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August 1, 2015

Dear Parents, Guardians, and Caregivers;

Welcome Back! I hope that you have had a wonderful summer. We are looking forward to having a great school year. Please note that we continue to advocate for student safety, and require your support of our student check in/out policy. The new Alpine School District Policy requires that we check identification of persons who are checking students out of school. Please come prepared each time with photo identification such as a drivers license or state-issued ID card. This policy will be enforced **every time** the student is checked out whether or not we have known you for years. Please help us to be compliant with this policy for the safety of our students and staff. When students arrive at school after it starts, please make sure to check in at the front office and do not directly take your student to their classroom. The same goes for checking a student out. This must be done through the front office. Our side doors will be locked once school is in session. This will also help remind you to come in to the front office to check your student in.

You will also notice that our sick policy has become more stringent. With the fragile nature of the students that attend our school, it is imperative that we all follow Utah County Health Department regulations for schools to keep everyone healthy and happy.

Alpine School District has now placed the Acceptable Use Policy for students online. Please fill out that form by the end of August so that your student is cleared for computer use at school. You can access the form at:

<http://alpineschools.org/registration-forms/internet-computer-acceptable-use-student-permission-form>. There is also a tutorial available at: <http://blog.alpineschools.org/online-student-information-update-aup/>

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

Warmest Regards,

Kimberly D. Wong
Principal

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FACULTY AND STAFF

PRINCIPAL

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SECRETARY

Pam Thatcher

LUNCHROOM STAFF

Sherry Hopkinson, Manager

Jill Burnhart

Julienne Palmer

PSYCHOLOGIST

Melissa Bullock

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Elementary

Todd Glover

Jill Downs

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Shana Snodgrass

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Dan Heaps

Joshua Peel

Chelsy Hamilton

Melanie Adams

Ron Story

Kayla Nichols

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

DAN PETERSON SCHOOL
SCHOOL POLICY AND INFORMATION
FOR PARENTS AND STUDENTS

WELCOME TO DAN PETERSON SCHOOL

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

OPEN HOUSE

Our Open House will be held on Monday, August 17, 2015 from 2:00-4:00 p.m. Parents and students will be able to get acquainted with their new teachers and classrooms. A disclosure document will be given to parents explaining individual teacher schedules and progress reports. **The first day of school for students in grades 1- Post High is Wednesday, August, 19, 2015. Kindergarten and Pre-school students will begin school on Wednesday, August 26, 2015.**

STUDENT REGISTRATION AND VACCINES

All new students attending Dan Peterson School must be officially registered at the school, and provide proof of current immunizations (aligned with current Utah State Health Department standards) **before the first day of attendance.** Exemptions or vaccine waivers must also be on file before attending school. Complete registration includes a copy of the student's legal birth certificate (wallet size is not acceptable), and an updated copy of vaccines. New student registration will be held on August 10, 2015 from 9 a.m. to noon.

PHONE CALLS

Phone calls to individual teachers should be made between the hours of 8:30-9:00 a.m., and 3:30-4:00 p.m. The rest of the day is devoted to student instruction. Should you need to reach the teacher in case of an emergency, the front office will be happy to assist you. You may also ask to leave a voice mail for the teacher at any time. **Please do not ask your child's teacher for their personal cell numbers or home numbers. Also, I have asked that the teachers do not text parents in order to preserve professionalism.**

TRANSPORTATION

Transportation is provided to students who attend Dan Peterson School as a portion of their Individualized Education Plan. **Any issues with student transportation should be brought to the attention of the district transportation department. You may reach them at 801-610-8850.** If you have a concern with a driver or aide on the bus, please let the principal know. Sometimes transportation is unable to accommodate students based on where they live. If this situation arises, transportation will work with you to discuss alternate methods of student transport.

SCHOOL LUNCH

School lunch is available for purchase by students. These meals are planned, prepared, and served by experts. **It is the parent's responsibility to provide lunch money for their student.** If your student receives free or reduced lunch prices, you will need to have their registration complete prior to the start of school. This can be done online, or by filling out a hard copy. The school lunch department is unable to adjust prices for student lunches until they receive notification from the district. **It is the parent/guardian responsibility to make sure that forms are filled out each year.**

Should you desire to apply for free or reduced price lunches, the forms are included in the district summer mailing. You may direct questions to the Nutrition Service staff at 801-610-8030. The approval process includes all applications being approved at the District Food Service Office, located at 759 E. Pacific Drive, in American Fork.

