



801-610-8113
618 North 1300 West
Pleasant Grove, UT 84062

ALPINE FOUNDATION

Many of our patrons make donations to Mount Mahogany Elementary School above and beyond the classroom donations asked for at the beginning of the year. If you would like to make this kind of donation to the school or to a particular classroom, you may do so through the Alpine Foundation. Please specify the classroom or purpose for which the money is to be used. You will get a receipt from the Alpine Foundation for tax purposes. Thank you for supporting your local public school!

ARRIVAL & DISMISSAL TIMES FOR SCHOOL

Supervision will be provided on the playground 15 minutes before school starts and 15 minutes after school is dismissed. Students should NOT be dropped off to school before this supervision starts.

TRACK A

Grades 1 - 6

Monday 8:00 am - 1:15 pm
Tuesday - Friday 8:00 am - 2:15 pm

Kindergarten

Monday - Friday 9:15 am - 12:00 am

TRACK B

Grades 1 - 6

Monday 9:15 am - 2:30 pm
Tuesday - Friday 9:15 am - 3:30 pm

Kindergarten

Monday 12:35 pm - 2:30 pm
Tuesday - Friday 12:35 pm - 3:30 pm

Upon arrival in the morning, all 1st-6th grade students should proceed directly to the playground to wait for the start bell. If they are eating breakfast they can access the cafeteria on their way to the playground. Kindergarten students have their own playground and they should go there when they arrive to school. In poor weather, the school will hang blue flags by the doorways indicating that students may enter the building as soon as they arrive. If your child is picked up from school, please make sure this happens within 15 minutes of school getting out. Please call the office immediately if their ride will be late.

ATTENDANCE

Students are expected to be in school every possible day of the school year in order to receive the maximum benefit from their educational opportunities. We become concerned when a student does not attend school regularly. Please call the office at (801) 610-8113, send a note to the office with your child, or send an email to kblinzinger@alpinedistrict.org following an absence (or even ahead of time, if possible). You may also let the teacher know. If your child has a serious illness that prevents him/her from attending for an extended period of time, please contact the teacher immediately so accommodations can be made to continue the education process.

1.0 ATTENDANCE POLICY

1. 1.1 The Alpine Board of Education recognizes that the Utah Compulsory Attendance Law (Utah Code 53A-11-101) directs parents to require their children between the ages of six and eighteen years of age to attend school unless they have graduated from high school or have been excused by the Board of Education.
2. 1.2 The purpose and intent of the Alpine Board of Education Attendance Policy is to:
 1. 1.2.1 Promote student attendance and participation. Students should be in attendance and participate every possible day of the school year in order to receive maximum benefit from their educational opportunities.
 2. 1.2.2 Allow teachers to exercise reasonable discretion in determining the relationship between attendance, class participation and grades.
 3. 1.2.3 Encourage administrators and teachers to coordinate extracurricular activities in order to allow students full attendance and participation in class work.
- 1.3 The Alpine School District Board of Education has determined that the parent or legal guardian of a student can excuse an absence for reasons they deem necessary.

Board Approved: June 16, 2013

BREAKFAST & LUNCH PROGRAM

Our school lunches are nutritionally balanced meals. We are proud of the quality meals our workers provide. If your child has unique dietary needs, please

contact the school lunch manager, Kandy Daniels. Free and reduced lunch applications are available in the office. Standard lunch prices are:

- Elementary student breakfast \$ 1.00 (Reduced \$0.30)
- Elementary student lunch \$ 1.75 (Reduced \$0.40)
- Adult breakfast \$ 1.65
- Adult lunch \$ 3.85
- Extra milk \$.30

POLICY for FOOD IN SCHOOL CLASSROOMS

Please do not bring any home baked goods to school. The Utah County Health states the following:

- 1) **Foods Considered Safe**—Foods or drinks, prepared and packaged or catered by commercial establishments that are licensed and inspected by Local, State, and Federal health agencies are generally considered safe. Any commercially prepared high-risk hazardous foods (those containing meat, liquid vegetable products, or significant amounts of dairy or egg products) must still meet temperature requirements for preparation, transportation and serving as outlined in the State food safety regulations.
- 2) **Foods That Are Not Safe**--Any home baked goods (breads, cakes, cookies) and cooked candies that are not prepared and packaged or catered by commercial food establishments, according to the Utah Department of Health Food Sanitation Ruler R393-100.
- 3) **Foods That Are Strictly Prohibited**—Any food or food source that does not comply with paragraphs 1 and 2 above are prohibited. The most serious of these prohibited foods are, of course, all home prepared high-risk foods containing meats, liquid, vegetable products, or significant amount of moist dairy or egg products.

