

# SCHOOL POLICIES AND INFORMATION

We desire to protect students while they are at school and to provide a safe and orderly climate for learning. This booklet is designed to give you important information about Legacy Elementary. Review this information with your student. When students are familiar with expectations, it helps them have a successful year. Please save this booklet for reference throughout the year.

## ACCIDENTS AND ILLNESS

Each family should return an Emergency and Health Information Sheet to the school yearly. This sheet provides essential information that is invaluable in the event of an injury, illness, or accident. We will do everything we can to contact either a parent or a person named on the sheet if a serious accident or illness occurs. 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 charitable 501 © (3) organization. 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 TIMES

Students are to arrive at school no earlier than ten minutes before the start of their school day and should return home promptly when dismissed. Supervision will not be 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. 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. A five minute warning bell will ring when students should line up to wait for teachers to escort them to class.

## **ATTENDANCE**

Regular on-time attendance is a critical factor in achieving academic success. Students who are frequently absent or tardy miss valuable instruction. The state legislature defines a "valid excuse" as illness, family death, approved school activity, or a *pre-approved* absence, which does not adversely impact the child's education. If your child is sick more than a few days, a doctor's note may be required. Students are responsible to make up any missed work. For your child's safety, please inform the teacher or school when your student is absent. The ParentLink automated calling system will contact you by phone if your child is not in school and has not been excused for the absence.

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, SKATEBOARDS, ROLLER BLADES, AND HEELIES**

Bike racks are provided at the school. All bicycles should be placed in racks and locked securely. Legacy is not responsible for theft or vandalism. Students should be cautious as they ride to and from school. Please visit with your child about bicycle safety and designate a safe route for them. All students must walk their bikes when on school property to ensure the safety of other students. Bicycles may not be ridden in the playground areas. **SKATEBOARDS, ROLLER BLADES, AND SHOES WITH WHEELS ARE NOT ALLOWED.**

## **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. If you have questions about a book order, contact your child's teacher.

## **BREAKFAST AND LUNCH**

Breakfast			
	\$ .85	\$ .30 (reduced)	\$1.50 (adult)

Lunch	\$1.50	\$ .40 (reduced)	\$2.50 (adult)
Milk	\$ .30		

Students or parents may pay for meals before school begins each day. All students are assigned a student account that is used to pay for meals. 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.mealpay.com](http://www.mealpay.com). It is the parent's responsibility to provide lunch or lunch money for their child. Please keep you child's meal balance current.

Students who plan to eat school breakfast must arrive early enough to be served and eat BEFORE class begins. Breakfast will be served from 7:35 – 7:55 a.m. and from 8:50-9:10 a.m.

Children from households that meet federal income guidelines are eligible for either free or reduced meals. Forms are available in the office or from Alpine School District for those who wish to apply. We encourage families to take advantage of this program.

## **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 (#5180) on bullying online at [www.alpine.k12.ut.us](http://www.alpine.k12.ut.us). It also references the district's discipline policy, which outlines potential consequences for bullying and other behaviors.

## **CELLULAR PHONES**

- Phones 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 during school hours. This includes classtime, recesses, and lunch. Student phones must be kept in the "off " position at all times and should be used for emergency contact purposes only.

## **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 may be asked for identification
- (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 the Emergency and Health Information Sheet) 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.

On special occasions, parents sometimes check a student out to take him/her to lunch. Please be cautious about making this a regular occurrence, as students are often checked out before lunch begins and arrive back at school after lunch ends. This can be disruptive to the classroom teacher and other students. 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.

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## **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. Clothing shall not expose the abdomen or chest and shall be of properly fitted size as to conceal undergarments at all times. Excessively short shorts and skirts are not acceptable. Low-cut tops, bare midriffs, sleeveless tanks, and tight fitting clothing are prohibited. Baggy or extra large clothing is not acceptable. Pants and shorts should be worn on the waist at the beltline. Distracting make-up or hair color as well as distracting jewelry are prohibited. "Grubby" clothing as well as clothing containing vulgarities, profanities, obscenities, endorsements for alcohol, tobacco, or drugs, or with images that may frighten young students are never acceptable. Safe footwear is required. Hats may not be worn inside the school except during special programs and activities. 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.

Please note that 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.

## **ELECTRONIC DEVICES**

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Electronic devices such as mp3 players, video games, cd players, etc can be disruptive. These devices are not appropriate at school and should be left at home. The school will not be responsible for loss or theft of such items.

## **EMERGENCY**

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 named on the emergency form. Children must still be checked out through school personnel. Teachers will remain at school with students until normal release time. 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 ParentLink Automated calling system may also be activated during a crisis. Please rely on this contact and avoid tying up communication lines at the school.

Students, faculty and staff will hold practice drills for fire, earthquake, and school lockdown throughout the year.

## **GOING HOME FOR LUNCH**

If your child walks home for lunch a note must be sent to your child's teacher indicating your approval. One annual note will do if your child goes home regularly, for occasional home lunches please send a note each time. Students who go home for lunch are expected to return to school on time.

## **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 dispense medication without a "Medication Administration Form" on file. This form is signed by your physician and describes how, when, and by whom medication is given to your child. Medication must be brought to the school by an adult. This form is available in the office. 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 and 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.

## **NOTES HOME**

Communication between the school and home is essential. General school notes 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.

Students are not allowed to use cellular phones while at school and phones must be kept in the "off " position at all times.

## **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 quite reasonable, and help pay for worthwhile programs at the school and local level. In order to keep the dues reasonable and still support so many programs at Legacy, the PTA holds fundraisers each year.

## **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. Children should wear clothing appropriate for the weather. 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. Students should dress appropriately for outside activity. Occasionally severe weather will necessitate that all students remain inside.

## **RESTRICTED ITEMS AT SCHOOL**

Toys can interfere with the educational process and often lead to student distraction. Students should not bring toys to school. iPods, cd players, video games and other electronic devices are not allowed and should be left at home. Students are not allowed to use cellular phones during school hours, and phones must be kept in the "off" position at all times. The school will not be responsible if items brought to school are damaged, lost, or stolen. In addition, students are discouraged from bringing money to school except when there is a specific purpose. Student desks are not secure and teachers cannot be responsible for student money/valuables.

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

## **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; 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.

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## **STUDENT INSURANCE**

The Board of Education requires each student to purchase school insurance unless they are covered by their parents' insurance plan. If you do have your own insurance, you must sign the insurance waiver form which is on the student information sheet. School insurance information is mailed to each household in the district or may be picked up in the school office.

## STUDENT PROGRESS REPORTS

Progress reports are given at the end of each trimester, at parent/teacher conferences, and on the final day of school. Individual teachers may send home additional reports as they determine the need. You can contact the teacher for progress updates whenever you wish. Additionally, you can access information about your students online through *Skyward*. You will need a password available through the school office.

## TRANSPORTATION

Students are expected to demonstrate good manners and appropriate behavior while riding on school buses. 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. If there is a problem with busing you should contact the transportation office at 763-7072.

***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, or in the bus zone.***

## VISITORS AND VOLUNTEERS

You are welcome to visit your child at school. Legacy also encourages your involvement as a volunteer. All visitors and volunteers are required to check in at the main office to receive a visitor's pass. This allows the school to track volunteer hours as well as insuring the safety of students. Please be courteous and inform teachers in advance when you will be visiting or volunteering.

## 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.