

August 23, 2011

Dear Parents, Guardians, and Caregivers;

Welcome Back! I hope that you have had a wonderful summer. Our ESY program was very successful, and we are excited to have all of our students back in school.

We are looking forward to having a great school year. Please note that we continue to advocate for student safety, and require your support of our student check in/out policy.

Please be aware that students coming to school after school starts will need to be checked into the front office. The classroom teacher will then send an aide to escort them to class. When a student needs to leave school before the end of the day, they need to be checked out in the front office. The secretary will then call down to the classroom to have the student escorted to the office for checkout. Teachers and staff have been instructed not to release or accept any student unless this procedure has been followed.

At Dan Peterson School we are committed to your child's well-being and opportunities to make progress on their goals. I appreciate hearing from parents. Please feel free to call me at any time with questions, suggestions, or concerns.

Warmest Regards,

Kimberly D. Wong
Principal

FACULTY AND STAFF

PRINCIPAL

Kimberly Wong

SECRETARY

Kathi Wright

LUNCHROOM STAFF

Mona Reed, Manager

Cadi Card

Rachel Felix

PSYCHOLOGIST

O.T.

Jolynne Gordon

Vision

Corinne Haynie

Carren Devey

Carolyn Waters

FACULTY:

Elementary

Laura Alvord

Jill Downs

Katherine Matthews

Lenae Crandall

Barb Stiman

HEAD CUSTODIAN

Pam Covington

Sweepers: Erick Fowles

Matthew Gummow

OFFICE ASSISTANT

Berthann King

NURSES

Alex Whitt

Patty Shepherd

Pat Farr

SPEECH

Lynn Brown

Starla Blackburn

Gloria Dunn

P.T.

Jodi Phillips

A.P.E

Drew Rykert

Lexie Billings

Secondary

Tricia Lund

Jean Riches

Melanie Adams

Susan Wilkinson

Kayla Nichols

All of our wonderful aides, sweepers, bus drivers and volunteers!

DAN PETERSON SCHOOL
SCHOOL POLICY AND INFORMATION
FOR PARENTS AND STUDENTS

WELCOME TO DAN PETERSON SCHOOL

Welcome to Dan Peterson School We are looking forward to working with you and your child, while helping to provide opportunities for educational growth throughout the school year. This booklet will provide some information regarding the operation of Dan Peterson school. We would ask that you read this carefully so that you can understand the policies and procedures of the school. Please save this booklet for future reference throughout the year.

OPEN HOUSE

Our Open House will be held on Monday, August 22, 2011 from 2:00-4:00 p.m. Parents and students will be able to get acquainted with their new teachers and classrooms. A disclosure document will be given to parents explaining individual teacher schedules and progress reports.

STUDENT REGISTRATION AND VACCINES

All new students attending Dan Peterson School must be officially registered at the school, and provide proof of current immunizations **before the first day of attendance**. Exemptions or vaccine waivers must also be on file before attending school. Complete registration includes a copy of the students legal birth certificate (wallet size is not accepted), and an updated copy of vaccines.

PHONE CALLS

Phone calls to individual teachers should be made between the hours of 8:30-9:00 a.m., and 3:30-4:00 p.m. The rest of the day is devoted to student instruction.

Should you need to reach the teacher in case of an emergency, the front office will be happy to assist you. You may also ask to leave a voice mail for the teacher at any time.

SCHOOL LUNCH

School lunch is available for purchase by students. These meals are planned, prepared, and served by experts. **It is the parent's responsibility to provide lunch money for their student.**

Should you desire to apply for free or reduced price lunches, the forms are included in the district summer mailing. The approval process includes all applications being approved at the District Food Service Office, located at 490 N. State in Linton.

STUDENT PROGRESS

As per individual student IEP, progress on goals will be reported every quarter. Progress reports will be sent home within one week after the end of the quarter. Questions regarding your student's progress should be addressed with the teacher or service provider.

STUDENT INSURANCE

Alpine School District does not carry an accident insurance policy on students. A student's parent or guardian is responsible for costs incurred as a result of an accident.

