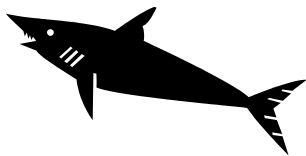
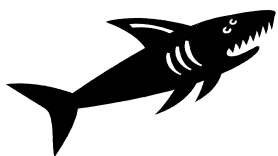




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# Welcome

Welcome to Saratoga Shores Elementary School – Home of the Sharks! We are looking forward to a great school year and hope that your family is ready to make it the best school year ever.

This revised school handbook contains important information regarding our school programs, rules, and expectations of all students. Our goal is to help develop responsible, bright, and well-mannered students who learn the knowledge and skills that will help them to be successful in their future educational pursuits.

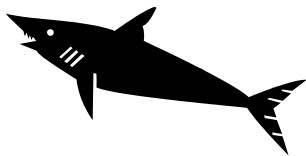
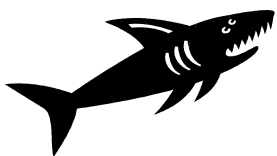
Our expectation is that parents will review this handbook and discuss it with their students. While it is not all-inclusive and all-encompassing, it contains the highlights of our school, its programs, policies, and procedures. Additional information about the school will be found on the school website. Once you have reviewed the handbook and discussed it with your student, we would ask that you sign the last page and return it to the front office.

Every effort will be made to ensure that Saratoga Shores Elementary School will be a safe haven for all students where learning and knowledge is priority one. We will work to create a positive and nurturing environment for all students, where students can feel safe and valued. We hope to forge a partnership between the home and school that will enhance every student's opportunity for a full year's growth educationally, using the State Core as our curriculum guide.

If at any time you have a concern or a question regarding your student's experience at Saratoga Shores, feel free to contact me personally at the school. I look forward to working with all of you as we "Build a Community of Learners- One Student at a Time!"

Cordially,

Dr. Vallen Thomas (Dr. T), Principal



## Contact Information

### **Saratoga Shores**

Office Hours: 7:30-4:00

(801) 610-8716

1415 S Parkside Dr.

Saratoga Springs, UT 84045

[saratogashores.alpinedistrict.org](http://saratogashores.alpinedistrict.org)

### **Alpine School District**

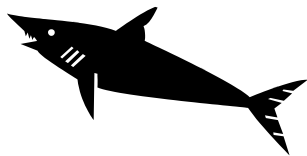
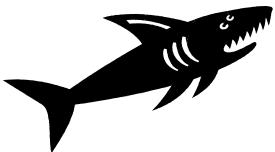
Office Hours: 8:00-5:00

(801) 610-8400

575 N 100 E

American Fork, UT 84003

[alpineschools.org](http://alpineschools.org)



# Responsibilities

*“The research is abundantly clear: Nothing motivates a child more than when learning is valued by schools and families/community working together in partnership.”*

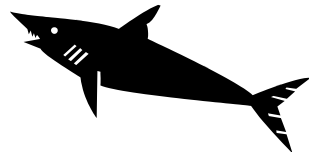
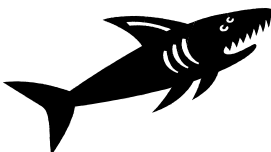
*-Michael Fullan*

## Students

- Attend school daily and be on time
- Learn and use the educational experiences provided
- Be prepared with all materials and assignments
- Know and obey rules/procedures and govern own conduct
- Respect different opinions and points of view
- Respect other persons and property of others
- Take care of the property provided to you by the school (e.g. textbooks, equipment, materials)
- Maintain a positive attitude towards learning
- Believe in your ability to succeed
- Leave all items not school related at home (toys, games, jewelry, makeup, game boys, etc.)

## Parents/Guardians

- Provide a nutritious breakfast and adequate rest for your child
- Dress your child appropriately for school activities and weather conditions
- Have your child arrive at school on time
- Make sure your child is picked up promptly after school
- Follow parking lot safety procedures as directed by staff members
- Help your child establish good study habits by providing appropriate time and place for completion of school work



# Responsibilities

## Parents/Guardians Continued

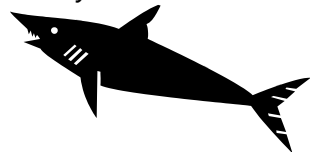
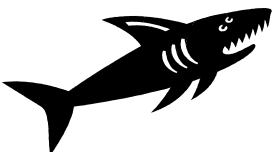
- Participate in your child's homework on a regular basis and cooperate in assuring homework is meaningful
- Communicate with your child's teacher regarding any question or concerns
- Read monthly newsletter and other communications to be consistently aware of what is happening at school
- Follow school dress standards when attending school functions and activities

## Faculty and Staff

- Provide quality instructional programs
- Provide an orderly classroom and safe school environment
- Assist parents in helping students develop self-discipline, self-respect, self-confidence, and responsibility for one's actions
- Communicate regularly with parent regarding student progress
- Treat students with respect, in a positive, fair, and consistent manner
- Be on time to school responsibilities including: start of contract day, class time, and duties
- Follow school dress code
- Abide by all school rules/expectations
- Turn off cell phones during school hours
- Be responsible for all students

*"Let us think of education as the means of developing our greater abilities, because in each of us there is a private hope and dream which fulfilled, can be translated into benefit for everyone and greater strength for our nation."*

*-John F. Kennedy*



# Yearly Calendar

## Alpine School District 2015-16 AB Calendar

August/September				
M	T	W	TH	F
		19 A	20 B	21 A
24 B	25 A	26 B	27 A	28 B
31 A	1 B	2 A	3 B	4 A
7	8	9	10	11
14 B	15 A	16 B	17 A	18 B
21 A	22 B	23 A	24 B	25 A
28 B	29 A	30 B		

October				
M	T	W	TH	F
			1 A	2 B
5 A	6 B	7 A	8 B	9 A
12 B	13 A	14 B	15 A	16 B
19 A	20 B	21 A	22 B	23 A
26 A	27 B	28 A	29 B	30 A

November				
M	T	W	TH	F
2 B	3 A	4 B	5 A	6 B
9 A	10 B	11 A	12 B	13 A
16 B	17 A	18 B	19 A	20 B
23 A	24 B	25 A	26 B	27 A
30 A				

December				
M	T	W	TH	F
	1 B	2 A	3 B	4 A
7 B	8 A	9 B	10 A	11 B
14 A	15 B	16 A	17 B	18 A
21 B	22 A	23 B	24 A	25 B
28 A	29 B	30 A	31 B	

January				
M	T	W	TH	F
				1
4 B	5 A	6 B	7 A	8 B
11 A	12 B	13 A	14 B	15 A
18 B	19 A	20 B	21 A	22 B
25 B	26 A	27 B	28 A	29 B

