please allow enough time to arrive safely at school. Procedures for drop-off are explained under "Arrival at School."

VISITORS AND VOLUNTEERS

You are welcome to visit your child at school. For the safety of all students, please check in at the office first. Visitors must show photo identification, and wear a visitor's badge. If you would like to visit a teacher's class, please call and make arrangements in advance. Volunteers working with students, especially when a teacher or staff member is not present, will need to submit information for a background check.

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.

WITHDRAWAL OR TRANSFER OF STUDENTS

Should it become necessary to withdraw your child during the school year, please notify the office and the classroom teacher as soon as possible. This will give the secretary time to have the necessary forms ready when you come to withdraw your student.