STUDENT PROGRESS

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

STUDENT INSURANCE

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

VISITOR POLICY

We require visitors to the school check in with the office to obtain a visitor's badge **before** visiting the classrooms. **For our student/staff safety, this will be strictly**

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enforced! Any visit lasting longer than 15 minutes (including parents of students) needs to be pre-approved and scheduled with the principal in advance.

ATTENDANCE

Our school is maintained for instructional experiences. School progress is a result of regular attendance at school. We encourage regular school attendance. **Please notify transportation (801) 610-8850 and your child's teacher (801) 610-8189 if they will not be attending school.**

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

LOST AND FOUND ITEMS

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

DRESS STANDARDS

Alpine District Board Policy (Policy 5152) states:

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

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

PROPER DRESS FOR WEATHER CONDITIONS

Children should arrive at school dressed for the weather of the day. Recess breaks are a vital part of each student's day. On extremely cold, wet, or hazy days, the principal will declare an inside day and the students will be kept inside. **If your student is normally**

allowed outside and you do not want them to go outside, please send a note in their backpack indicating such.

STUDENT CHECK-IN/CHECK-OUT

Students who arrive after 9 a.m. MUST BE checked into the front office. Please do not take your student to their classroom or just drop them off. Students will be escorted to classrooms after parents have checked them in with the secretary.

Parents must come in to the office to pick up their children if they are needed during school hours. Students will be turned over to their parents, guardians, or caregivers after the school checkout log found in the office has been signed. **Only authorized individuals indicated on the emergency contact form will be allowed to check students out. Please be prepared to show a picture ID every time you check a student out of the school.** This procedure is necessary to provide as much protection for your child as possible. (If a student returns the same day they must be checked back in.) **Please do not bring your students to school before 9 a.m. We do not have the staff to supervise them, and will not be responsible for them until that time.**

WITHDRAWAL OR TRANSFER OF STUDENTS

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

ACCIDENTS AND ILLNESSES

Whenever an accident or illness occurs and is of a serious nature, we will do everything in our power to contact the responsible adult or the emergency number you have listed on the STUDENT INFORMATION SHEET. Therefore, it is vital that we have a current, updated sheet on file in the office each year. Individual health care plan instructions will be followed. If the situation merits additional action, we will take the necessary steps for providing additional emergency care. Students will be only released to adults listed on the student information sheet. **Please keep us informed of any telephone number/address changes.**

DNR's

For any student who has a DNR (Do Not Resuscitate Order) in their file, parents and caregivers need to be aware of the following in the event of an emergency:

1. Because we are an institution charged with keeping our students safe, every life-preserving measure will be taken while students are on school grounds, or involved in school-based activities including:
 - a. Calling 911 for immediate medical assistance.
 - b. Parents/Caregivers will be notified.
 - c. Paramedics will be given a copy of the student DNR order upon arrival. Paramedics are required to initiate any necessary life-preserving measures for their patients. Once the patient is transported to the hospital, it will be up to the parents to discuss the DNR order with the doctor.

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d. Parents/Caregivers should take care to make sure that numerous contact numbers are listed on the student DNR form to insure that they can be reached in case of an emergency.

SCHOOL NOTES

Communication and announcements from the school will be sent home in student backpacks. Additional information can be found on the school website: www.danpeterson.alpinedistrict.org Announcements for occasions requiring your immediate attention will also be sent to your phone from School Messenger.

UTAH DEPARTMENT OF HEALTH

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

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

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

STUDENT PLANNING

There are quite a few opportunities throughout the school year for student planning. Individual student IEP's will take place at least once annually before their due date. As a parent or caregiver, you have the right to convene the IEP team for discussion at any time throughout the year, with appropriate notice. **Parent Teacher Conferences will also be held on October 8, 2015 and February 4, 2016 from 4-8:30 p.m., and scheduling notices will be sent home in advance of the conferences.**

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

MONDAY EARLY OUT SCHEDULE

1st-Adult: 9:05 A.M. -2:30 P.M.

Pre-School/K: 9:05 A.M.-11:30 A.M.

TUESDAY THROUGH FRIDAY SCHEDULE

1st-Adult: 9:05 A.M.-3:30 P.M.

Pre-school/K: 9:05 A.M.-11:40 A.M

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Professional Development Days: The following dates have been reserved for teacher professional development training throughout the school year. Students will not attend school on these dates.