February				
M	T	W	TH	F
1 A	2 B	3 A	4 B	5 A
8 B	9 A	10 B	11 A	12 B
15 A	16 B	17 A	18 B	19 A
22 A	23 B	24 A	25 B	26 A
29 B				

March				
M	T	W	TH	F
	1 A	2 B	3 A	4 B
7 A	8 B	9 A	10 B	11 A
14 A	15 B	16 A	17 B	18 A
21 B	22 A	23 B	24 A	25 B
28 A	29 B	30 A	31 B	

April				
M	T	W	TH	F
				1
4 A	5 B	6 A	7 B	8 A
11 B	12 A	13 B	14 A	15 B
18 A	19 B	20 A	21 B	22 A
25 B	26 A	27 B	28 A	29 B

May				
M	T	W	TH	F
2 A	3 B	4 A	5 B	6 A
9 B	10 A	11 B	12 A	13 B
16 A	17 B	18 A	19 B	20 A
23 B	24 A	25 B	26 A	27 B
30 A	31 B			

**1st Term**  
August 19 - October 23  
A Days = 22  
B Days = 22  
Total Days = 44

**2nd Term**  
October 26 - January 12  
A Days = 22  
B Days = 22  
Teacher Comp = 1  
Total Days = 45

**3rd Term**  
January 13 - March 18  
A Days = 23  
B Days = 22  
Total Days = 45

**4th Term**  
March 21 - May 27  
A Days = 22  
B Days = 23  
Teacher Comp = 1  
Total Days = 46

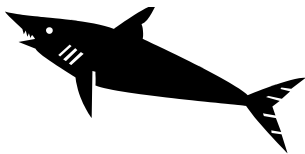
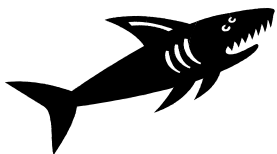
**Trimester 1**  
August 19, 2015 - November 13, 2015

**Trimester 2**  
November 16, 2015 - February 26, 2016

**Trimester 3**  
February 29, 2016 - May 27, 2016

August 14- Professional Development  
August 17-18- Teacher Contract Days  
August 18 - 7th/10th Grade Day (optional)  
August 19- First Day of School  
September 7- Labor Day  
October 15-16- Fall Break  
October 19- Professional Development  
November 25- Teacher Comp. Day  
November 26-27- Thanksgiving Break

Dec. 21 through Jan. 1- Christmas Break  
January 18- Martin Luther King Day  
February 15- Washington-Lincoln Day  
March 7- Professional Development  
April 4- Snow Make-up Day  
April 5- Teacher Comp. Day  
April 6-8- Spring Break  
May 27- Last Day of School  
May 30- Memorial Day



## Important School Dates

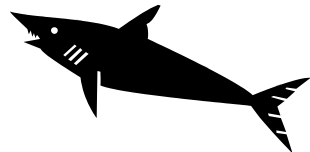
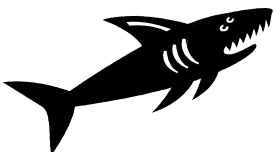
August 18<sup>th</sup>: Open House 2-4 PM  
August 19<sup>th</sup>: School Starts  
August 31<sup>st</sup>: Hearing Screening  
September 25<sup>th</sup>: Picture Day  
October 7<sup>th</sup> & 8<sup>th</sup>: Parent/Teacher Conferences  
October 19<sup>th</sup>: Professional Development Day – No School  
February 3<sup>rd</sup> & 4<sup>th</sup>: Parent/Teacher Conferences  
March 7<sup>th</sup>: Professional Development Day – No School  
April 11<sup>th</sup> – May 19<sup>st</sup>: State Year End Tests – Grades 3-6  
May 27<sup>th</sup> – Last Day of School

## Specialty Rotation Schedule

1<sup>st</sup> Rotation: August 20 – September 9  
2<sup>nd</sup> Rotation: September 10 – September 30  
3<sup>rd</sup> Rotation: October 1 – October 23  
4<sup>th</sup> Rotation: October 27 – November 13  
5<sup>th</sup> Rotation: November 17 – December 10  
6<sup>th</sup> Rotation: December 11 – January 15  
7<sup>th</sup> Rotation: January 19 – February 5  
8<sup>th</sup> Rotation: February 9 – February 26  
9<sup>th</sup> Rotation: March 1 – March 18  
10<sup>th</sup> Rotation: March 22 – April 15  
11<sup>th</sup> Rotation: April 19 – May 6  
12<sup>th</sup> Rotation: May 10 – May 26

\*\*\*Dates are  
subject to change.

Look for added  
activities and other  
changes in each  
monthly newsletter,  
efolder and school  
website





# Daily Schedule

## KINDERGARTEN SCHEDULE

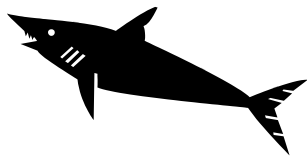
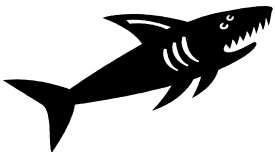
MONDAY EARLY OUT		TUESDAY-FRIDAY	
Start	End	Start	End
A 9:15	12:00	9:15	12:00
B 12:35	2:30	12:35	3:30

## FIRST-SIXTH GRADE SCHEDULE

MONDAY EARLY OUT		TUESDAY-FRIDAY	
Start	End	Start	End
A 8:00	1:15	8:00	2:15
B 9:15	2:30	9:15	3:30

### Early Out Monday

District-wide all students will be released an hour early on Mondays to allow teachers time to work collaboratively as grade level teams as they review student data and develop strategies and plans to enhance classroom instruction and student learning.



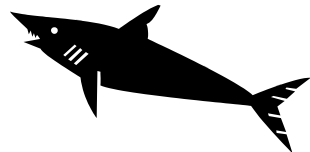
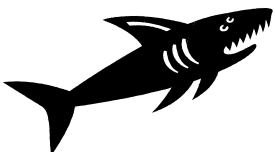
# Daily Schedule

## Professional Development Dates

Two times during the school year students will not attend school to allow teachers to participate in a District-Wide Teacher Professional Development program. Teachers will have the opportunity to work for the day with colleagues from throughout the district in curriculum planning and studies in best teaching practices. Please mark these dates on your family calendar. Special parent reminders will be sent home prior to each professional day.