BUSING

Students who live in the busing area or who live along a determined hazardous route to school are eligible to ride the school bus. Students are to wait in line at the bus stop and should not board until they receive the bus driver's signal. All bus loading and unloading at the school occurs in U-shaped driveway by the north entrance. The only exception is the noon Kindergarten buses that load and unload in the U-shaped driveway near their classrooms by the south entrance. Please do NOT park in the bus loading and unloading zone. Students who habitually cause disruptions at the bus stop or on the bus will have their bus privileges suspended.

CHECKING OUT STUDENTS

Parents who take students from school during the school day must sign a release log in the office. Even though it may be an inconvenience, a parent must come into the building and show photo ID to check out a student. Only those individuals whose parents/guardians are listed in Skyward as approved emergency contacts will be allowed to check out a student. Therefore, it is critical that parents keep this information up to date with current names and phone numbers. (If you are not sure how to update Skyward online, contact the office.)

DISCIPLINE PHILOSOPHY

Our philosophy of discipline focuses on mutual respect for students, teachers, and staff. We believe that the family, faculty, staff, and students must work cooperatively to promote personal responsibility and good citizenship. It reaches beyond dealing with inappropriate student conduct and includes the development of self-discipline, order, and a healthy sense of wellbeing. The faculty and staff believe students and teachers have the right and responsibility to learn and teach in a non-disruptive atmosphere. All members of our school community are expected to be good citizens, take pride in their school, and treat other people as they would like to be treated.

CONDUCT STANDARDS

Students are expected to follow these basic school and classroom rules:

- quickly follow the directions of staff members
- be in the proper place at the proper time
- use appropriate language; no swearing
- respect the rights and property of others, including school property
- keep hands, feet, and objects to yourself
- use inside conversation voice, no yelling
- walk at all times inside the hallways, no running
- use playground equipment correctly
- no throwing or kicking of snow, ice, dirt, mud
- scooters, bikes, rollerblades, etc. are to be walked on school grounds

CONSEQUENCES

When an infraction occurs, situations are viewed individually. Depending on the severity and frequency of the misbehavior, teachers may:

- deduct points, tokens, etc. from the classroom management plan
- conference with the student
- give the student "think time" in a separate location to reflect on the behavior
- suspend the student's recess privileges or restrict access to other activities
- request a conference with the parents
- send the student to the office.

If a student is referred to the office, the administrator may:

- speak with the student about his/her choice of actions, the consequences surrounding the choice made, and possible solutions to the problem created by his/her initial choice. Attempts will be made to listen to all involved.
- contact parents with regard to the situation. Parental support and participation in the problem-solving process with their child can be very beneficial for all involved. At this time, a Behavior Intervention Plan (BIP) may be initiated to assist the student with appropriate school behavior.
- enforce an in-school suspension for a specified number of days. The students are permitted to come to school, but their instruction and completion of assignments happens at a location away from classmates. Recess and other privileges may also be suspended during the suspension.
- enforce an out-of-school suspension. The students are not permitted to return to school for a specified number of days and will be welcomed back following a conference with parents.
- the school reserves the right to immediately contact police should students engage in severe anti-social or criminal behavior.

DONATIONS

With the exception of school lunch, and in accordance with Utah state law, fees are not charged in grades K-6 for regular education programs. Even school lunch fees can be waived or reduced depending upon family income. Please contact the office if you would like more information. Your child will not be charged for classroom treats, textbooks, field trips, art supplies, assemblies, or anything else that is part of the regular school day. Your child may be asked to bring donations and/or common household articles to school, but NO child, or family, is required to make these donations.