VISITOR POLICY

We require visitors to the school check in with the office to obtain a visitor's badge **before** visiting the classrooms. **For our student/staff safety, this will be strictly enforced!** Any visit lasting longer than one hour (including parents of students) needs to be pre-approved and scheduled with the principal in advance.

ATTENDANCE

Our school is maintained for instructional experiences. School progress is a result of regular attendance at school. We encourage regular school attendance. Please notify the bus garage(801) 763-7072 and your child's teacher (801)756-8551 if they will not be attending school.

1. Teachers will contact parents after TWO consecutive absences or after a frequent amount of absence.
2. When students are checked out of school before the normal end of the day, a signed release must be completed in the front office by a person indicated on the emergency contact form. (Authorized persons must be age 18 or older). ID may be required.

LOST AND FOUND ITEMS

To facilitate the return of lost articles of clothing, please label visibly coats, hats, gloves, clothing, backpacks and other items with your child's name. Tiny articles are turned into the office and larger items are placed in the lost and found box. Lost items must be claimed before the end of the school year or they will be donated to charity.

DRESS STANDARDS

Alpine District Board Policy (Policy 5152) states:

“Clothing which is ragged tattered or deliberately distracting in appearance must be avoided. Short shorts, biker shorts, tank tops, sleeveless shirts, very short skirts, halters, bare midriffs, cutoffs, and jeans of a “grubby” type are not acceptable. Strapless sandals or open shoes are not appropriate. Vulgar words, profane or obscene slogans and pictures or advertisements for alcohol, tobacco, and drugs on clothing will not be tolerated.”

We require that students have an extra set of clothing (clearly labeled) in the event of a bathroom accident. Also, please send any diapers, pull-ups etc. in a bag clearly labeled with the student’s information.

PROPER DRESS FOR WEATHER CONDITIONS

Children should arrive at school dressed for the weather of the day. Recess breaks are a vital part of each student’s day. On extremely cold, wet, or hazy days, the principal will declare an inside day and the students will be kept inside. **If your student is normally allowed outside and you do not want them to go outside, please send a note in their backpack indicating such.**

STUDENT CHECKOUT

Parents must come in to the office to pick up their children if they are needed during school hours. Students will be turned over to their parents, guardians, or caregivers after the school checkout log found in the office has been signed. **Only authorized individuals indicated on the emergency contact form will be allowed to check students out.** This procedure is necessary to provide as much protection for your child as possible. (If a student returns the same day they must be checked back in.)

WITHDRAWAL OR TRANSFER OF STUDENTS

Should it become necessary to withdraw your child during the school year, please notify the school office and his/her teacher **at least one week in advance.** This will give the secretary time to have the necessary forms ready and waiting for you when you come to the office to officially withdraw your child.

ACCIDENTS AND ILLNESSES

Whenever an accident or illness occurs and is of a serious nature, we will do everything in our power to contact the responsible adult or the emergency number you have listed on the STUDENT INFORMATION SHEET. Individual health care plan instructions will be followed. If the situation merits additional action, we will take the necessary steps for providing additional emergency care. We will not send the child home unless a

responsible adult comes and picks up the child. **Please keep us informed of any telephone number/address changes.**

SCHOOL NOTES

Communication and announcements from the school will be sent home in student backpacks. Additional information can be found on the school website:
www.danpeterson.alpinedistrict.org

UTAH DEPARTMENT OF HEALTH

Utah State Department of Health regulations (R392-100-2 Food Care) prohibit the serving of homemade treats to children at school. The regulations states: "Food shall be obtained from sources that comply with all laws relating to food and food labeling. Home prepared foods are prohibited."

If treats are brought to school for activities such as birthday treats, parties, etc., they should be commercially prepared items, preferably individually wrapped in cellophane, paper, a box etc.

It is certainly not required nor expected that you send treats to school. If you choose to do so, however, we would greatly appreciate your following these guidelines so that we will be in compliance with Utah State Department of Health regulations.

STUDENT PLANNING

There are quite a few opportunities throughout the school year for student planning. Individual student IEP's will take place at least once annually before their due date. As a parent or caregiver, you have the right to convene the IEP team for discussion at any time throughout the year, with appropriate notice. **Parent Teacher Conferences will also be held on September 29, 2011 and February 22, 2012.**

At other times during the year when wishing to discuss individual student needs or concerns, meetings with the teacher and/or principal must be scheduled in advance.