## Professional Development Dates

- Monday, October 19<sup>th</sup>
- Monday, March 7<sup>th</sup>



# Faculty and Staff List

## Administration

Thomas, Vallen – Principal  
Phillip, Colleen – Vice Principal  
Larson, Bob - TSA

## Office Staff

Robinson, Krista  
Michaelis, Heather  
Hortt, Debi (Nurse)

## Preschool Room

DeLeeuw, Sheryl 173  
Lee, Katie 112

## Kindergarten Room

Ashworth, Dani 118  
Bryson, Lindsay 119  
Walton, Rachel (PM) 126  
Millett, Jenessa (AM) 126

## 1<sup>st</sup> Grade Room

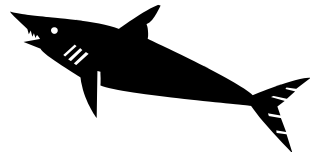
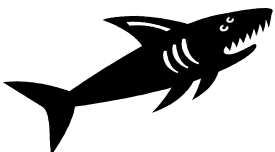
Earle, Becky 165  
Geddes, Julianne 162  
Reid, Necia 173  
Saxton, Becky 163  
Schmidt, Jamie 164

## 2<sup>nd</sup> Grade Room

Bradley, Laurie 150  
Kleinlein, Carissa 402  
Mortensen, Ranae 156  
Peterson, Kay 161  
Wessman, Miranda 149

## 3<sup>rd</sup> Grade Room

Bice, Sierra 153  
Bryson, Kristen 103  
Durfee, Ranae 148  
Earl, Ginnie (ALL) 155  
Goodman, Tim 152  
Gorham, Karalee 154  
Grant, Sara 401



# Faculty and Staff List

## 4<sup>th</sup> Grade Room

Carlson, Tavia	406
Green, Steve	405
Lindeman, Barbara	134
Little, Meagan	105
Mueller, Helena (ALL)	104
Webb, Teri	133

## 5<sup>th</sup> Grade Room

Brady, Shaun	229
Ferre, Ryan (ALL)	106
Johnson, Heather	107
McCann, Tyler	131
Ross, Korin	132

## 6<sup>th</sup> Grade Room

Alessi, Amanda	232
Allred, Nicholas(ALL)	231
Brady, Shaun	229
Pravato, Lauren	403
Richards, Bethany	230
Sorenson, Holly	404

## Specialty Room

Fisher, Susan	233
Smith, Janeal	167
Soto, Kodi	Gym
Taylor, Kristy	168

## Support Staff Room

### SSLC

Hess, Shellie	200
Jolley, Lisa	197

### Reading Recovery

Birrell, Kris	196
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### Speech

Adamson, Kay	111
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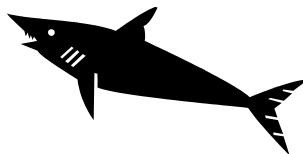
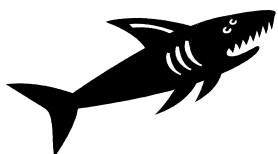
### Psychologist – Spalding, Jeff

### Library – Christensen, Gina

### Custodian – Keele, Nancy

### Lunch – Allred, Ginger

### OT – Avery, Ryan

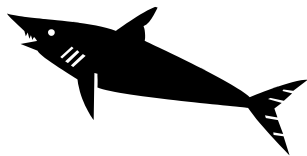
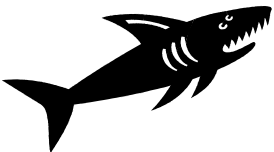


# Attendance Policy

## Attendance

Much of the curriculum at our school is taught through hands-on, authentic experiences. Because of this, there is not always a lot of work that can be made up outside of class. Please help your child be at school on time every day unless they are ill. Making sure that your child attends school every day sends a strong message to your child about the importance of education and helps to establish good habits for their future academic career.

- In accordance with the Utah State Compulsory Attendance Law, district policy states, “Every parent, guardian or other person having control of any minor between six and eighteen years of age shall be required to send such minor to a public or regularly established private school during the regularly established school year of the district in which he resides.”
- District policy further states that “Students should be in attendance and participate every possible day of the school year in order to receive maximum benefit from their educational opportunities.”
- District policy: “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.”
- A Notice of Compulsory Education Violation may be issued if a student has more than five unexcused absences.



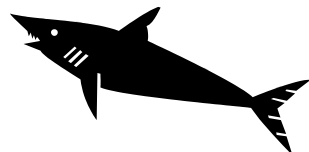
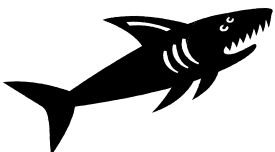
# Attendance Policy

## Tardies

- Student instruction begins promptly each day. Attendance is taken each morning by 9:30.

## Checkout Procedures

- A parent or authorized designee must come in person to the school office to pick up students during school hours. Students will be called from class only after a parent/designated adult has signed the check-out log. **Parents may not call and ask that their student be called out of class prior to their arrival, meet them outside, or be allowed to walk home.**
- Unless the school has a copy of a court order designating custody, the student cannot be prevented from leaving the school with either parent or guardian. **Only those people you have designated on the student's Emergency Health and Information form may check out your child.**



# Arrival/Dismissal

## Arrival

Minimal supervision is provided before or after school. The first bell will ring at 7:55 for A track and 9:10 for B track. The tardy bell will ring at 8:00 for A track and 9:15 for B track. Please have your student to school by the first bell. Students eating breakfast may arrive at 7:30, but go straight to the lunchroom.

As students arrive to school they will play on the playground until a supervisor signals them to enter the building.

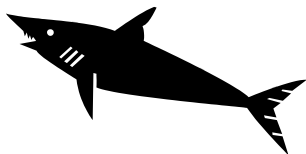
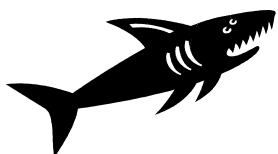
On bad weather days students will line up in the gym.

If bicycles/scooters/skateboards are ridden to school they should be walked on school property. They may not be ridden on the school playground before, during, or after school hours. Bicycles are to be parked only in the rack area. The school is not responsible for the security of the bicycles parked on school ground. Please provide a lock for the student's bicycle.

## Dismissal

Students should leave the school building and grounds when school is dismissed unless a scheduled, supervised activity is provided. Students staying for scheduled, supervised activities must make prior arrangements for a way home.

Please use the designated student drop off lane if you bring your students to school or pick them up in the afternoon. **BUS LOADING LANES ARE FOR BUSES ONLY.** Please do not drop off or pick up students in the parking lot, as this could be dangerous.