DRESS CODE

Clothing and hair should be neat and clean and not distracting in appearance. Extreme or distracting hairstyles should not come to school. Underclothing should never be visible. Clothing that contains slogans or symbols that are contrary to the educational purposes of Alpine School District is not allowed. This includes, but is not limited to, vulgar words, profane or obscene slogans, subtle/overt sexual references, and pictures or advertisements for alcohol, tobacco, and drugs. Shirts should cover the shoulder, and shorts/skirts/dresses should be mid-thigh in length or longer.

Footwear must be worn both inside and outside of the building and be appropriate for school activities and recess. Gym shoes should be worn for P.E. activities. Students should dress for the weather or activity. When students wear snow boots to school, we encourage you to send shoes in their backpack to be worn in the building.

DROP OFF AND PICK UP

The north U-shaped driveway is the Bus Loading and Unloading Zone. We have buses coming and going all day so you should NEVER park in this driveway, even for just a minute. We have visitor parking in the front of the school. The south U-shaped driveway is for parents and carpools. You should also NEVER park in this driveway. We ask that you pull as far forward as possible in order to make room for those who come in after you. Kindergarten Drop Off and Pick Up is at the southwest driveway. Please **do not** park or exit your cars in the Kindergarten drop off/pick up zone. Students walking from the regions northwest of the school should use sidewalks to get to school. Once students get on school grounds they should go to the playground and wait for school to start (unless first eating breakfast.) For safety reasons, please do not have your children cross the street unless they use a crosswalk. If necessary, park your car and walk your children across the street. Please do not have students walk alone through the parking lot to access your car. Please review safety procedures with your children at home. Remind your child to walk bikes, scooter, and skateboards while on school property.

EMERGENCIES

If a child is sick or injured while at school, parents will be called (or one of the individuals designated by parent in Skyward) to take the child home. Please be sure these names and phone numbers current.

FIELD TRIPS

Occasionally, classes may go on a field trip. The school will send home a field trip permission form. School field trips are intended to be educational, fun, and a safe learning experience. An important part of successful field trips can be the parent chaperones. In order to ensure every child's safety, chaperone guidelines must be followed.

- During field trips chaperones will be paired with another adult.
- Due to the need for close supervision of participating students, no other children will be permitted to accompany chaperones on any field trips.

- Chaperones who will be given "significant unsupervised access to a student" (i.e. Zoo) are required to have a regional background check (Utah Law 53A-15-1503.) We will alert you if this would be necessary.
 1. The cost of the regional background check is \$55 and is **good for a lifetime**.
 2. The background check must be completed at the district office a **minimum of 30 days prior to attending** the field trip.

LOST AND FOUND

You can check for "lost and found" items in the hallway across from the doors to the auditorium. Please check for lost items as soon as possible. Unclaimed items will be donated to a charitable organization at the end of each grading period.

PTA ACTIVITIES

The PTA gives parents an additional opportunity to be involved in their child's education. The PTA provides a link between the school and the parents and regularly provides assistance to help school activities run smoother. For more information, access their website on the school website.

RECESS

Students usually have the opportunity to go to recess one to two times a day. It is important that children come dressed properly to go outside. If your child has health issues that might prevent him or her from going outside, please inform the teacher. When weather conditions prevent students from going outside (below 20° F or with excessive wind, rain, or snow), teachers attempt to provide a time for games and play inside the school building.

PARENT INVOLVEMENT

Volunteers are needed and appreciated at Mount Mahogany Elementary. Please consider some of the following ideas.

- PTA: All parents are strongly encouraged to join PTA. Mount Mahogany PTA significantly contributes to the educational quality of each student. PTA supports the school through funding, volunteers, overseeing the "Take Home Library," the Maturation program, and many other programs. We hope that you would participate at whatever level is comfortable for you.

- **School Community Council:** The purpose of the SCC is to work with the principal and school staff to set goals of school improvement, and distribute the Trust Land Funds gifted by the State each year.
- **Take Home Library:** The library serves children in grades Kindergarten through 2nd grade and provides at home reading books on the student's reading level. The library is supported and run by parent volunteers.
- **In Class Volunteering:** We extend a warm welcome to any who would like to help in the classroom. There is much to be done, from practicing fast facts to reading with students. Please join the ranks of those who support the daily work of the classroom!
- **How do I get involved?** If you would to be involved in any of the above volunteer activities, please contact your child's teacher or inquire in the office. Mount Mahogany is a great place to spend time!