October 19, 2015, and March 7, 2016.

DAN PETERSON DISCIPLINE POLICY

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

Suspension Guidelines for Special Schools

A student should have a Behavior Intervention Plan (BIP), developed by the IEP team, which addresses the extreme behaviors. The BIP must be implemented with fidelity, and reviewed often. In the event that the behavior seriously injures another student or staff member such that they require medical attention outside the scope of the school nurse, suspension will then be considered, followed by an immediate meeting of the school team to write, review, or revise the BIP for the student.

The student has to have shown a pattern of extremely aggressive behavior defined as “physical violence/aggression towards others with sufficient force to cause bodily harm”.

Possible reasons for suspension are:

Frequent/flagrant willful disobedience, defiance, disruptive behavior, use of profane language, harm or threatened harm to school property, stealing, possession/use of alcohol, pornography, weapons, explosives, drugs, truancy, sexual harassment, bullying, or commission of felony or misdemeanor.

Further information can be found at: www.alpineschools.org and on our school website: www.danpeterson.alpineschools.org

Alpine School District follows the federal guidelines for discipline procedures under IDEA. Further information can be found at: idea.ed.gov

Alpine School District uses Least Restrictive Behavior Interventions (LRBI) as a guideline for behavioral interventions. An exception to the rule would be the use of an “Emergency Safety Intervention” which means the use of seclusion or physical restraint when a student presents an immediate danger to self or others, and is not for disciplinary purposes. Further information can be found at: updnetwork.org

DAN PETERSON EVACUATION PLAN INFORMATION AND INSTRUCTIONS

In the event of a major disaster or emergency situation, parents will be notified by phone/text through School Messenger. Students will remain at Dan Peterson School or other designated site until they can be checked out through the office to a parent or guardian. Be prepared to show identification. Students will not be released to anyone under the age of 18, or individuals not on the emergency form. Students who are riding on school transportation home will be taken to their respective homes. If no one is at home, the student will be taken back to the school. The school has prepared emergency kits for each classroom that contain blankets and first aid supplies. We also have emergency food available through the kitchen. **It is recommended that parents send extra formula, diapers, special diet supplies, medicine, and clothing to the school so that student needs can be met.** Please contact your child's individual teacher or one of the school nurses if you have questions as to what to supply. Parents can reach the school at 801-610-8189 to check on the status of their student. The administrator and staff will remain with the students until all have been released into the care of their parent or guardian.

In the event of an emergency that is only school related such as a fire, normal evacuation procedures will be followed. When students are evacuated to the final destination point, teachers will contact student parents individually by cell phone where possible. Therefore, it is imperative that any changes in contact information be communicated in a timely manner to the teacher and to the front office of the school.

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

STUDENT TRANSITION

Transition planning is a key part of our secondary student's education. By age 16, goals for transition will be developed for each student. As part of our transition services, students will have opportunities to go into the community, work on social skills, behavior goals, and develop appropriate life skills. Transition planning is done on an individual student basis with the school IEP team. **Please be aware that students that turn 18, and are considered their own guardians will be making their own transition decisions.**

DAN PETERSON 2015-2016 SCHOOL IMPROVEMENT PLAN

As part of our School Improvement Plan, we will be focusing on student improvement in the area of math through increased teacher focus on student vocabulary needs, and lesson design integrating the Essential Elements of the Common Core.

SCHOOL TRUST LAND PROGRAM UPDATE FOR 2014-15

Funding received through Trust Land Monies has been devoted to staff development, to enhance Extended Core instruction in vocabulary acquisition and math. A complete report will be available in Spring 2016.

School Community Council

Dan Peterson School is fortunate to have a collaborative School Community Council. This council consists of faculty members, and patrons whose primary focus is on school improvement. The council meets at least once quarterly to discuss school progress and propose ideas to enhance student educational experiences. Council members serve for two-year terms and may serve up to three terms. This year there are 2 positions up for re-election. Those wishing to participate in school community council elections may contact the principal. Elections will be held during the week of September 14, 2015. More information will be sent home prior to elections.