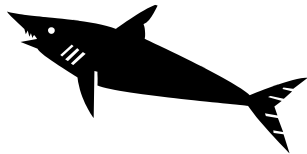
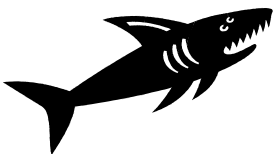
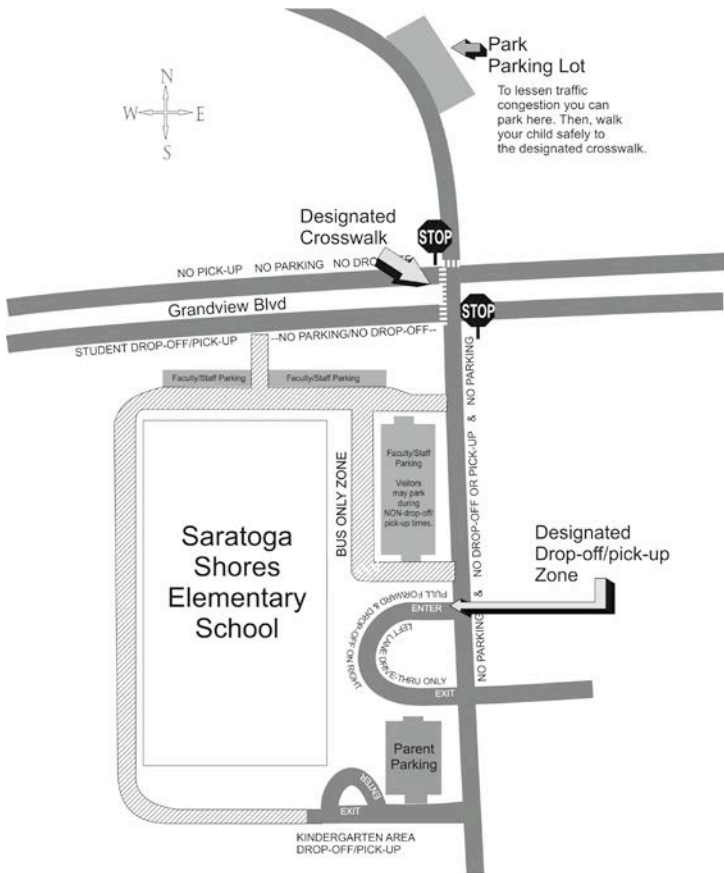
# Arrival/Dismissal

## Dismissal Continued

WALK to the buses. No pushing or roughhousing is allowed while waiting for the bus. Remain behind the bus line while waiting to board.

Students will follow directions given to them by the teachers on duty.

Students will only cross at marked crosswalks.





# Arrival/Dismissal

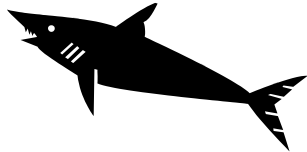
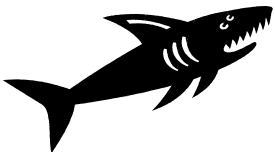
## Safety to and From School

Parents are expected to review with students the importance of safety as they go to and from school.

- Impress upon students not to talk to or accept rides from strangers.
- Plan to have a code word to be used if strangers claim to bring messages from home.

Encourage students to:

- Come directly home after school
- Obey traffic signal
- Take the safest and most direct route home
- Walk on sidewalks where available
- Look before crossing the streets
- Cross at corners or marked crosswalks
- Follow the instruction from the crossing guard
- **Refuse All Offers From Strangers**



## General Expectations

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

**SHARK  
ZONE!**

**S**ucceed by being confident

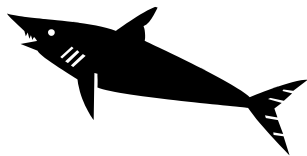
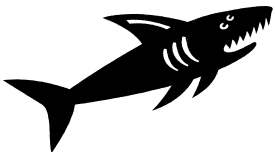
**H**onesty in actions, words, and deeds

**A**ttitude is everything

**R**espect self, others, and world

**K****YHFOOTY**  
(Keep Your Hands Feet and Other Objects To Yourself)

**S**elf control – use it!



# Rules/Procedures

## Hallways

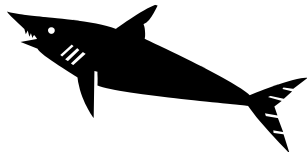
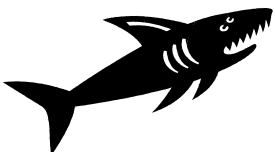
- Silent movement
- Stick to the right
- KYHFOOTY (Keep Your Hands Feet and Other Objects to Yourself)
- Move with a purpose
- No loitering
- Speed limit = Walk

## Restrooms

- Respect the privacy of others
- Flush
- Wash hands
- Turn water off
- Leave promptly
- Leave restroom clean and neat

## Lunchroom

- Sit down quickly at your assigned table
- Use good manners while eating
- Remain seated at all times until you are dismissed
- Clean up after yourself (table top, seats, floor)
- Use quiet voices
- Take what you want, but eat what you take
- Food stays in the lunchroom

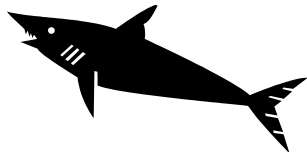
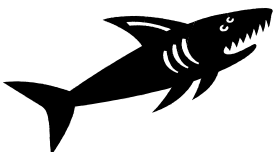


## Food in the Classroom

- Water only
- Any food brought into the classroom must be cleared by the teacher beforehand (i.e. birthday treats, snacks, parties, etc.).
- **Store bought only**

## Playground

- Always obey the recess coaches. What they say, goes.
- Play by the school rules or you don't play.
- Play in designated areas.
- Things on the ground stay on the ground.
- Classroom hallways are off limits unless you have a hall pass.
- You can bring your own equipment, but it is your responsibility.
- Line up IMMEDIATELY when your flag goes up.
- KYHFOOTY
- Use all playground equipment properly.
- No Clubs.
- No playing tags.
- No tackle or rough play games.



## Dress Code

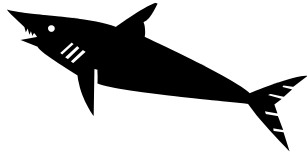
School is the student's place of business and students who are dressed in appropriate school clothing seem to do better. Please help students to observe the following dress standards as adopted by Alpine School District:

- Shorts/skirts should be fingertip length when the arm is fully extended.
- All tops must be at least three fingered length sleeves and cover the body to the waist.
- Ragged or tattered clothing or clothing containing inappropriate pictures, words or ads are unacceptable.
- Flip-flops and all sandals without heel straps are highly discouraged. PE or other class activities may be limited by shoe choice.
- Slippers and pajama like clothing are not acceptable, except days designated by the school.
- Hats/bandannas are not to be worn in the building or on the playground.
- Extreme hairstyles and/or color are prohibited.
- Children should be dressed appropriately for weather conditions and physical activities. Students will be outside everyday unless extreme weather conditions prevail.

Students who violate the dress code will call home for a change of clothing.