SCHOOL COMMUNITY COUNCIL

We rely on other members of our community to assist us in the academic, social, physical, and emotional growth of our children. Family, friends, businesses, churches, and schools all provide valuable assistance. At Mount Mahogany Elementary, we have a council of community members (elected by parents and staff members) to address issues concerning the welfare of our students, manage the School Land Trust funds, and promote school improvement efforts. Meetings times will be posted on the website.

SAFE SCHOOLS

It is the policy of Alpine School District to maintain safe schools that 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 school has a detailed emergency plan and regularly holds emergency drills to prepare for emergencies.

>Alcohol, Drug Use, & Weapons

Any employee of Alpine School District having reasonable cause to believe a student is involved in the illegal use of alcohol, drugs (illegal or prescription), or drug paraphernalia, or carrying a weapon (real or imitation) shall notify school administration.

>Sexual Harassment & Bullying

Mount Mahogany Elementary is committed to the maintenance of a learning environment that is free of any form of sexual harassment or bullying. All adults and students must refrain from speech, gestures, and contact that are threatening, intimidating, or sexual in nature. All victims of sexual harassment or bullying should report the incidents immediately.

>Student Safety

These suggestions are provided as reminders as you prepare for the school year:

- Be certain that your child knows the way to and from school.
- Review the importance of safety as your child goes to and from school.
- Please remind your child to walk on the sidewalk and to use the crosswalks.
- Impress upon your child not to talk to or accept rides from anyone without your prior approval.
- Do not place your child's name on the outside of his/her clothing and backpacks as it allows strangers to call by name and gives the child a false sense of familiarity.

STUDENT BOOK ORDERS

Many teachers distribute book order forms to students, allowing them to buy books through the school. If you choose to participate, please write checks payable directly to the book order company for the exact amount. Checks only, please. Book companies often offer online accounts available for ordering books. If you have questions, speak with your child's teacher.

STUDENT COUNCIL

Our student council is quite active. It assists our student body through service, leadership, and by example. The activities they sponsor add unity and spirit for all students at Mount Mahogany Elementary.

TELEPHONE USE

Students may use school phones for emergencies, such as illness and missing the bus. Please ensure that all other arrangements, such as playing at a friend's house after school, are made before your child comes to school. This will keep our lines open for those who have a serious need. Cell phones are allowed at school, but must remain in the backpack of the student. It is to remain off during school hours. If a student is found using a cell phone during school hours, the cell phone will be taken to the office and kept until a parent/guardian can come and pick it up.

(Watches that have the phone and/or camera capabilities (e.g. Gizmo, Kidizoom, etc.) are allowed at school, but must follow the same rules as cell phones.

RESTRICTED ITEMS AT SCHOOL

Toys can interfere and often lead to student distraction. For these reasons students should not bring toys to school. The school will not be held responsible if toys brought to school are lost, damaged, or stolen. This includes electronic devices, trading cards, video games, iPods, etc.

MISCONDUCT IN THE LUNCHROOM

Students throwing food or using items in the lunchroom inappropriately will earn the consequence of cleaning an area of the lunchroom (supervised by an aide or the custodian) and/or will have a consequence from the administrator.

VISITORS AT SCHOOL

For the safety and wellbeing of our students, ALL visitors to the school must sign in at the office and obtain a visitor pass. Even if you are a regular volunteer or are expected in the classroom, please sign in. The only exception to this rule will be made during events such as the Halloween Parade that draw large crowds that would inundate the office with parents trying to sign in at the same time. Visiting school-age relatives and friends are not permitted to attend school with resident students.

WITHDRAWAL FROM SCHOOL

Should it become necessary to transfer your child to another location for schooling purposes during the school year, please assist us with advance notice. Your child's classroom materials, media center books, and lunch account will need to be cleared before leaving.

"As the State Legislature and State School Board make changes to Attendance and Discipline Policies and Procedures, Alpine School District and local school policies and procedures will be updated and will be communicated at that time."