MONDAY EARLY OUT SCHEDULE

K-ADULT: 9:15 A.M. -2:30 P.M.

PRE-SCHOOL AM: 9:15 A.M.-11:38 A.M.

PRE-SCHOOL PM: 12:08 P.M.-2:30 P.M.

TUESDAY THROUGH FRIDAY SCHEDULE

K-ADULT: 9:15 A.M.-3:30 P.M.

PRE-SCHOOL AM: 9:15 A.M.-12:08 P.M.

PRE-SCHOOL PM: 12:38 P.M.-3:30 P.M.

DAN PETERSON DISCIPLINE POLICY

Each student will be encouraged to behave appropriately. Individual behavior concerns will be addressed through individual Behavior Intervention Plans developed by the school team in conjunction with the parent, guardian, or caregiver.

DAN PETERSON EVACUATION PLAN **INFORMATION AND INSTRUCTIONS**

In the event of a major disaster or emergency situation, students will remain at Dan Peterson School until they can be checked out through the office to a parent or guardian. Students will not be released to anyone under the age of 18. Students who are riding on school transportation home will be taken to their respective homes. If no one is at home, the student will be taken back to the school. The school has prepared emergency kits for each classroom that contain blankets and first aid supplies. We also have emergency food available through the kitchen. It is recommended that parents send extra formula, diapers, and clothing to the school so that student needs can be met. Please contact your students individual teacher or one of the school nurses if you have questions as to what to supply. Parents can reach the school at 801-756-8551 to check on the status of their student. The administrator and staff will remain with the students until all have been released into the care of their parent or guardian.

In the event of an emergency that is only school related such as a fire, normal evacuation procedures will be followed. Our first evacuation point is to Barratt Elementary, located behind Dan Peterson on the west side. In the event that Barratt is unavailable, our second location is the LDS church located on the corner of 900 East and 300 North in American Fork. When students are evacuated to that point, teachers will contact student parents individually by cell phone where possible. Therefore, it is imperative that any changes in contact information be communicated in a timely manner to the teacher and to the front office of the school.

To ensure student and staff safety, many different types of safety drills are conducted throughout the year, evaluated for effectiveness and necessary changes made. Each classroom has an emergency drill protocol and procedure book posted.

STUDENT TRANSITION

Transition planning is a key part of our secondary student's education. By age 14, goals for transition will be developed for each student. As part of our transition services, students will have opportunities to go into the community, work on social skills, behavior goals, and develop appropriate life skills. Transition planning is done on an individual student basis with the school IEP team.

DAN PETERSON 2011-2012 SCHOOL IMPROVEMENT PLAN

As part of our School Improvement Plan, we will be focusing on student improvement in the areas of math and language arts through increased teacher focus on Extended Core instruction and technology.

SCHOOL TRUST LAND PROGRAM UPDATE FOR 2011-12

Funding received through Trust Land Monies will be devoted to the purchase of Mobi, Elmo, and other technology used to enhance Extended Core instruction. A complete report will be available in Spring, 2012.

School Community Council

Dan Peterson School is fortunate to have a fantastic School Community Council. This council consists of faculty members, and patrons whose primary focus is on school improvement. The council meets at least once quarterly to discuss school progress and propose ideas to enhance student educational experiences. Council members serve for two-year terms and may serve up to three terms. Those wishing to participate in school community council elections may contact the principal. Elections will be held during the beginning of September. More information will be sent home prior to elections.

School Community Council Meetings will be held on the following dates:

- Monday, September 19, 2011 1:00-2:00 p.m.
- Monday, October 10, 2011 1:00-2:00 p.m.
- Monday, November 7, 2011 1:00-2:00 p.m.
- Monday, January 30, 2012 1:00-2:00 p.m.
- Monday, March 12, 2011 1:00-2:00 p.m.
- Monday, April 2, 2012 1:00-2:00 p.m.

SCHOOL DISTRICT CALENDAR 2011-12

DAN PETERSON SCHOOL MAP