## Odds and Ends

- Nail polish, makeup and any toys in general are not allowed at school.
- Cell phones need to be turned off while on school property, stored in backpack and used only after school hours.
- Electronic devices are not allowed at school unless specified by the teacher for specific academic lessons.



## School Phone/Cell Phones

School phones are only for official school business. Students will not be called out of class to take phone calls. Please communicate necessary information before school. In an emergency, the office will convey a message to your child. Please do not ask to have students call you during the school day.

Our large population makes it prohibitive for students to call home when weather is bad. Please let your students know what procedure to follow if it is raining, snowing, etc. after school. Please arrange ahead of time to pick up your child after activities.

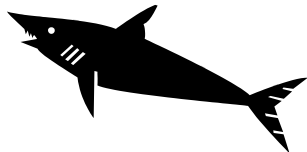
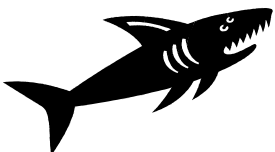
Cell phones should remain in backpacks, on silent during school hours. If phones are seen or heard students will receive friendly reminders to return them to the backpack. If problems arise other action will be forthcoming. If there are any emergencies other phones will be available throughout the school.

## Positive Reinforcement

### Wheel of Fortune:

The Wheel of Fortune is a student recognition program that celebrates academics and citizenship. Here's how:

1. Teachers/Administration/Staff who notice students being examples of one of our school character traits/Shark Zone Habits can reward that student with a "Wooden Shark Nickel."
2. Students can only turn in **ONE "Wooden Shark Nickel" a week, on Monday morning after the 9:15 announcements**, in the office.

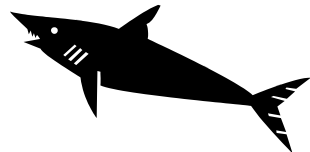
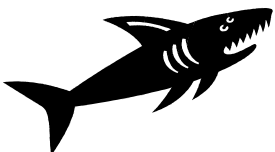


Positive Reinforcement Continued

3. When students turn their “Wooden Shark Nickels” in they get a small prize.
4. Then students will fill out a slip of paper to enter for a chance to spin for larger prizes on the Wheel of Fortune, which takes place **at lunchtime on Fridays with the principal!**
5. To provide as many opportunities as we can to allow students to spin the Wheel of Fortune, each week we start over with students putting in their slips for a chance at a spin.

**Lunch with the Principal:** Once a month, two students from every class will be randomly selected to eat lunch with the principal.

**Birthday Books:** In our on-going efforts to provide opportunities to read each student will receive a book from the Principal on their birthday!



### Discipline

Each teacher has established a discipline plan including positive reinforcement and consequences.

The following will occur before a child is referred to the administration:

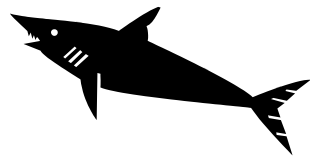
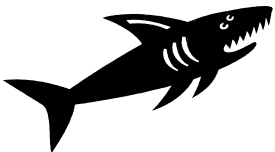
**First offense:** Simple reprimand and discussion.

**Second offense:** Phone call to parents

**Third offense:** Think time in the buddy classroom and phone call home to parents

**Fourth offense:** Visit with the administration and parent meeting. Depending on the severity of this issue there could be possible in school suspension or loss of privileges.

**Fifth offense:** Out of school suspension. In extreme cases, steps one through four may be eliminated.

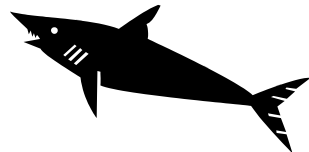
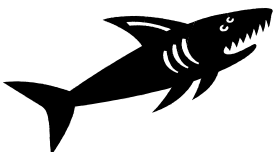




### Consequences

Teachers have a primary responsibility to deal with discipline in their classrooms. Each teacher will review the discipline policy with their students and discuss the plan to deal with student behavior that may keep others from learning. If infractions cannot be resolved within the classroom or by independent efforts of the persons involved, the situation will be referred to the administration. Student misbehavior may warrant one of the following:

- Time out
- Withdrawal of student privileges
- Remaining in the room at recess or after school (with notification to parents before a student is kept after school)
- Parent/student conferences with teacher/principal
- Individual student contracts
- Evaluation and appropriateness for 'student-help' program
- In-school suspension
- Out-of-school suspension

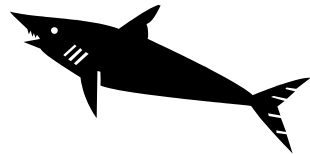
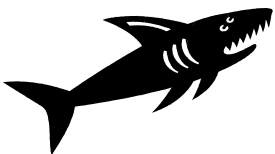


## Safe School

The Alpine School District Safe Schools Policy prohibits disruptive acts, acts of violence, aggressive behavior, intimidation, possession of weapons, criminal behavior, hazing/harassment, abetting, gang activity, secret societies, and hate groups on school property.

- **Disruptive Acts:** Acts that disrupt the daily operation of school including, but not limited to: physical or sexual assault, intimidation, aggression, possessing or displaying a dangerous weapon.
- **Dangerous Weapon:** Any item capable of causing death or serious bodily injury or a facsimile or representation of the item (toy gun, etc.). Dangerous weapons, as deemed by these rules, shall include, but are not limited to: firearms, knives, metal knuckles, straight razors, explosives, and poisonous gases. These items will be confiscated.
- **Hazing/Harassment:** Intimidation of a student or staff member or any act that injures, degrades, or disgraces a student or staff member.
- **Abetting:** The act of supporting, encouraging, and/or assisting activities which violate the Safe Schools Policy.
- **Gang/Secret Societies/Hate Groups:** A group of two or more people who form an allegiance and engage in a range of disruptive behaviors that may include violent or unlawful activity or which advocate hate or discrimination on the basis of race, religion, sex, national origin, or disability.

Students who participate in prohibited activities described shall be dealt with in accordance to procedure out lined in the Alpine School District Rules and Regulations.



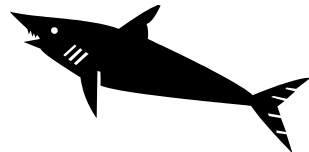
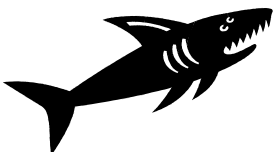
# Safe School

## Gangs

- Students may not wear, possess, use, distribute, or sell clothing, jewelry, emblems, badges, symbols, signs, or other things that are evidence of membership or affiliation in any gangs, secret societies, or hate groups.
- Commit acts or use speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in gangs, secret societies, or hate groups.
- Use speech or commit any acts or omissions in furtherance of the interests of the gang, group or society, including, but not limited to: 1) soliciting others for membership, 2) requesting person to pay for protection or otherwise intimidating or threatening and person, 3) committing other illegal acts or other violations of school district policies, 4) inciting other students to act with physical violence upon any other person, 5) defacing school property (books, walls, etc.).