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

- Monday, September 21, 2015.
- Monday, October 12, 2015
- Monday, November 9, 2015
- Monday, January 11, 2016
- Monday, March 14, 2016
- May meeting TBA

All meetings will be held from 12:30-1:30 P.M in the Dan Peterson Conference Room

SCHOOL DISTRICT CALENDAR 2015-16

DAN PETERSON SCHOOL MAP

DAN PETERSON STUDENT HEALTH PROCEDURE

Dan W. Peterson School
Alpine School District
169 North 1100 East
American Fork, Utah 84003

Kimberly D. Wong, Principal

Telephone: (801) 610-8189

Fax: (801) 763-7022

ILLNESS/EXCLUSION Procedures

To: Parents/guardians/caregivers of Dan Peterson School students
Subject: Medical/sick procedure for exclusion from school August 19, 2015

Controlling communicable diseases in school settings is of the utmost importance. Providing a healthy, safe and comfortable environment facilitates the educational process, encourages social development, and allows students to acquire positive attitudes toward organized settings.

Children who are ill or feel sick can create difficulties in group settings. An ill child often demands more attention from the teacher and cannot fully participate in group or educational activities. Worse yet, the child with a communicable disease may spread the illness to others. This is especially true in the case of medically fragile children. Accordingly, it is essential that educators, parents, and care providers control the spread of communicable disease by safe, effective, and practical efforts.

Since so many of our students are considered high-risk and medically fragile, it is important that children who are ill remain home from school. It is the responsibility of the parents/caregivers to have a plan in place for providing care for ill children, have transportation from school, and to provide care until they are well.

Listed below are conditions of particular concern to us. Please keep in mind that while your student may recover quickly from these diseases/conditions or not be bothered by the symptoms; other student's health may be greatly compromised if they contract the disease. Please keep your student home until the symptoms are resolved **(24-48 hours symptom-free is a good rule of thumb), or a doctor's written release** is presented to the nursing staff stating that the symptoms are not contagious. **Since so many of our students are considered high-risk/medically fragile, please remember to emphasize the fragile nature of our student body when contacting your MD regarding your student returning to school.**

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1. INFLUENZA-LIKE ILLNESS: Symptoms include, but are not limited to: Fever, headache, muscle aches, fatigue, non-productive cough, sore throat, and runny nose. The CDC recommends **exclusion from school extending 10 days after the onset of flu-like symptoms**. Full resolution of symptoms is recommended for those students returning to a setting where high numbers of high-risk people may be exposed.
2. COLDS/FLU: Symptoms may include: Green/yellow/brown discharge from the eyes/nose, sneezing, fever/chills, and general body discomfort. Students must be absent a minimum of 24 hours after symptoms are resolved, or return with a release from the doctor.
3. PERSISTENT COUGH: A cough can be caused by many things (i.e. allergies, asthma, etc), and it is helpful for the staff to know your particular student's health concerns. A cough that is accompanied by phlegm that is discolored, fever, sore throat, headache, or rash needs to be assessed by a doctor, and the student will be absent until released for school by their doctor.
4. FEVER of 100 degrees or higher: Parents will be called to pick up the child ASAP. **The student must be fever-free (without the use of a fever reducer), for 24 hours** before returning to school.
5. STREP: If diagnosed by a doctor, the student will be absent from school a **minimum of 24 hours after antibiotics are first administered** and until they are able to participate in activities comfortably.
6. DIARRHEAL DISEASES (excluding diagnosed IBS): Symptoms include: **An increased number of stools compared with the child's normal pattern.** Increased fluid content and/or decreased form with or without increased frequency. Diarrhea is often accompanied by: nausea/vomiting, abdominal cramping, headache or fever. **If these symptoms are present, the student is to be absent until a normal bowel pattern is re-established. If any type of bowel treatment (fleet, enema, laxative, bowel aid, etc.) is administered, please keep the student home for at least 12 hours.** Parents/guardians will notified and **students will be picked up after the first occurrence. When any type of bowel preparation is administered at home it is to be scheduled so that results occur at home and not at school.**
7. NAUSEA OR VOMITING: Parents will be called to pick up their student ASAP. In the event that the parent is not available, an emergency contact will be notified. The student will be **nausea/vomiting-free for 24 hours before returning to school.**
8. FOUL-SMELLING or BLOODY URINE: These symptoms and/or painful urination may indicate a urinary tract infection and should be seen by your doctor for treatment. For those students requiring peri-care, any observed vaginal discharge and/or irritation in the peri area will be reported to you for follow-up.
9. RASH: Any rash that is diagnosed as a bacterial infection **MUST** be treated with an antibiotic for at least 24 hours before the student can return to school and a release from the doctor must be provided. **Viral**