## Bullying

- Bullying is defined as aggressive behavior that is intended to cause harm or distress, exists in a relationship in which there is an imbalance of power or strength, and may be **repeated over time**. Bullying may be physical, verbal/written or psychological.
- Physical bullying includes, but is not limited to: pushing, grabbing, pinching, shoving, poking, tripping, kicking, hitting and destroying property.
- Verbal/written bullying includes, but is not limited to: name calling, mean teasing, spreading false rumors, intimidation, sexual comments, harassing and threatening comments which are communicated verbally, in writing or through electronic media (Cyber bullying).



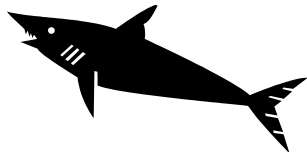
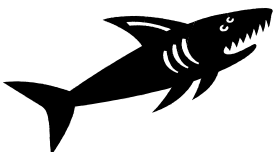
# Safe School

## Bullying Continued

- Cyber bullying means using e-mail, web pages, text messaging, blogs, instant messaging, three-way calling or messaging or any other electronic means for aggression, intimidation, or harassment against another person. Examples include, but are not limited to: sending mean, vulgar, or threatening messages or images; posting inappropriate pictures of or sensitive, private information about the victim; pretending to be someone else to hurt that person; rude comments; lies; stalking; threats; extortion; harassment; and transmission of unflattering or embarrassing photographs.

## 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.



# Support Programs

## Psychological Services

The purpose of psychological services in the schools is to promote healthy attitudes and habits, identify individual emotional and learning needs, and to help students in the educational setting.

Services available:

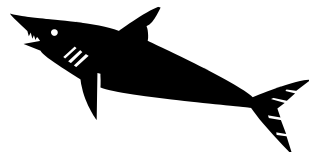
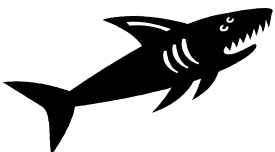
- Evaluation of individual emotional and learning needs
- Counseling for parents and students
- Healthy lifestyle classroom instruction
- Referrals to other community services and resources

Tests used in the evaluation help determine a student's:

- Intellectual ability
- Emotional concerns
- Perceptual abilities

To obtain psychological services a parent may make the request by application at the Principal's Office. If a teacher makes the referral, intervention attempts to remediate the difficulty must be documented and the referral forms filled out with the parent's permission.

The decision for counseling is made by an Individual Education Plan (IEP) team consisting of psychologist, parent, principal, and teacher. Goals and objectives are then developed for counseling, which is scheduled during regular school hours.



### Reading Recovery

Reading Recovery is an early intervention program used to identify and remediate first graders needing help to move to the average grade level. This is accomplished through daily thirty-minute lessons, one teacher to one student. This program helps children become independent readers.

Students that are below grade level on reading may undergo a testing process at the beginning of first grade. Reading Recovery teachers determine students who would benefit most by the program. Parents are then contacted for consent to have their student enter Reading Recovery. This program is exclusively for first graders.

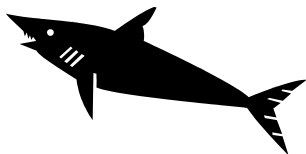
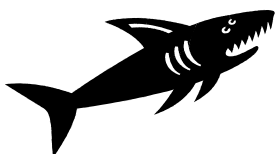
### Saratoga Shores Learning Center

The SLCC program is designed to serve students identified as possessing behavioral and/or learning handicaps. By working closely with the student's parents and regular classroom teacher, and Individual Education Program (IEP) is tailored to meet the student's specific needs. His/her needs may be in the area of math, spelling, reading, written language, self-esteem, and social skills. A student may receive resource support from thirty minutes to three hours a day.

Informal testing occurs regularly while formal evaluation with parental permission is done annually. All test results are kept confidential. The tests yield a grade or age above for comparison to previous testing to assess student improvement. Once the student has been in the SLCC program for three years an evaluation is completed to ascertain eligibility for continued support.

### OEK

Optional Extended Kindergarten is an early intervention program to support students who need extra help in literacy. OEK students attend a regular kindergarten session and an additional reading session. Eligibility is determined by testing.



## Support Programs continued

### A.L.L.

Saratoga Shores hosts the district Advanced Learning Lab for advanced students who test into the program. The program has 3-6 grade classes. All students are invited to test to participate in the program for the following year. For more information check the district website under the Instructional Services Department – Gifted Services.

### Speech

It is the purpose of the Speech and Language program to provide help for students who have communication problems that may adversely affect learning, including:

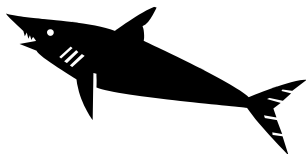
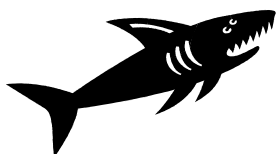
- Articulation (saying sounds inaccurately)
- Language delay (immature sentence and/or conversational expression, verbal organization or low vocabulary use and understanding)
- Fluency problems (stuttering)
- Voice problems (abnormally prolonged hoarse or unusual sounding voice)

### STARS

STARS is a program that provides additional support to readers that need extra help. Teachers nominate students for the program and spaces are filled according to availability and need. Students work with trained STARS instructors during regular school hours.

### Shark Attack Time (Flex Time)

As a staff we have created a period of the day we call Shark Attack Time. During this time students who need just a little extra instructional support to re-learn important concepts will receive that extra help in small group time with their teachers. At the same time, other students will be provided enrichment/extension-learning opportunities meant to enhance their learning.



## Specialties

An important part of the modified extended day program is the opportunity for each student to participate in specialty classes throughout the year. We have teachers who will provide specific instruction in PE, Computers, Art, and Music. This is a great support to the Saratoga Shores focus on the arts.

## After School Activities

### Choir

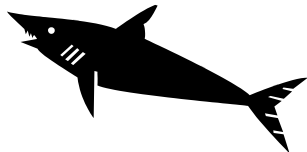
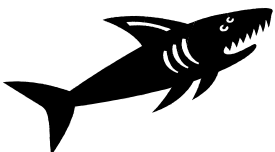
This after-school program is open to all 3-6<sup>th</sup> grade students. The choir meets once a week and performs two major concerts during the year as well as school wide assemblies and community events. This program is partially funded by a small tuition to cover expenses and in part by a Gifted and Talented Grant sponsored by the District.

### Shark Runners

This after-school activity is open to all grade levels who wish to work on their running and earn miles towards our Shark 100 Mile Challenge. Students wishing to participate can come on Wednesdays @ 3:30-4:30 starting after Labor Day and ending at Thanksgiving; and then resuming in March until the end of the school year.

### Ballroom

This program is open to students in grades 4 – 6. Level 1 team will practice on Thursday at 3:40. Level 2 team will practice on Monday & Wednesday. Students will get to compete with other schools in the district. They wrap up their year with an annual spring concert.





## After School Activities

### Chess Club

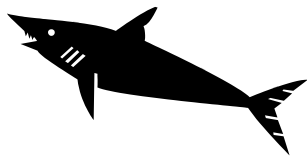
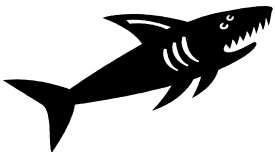
Saratoga Shores Chess Club meets once a week for 45 minutes. Playing chess has proven to help students enhance their creativity, improve their power of concentration, develop and expand critical thinking skills, boost memory and retention, and achieve superior academic performance. Additionally, chess has been shown to augment problem-solving capabilities, provide cultural enrichment, advance intellectual maturity, and enhance self-esteem. Learn how to be a better chess player and a better student. The cost is \$20 for the year which includes a t-shirt and a trophy.

## Take Home Library

The take home library provides books for students to take home on a nightly basis, read, and bring back the next day. New books are added when the other books are returned.

- It is a choice to participate in the take home library program.
- The opportunity is for any student.
- Most books are for kindergarten-third grades.
- Permission slip must be signed.
- Teachers assign home reading books at an independent reading level.
- Take home books are for practicing fluency and comprehension, not to provide a difficult read. The books should be "easy".

There is a \$10.00 replacement cost for any lost or damaged book



## Media Center

Classes are scheduled to visit the media center once a week. Each week students join in on mini-lessons that teach the joys of reading, differences in literature genres, parts of a book, the Dewey Decimal System, authors, how to take care of books, and many other fun and exciting activities.

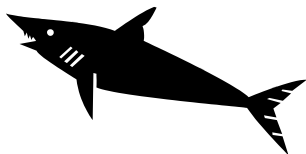
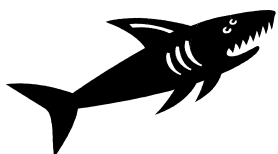
Please remind your child to take care of their books:

- Carry books in a book bag
- Handle books with CLEAN hands
- Do not eat or drink while reading
- Keep books away from younger children and pets
- Keep books in a safe HIGH place
- Turn pages from the right hand corner
- Use a book mark – do not doggy ear the pages
- Return books to the Media Center for repair (special tape is used to repair torn pages – PLEASE DO NOT REPAIR BOOKS AT HOME)

Book Check Out Allowances:

- **K-1<sup>st</sup> Grade** = 1book (K and some 1<sup>st</sup> grade classes keep their books in the classroom)
- **2<sup>nd</sup>-3<sup>rd</sup>** = 2 Books
- **4<sup>th</sup>-6<sup>th</sup>** = 3 Books

Lost or damaged books need to be paid for before a new book may be checked out. Students CANNOT check out a new book if they have an overdue book. Notices will be sent home monthly reminding student of overdue books. ***Please remind your child to bring their library books on their library day.***



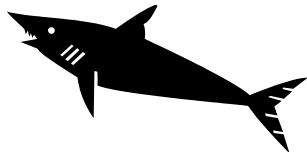
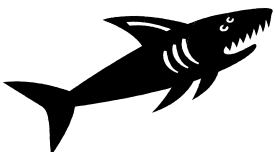
## Student Illness

Students will be excused from the classroom if any of the following are noted:

- Fever 100 degrees or above
- Nausea, vomiting, or abdominal pain
- Diarrhea – frequent, loose, watery stools
- Unusual drowsiness or tiredness
- Sore throat, acute cold, or persistent cough
- Runny nose
- Red inflamed discharging of the eyes (pink eye)
- Swollen glands around the jaw, ears, or neck
- Any skin sore oozing of fluid
- Suspected head or body lice
- Earache
- Any unexplained rash
- Other symptoms which suggest acute illness

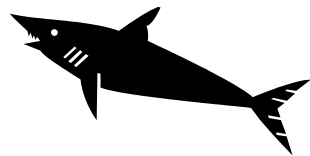
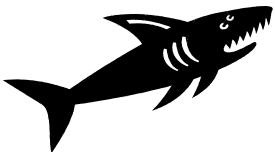
Students who become ill at school will be sent home. It is critical that an Emergency and Health Information Sheet is completed for each family. Whenever an accident or illness occurs, everything is done to contact the parents or the person designated to be called. If this is not possible, the doctor listed will be notified. In emergencies when it is not possible to contact these people, necessary steps will be taken for calling the paramedics or hospitalizing the student.

Under no circumstances will a student be sent home unless the parent or person listed as the emergency contact gives permission and takes the student home. **Please keep the office informed of any and all telephone number changes.**



## Medication

- No school personnel may administer oral medication to students unless a Medication Administration Release Form has been completed by the physician and is on file in the office. The medication must be in the original prescription bottle with the doctor's name. The druggist will give you a second bottle so the prescription can be split between home and school.
- Per District Policy 5410: Students may carry and self-administer prescription asthma medications, epinephrine auto-injectors, and for those with diabetes their diabetes medication while on school property with written authorization from the student's parent or legal guardian and a health care provider licensed to prescribe prescription medications. The student shall be in possession of the medication at all times or make arrangements with the school to store the medication. It is the responsibility of the parent or legal guardian to ensure that the required medication authorization form(s) is updated on an annual basis and is on file at the school.
- Parents, rather than students, are to bring all medications to school. Medications should be given directly to the principal, secretary, or school nurse.
- If Tylenol or Ibuprofen is needed, permission from the parent must be obtained and may be given by phone to principal/secretary.



### Nurse

The purpose of the health program through an assigned registered nurse is to enhance the education process by the modification or removal of health-related barriers to learning. It can also promote an optimal level of wellness.

School nurse interventions provide for student and family participation in health promotion, maintenance, and restoration. It can also prevent illness and effect rehabilitation.