- and fungal infections need to be resolved or a doctor's note stating that the rash is non-communicable must be provided.**
10. If the student returns with a treated rash, it must be covered. If the rash cannot be covered, or if the student will not leave a dressing on it, the student will be absent until the rash is dry or scabbed.
 11. IMPETIGO: This disease presents as blister-like lesions on the skin. These will later ooze and develop into crusted sores. They appear in an irregular pattern. The sores may spread into a red, oozy rash with a clear or honey-colored crust. Itching is common. The student **MUST** be treated with an antibiotic for at least 24 hours before returning to school. As with a rash as stated above, it must be covered until it is dry and scabbed.
 12. CONJUNCTIVITIS or PINK EYE: Symptoms include: Redness of the eye(s), white/yellow discharge, itching, and irritation. Parents will be called to pick up the student ASAP because of the highly contagious nature of this condition. To return to school the student **must be treated with an antibiotic for at least 24 hours and have a release from the doctor.**
 13. EARACHE or EAR DRAINAGE: Parents/guardians will be notified of the complaint by the school nurse, and the student must be picked up. **For cases involving ear drainage, the student must have a release from the doctor to return to school.**
 14. ANY OPEN WOUND OR SORE: Breaks in the skin must be covered with a bandage sufficient to absorb any drainage. Only basic first aid is available at school, therefore any wound care including topical preparations and dressings must be provided from home. Any wound requiring more than basic care must be accompanied by an order with instructions from the doctor. In cases involving student behaviors that keep wounds open and unprotected, a meeting will be held to discuss resolution.
 15. ILLNESS OF UNKNOWN ORIGIN: Students who have "general malaise," and are not well enough to participate in educational activities but do not present with a defined set of symptoms will be considered unwell and parents will be notified. School nursing staff will determine with the parent whether student needs to be picked up from school.
 16. REPORTABLE ILLNESSES: Chicken pox, pertussis, measles, mumps and rubella **require a doctor's release to return to school.** While the majority of our students are immunized against these illnesses, we do have some students who are exempt and therefore at risk for becoming very ill. If we experience an outbreak of one of these diseases and your student is exempt, **you will be notified and your child must be absent, as per Utah state law, until the danger of contracting and/or transmitting the disease has passed.**
 17. HOSPITAL ADMISSION OR E.R. VISIT: **A visit or admission to a hospital for illness or injury requires a release from the doctor before returning to school.**
 18. PEDICULOSIS (HEAD LICE): Students found to have live head lice will

be sent home for treatment. They may return to school after treatment and an effort has been made to remove “nits”, or eggs, from the student’s hair. The school nurse will reexamine each student’s head as necessary, and as possible, to check for proper treatment and any re-occurrence of head lice.

19. **SEIZURES:** Student seizures will be treated according to the doctor’s orders on file at the school. A seizure action plan (included in yearly mailing) should be filled out to give additional information to school staff. **Parental/proxy permission must be obtained before medication is administered, per student health care plan.** It is the parent/caregivers responsibility to make sure the contact information is current especially in circumstances where the parent is not available and a secondary contact is necessary. **A student experiencing a grand Mal seizure will be picked up to recuperate at home. Parents/caregivers should make contingency plans for pick up of their student. A period of 30-45 minutes is acceptable.**

All releases must **precede or accompany** the student returning to school. These may be faxed to **(801) 763-7022**.

A contingency plan providing for your student to be picked up from school for any of the above stated situations, in a timely manner, is the responsibility of the parent/guardian. Excessive time at school when a child is not well causes them unnecessary anxiety. This plan may need to be updated periodically with the school staff. Please keep us informed as to whom we should contact. This includes students with a private-duty nurse as they are not able to provide transportation.

When a student is no longer contagious, but must remain on medication to receive the full course, the student is welcome at school, and the staff can administer those doses needed during school hours **(if accompanied by a doctor’s order)**. **Any new medication, including seizure rescue medication, must first be administered at home by the parent/guardian without harmful side effects before it can be administered at school.**

Please read and sign the accompanying page indicating that you understand the policy we have set before you. We feel that by following this policy, we can reduce illness and improve your student’s education experience.

Thank you for your cooperation in this matter.

Dr. Joseph K. Miner, MD- Director of the Utah County Health Department

Kimberly D. Wong, Principal

Dan Peterson School Nursing Staff