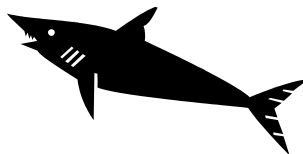
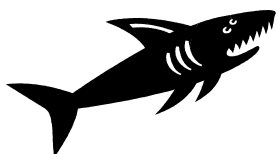
Health education is an essential part of the school nurse's role. Activities of health education include:

- Maturation presentations
- Grooming and hygiene classes
- Vision screening
- Immunization follow-ups

### Immunizations

In compliance with state law, Alpine School District requires that all students enrolled in a public school complete the following immunizations:

- diphtheria
- tetanus
- polio
- whooping cough
- measles
- rubella (German measles)
- Hepatitis B and A series
- Varicella (chickenpox – if the child has not had the chickenpox previously)



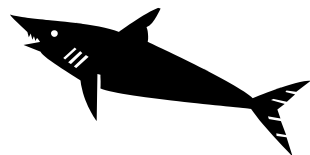
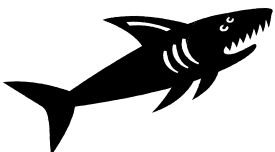
# Emergency Response

## Emergency Evacuation

In the event of an emergency that necessitates evacuation from the building, (earthquake, fire, etc.). For detailed information on our evacuation procedures please refer to our school website [saratogashores.alpineschools.org](http://saratogashores.alpineschools.org) and go to the School Info Tab under "Safety Procedures."

## Emergency Weather Conditions

Alpine School District Transportation Department will determine what conditions may prohibit transporting students in a school bus. This is not a school-based decision. The Alpine School District Web Site ([alpineschools.org](http://alpineschools.org)) and the school phone system will be used to notify and update parents during such an event.



# Food Services

## Breakfast

### Prices

- Students: \$1.00 per day
- Reduced: \$.30 per day
- Adults/visitors: \$1.65 per day

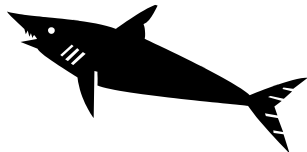
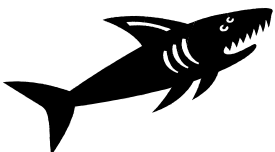
Breakfast will be served from 7:30 am to 9:30 am.

## Lunch

### Prices

- Students: \$1.75 per day or \$35.00 per month
  - Reduced: \$.40 per day or \$8.00 per month
  - Adults: \$3.85 per day or \$77.00 per month
  - Milk: \$.30
- 
- Students may pay on a daily, weekly, or monthly basis.
  - Personal checks are to be made out to Alpine School Lunch. Lunchroom hours are: 7:30am-1pm.
  - You may access your child's account on [www.mealpayplus.com](http://www.mealpayplus.com). You will need to have your child's student ID number.
  - If your child is out of lunch money, you will receive an automated phone call and a letter will be sent home. If your balance is excessive (-4.50 or more), you will receive a letter through the mail.
  - According to district policy students with charges over \$6.00 will be offered a deficit lunch for \$.75, which is white milk and cheese sandwich. After \$9.00 charges students will not be served
  - Free and reduced lunch application forms are available at the office or on-line at [alpineschools.org](http://alpineschools.org). Click on Forms. Click on Free and Reduced Lunch Application.

\*\*\*Please put student's name on all sack or lunch containers.



# Visitors - Volunteers

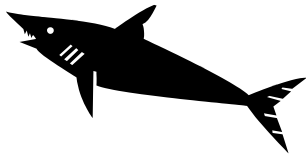
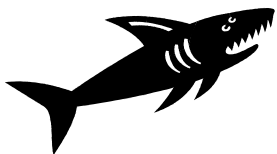
## Volunteer Guidelines

- For the safety of our students, please check in at the office.
- Please make advanced arrangements when visiting a class.
- Do not interrupt the teacher or students in the learning process.
- When you are in class as a volunteer it is not an appropriate time to discuss your child's academic progress or behavior or to comment on other students' behaviors.
- If possible, younger students should be left in the care of others.
- All visitors and volunteers are expected to follow the school dress code.
- Occasionally out-of-town cousins or friends come to visit during the school year. Guests are **NOT** to accompany the students to school.

## Background Checks

Background checks may be completed in the main office. Please bring the following items with you:

- 1 form of photo ID
- Social Security Number (card not needed)
- \$15 – cash or check only





# Legal Issues

## Custody and Guardianship

Copies of legal paperwork should be submitted to the office where legal guardianship and custody issues are concerned. The school should not be placed in situations where disputes and custody issues are generated. Please arrange to have copies of legal mandates from the courts on file with the office to avoid any disruption to the school process.

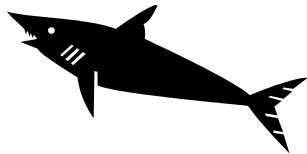
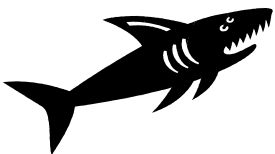
## Fees

The Utah Constitution prohibits the charging of fees in elementary school. Students in kindergarten through sixth grade may not be charged for textbooks, classroom equipment, supplies, assemblies, field trips, snacks, or for anything else that takes place during the school day.

If your student loses or destroys school property, the cost of replacement is not a fee and will not be waived. Schools may charge for meals served at school. School funds are limited and your school may need help. They may ask you for a tax-deductible contribution of school equipment, supplies, or money. No child will be penalized for not making a donation.

## Student Insurance

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



## Additional Information

### Family Representative

School communication will be sent home in a Monday efolder or with the family rep. The family rep. will be the youngest child in the family.

### Lost and Found

Parents should label (inside) all clothing, backpacks and all other items with their student's first and last name. All items with a name on them will be returned to the student. Any item without a name on it will be held in the Lost and Found area for a short period of time. If not claimed, it will be donated to charity.

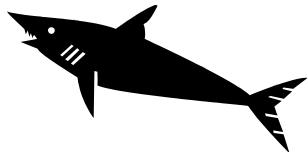
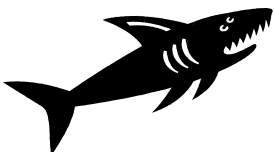
### Money

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

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

You will need to send separate checks for school activities and school lunch.

Teachers are not responsible for money and valuables if loss or theft may occur.



## Additional Information

### Pets at School

Pets are not allowed at school unless approved in advance by the teacher.

- The parent must bring and take the pet immediately after “show and tell.”
- Do not allow pets to follow students to and from school.
- Animals lingering around the school grounds will be picked up by the Animal Control Officer.

### Student Transfers

- If you are moving, please alert the office one week in advance so that all procedures can be completed
- Check with the Media Specialist to assure library books are returned.
- Check with the lunch clerk to settle balance.

### Utah State Core

- The Utah State Core is the official curriculum for all schools in Utah. The standards and objectives can be found on the internet at: <http://www.schools.utah.gov/main/>
- Parents are encouraged to look up the State Core on their home computers to see what students are learning in the grade level.
- The State Core becomes the curriculum that is tested each spring just before school gets out for the summer. Test results are reported in the newspaper and school and district newsletters in the fall of the year.

