

ATTENDANCE

Absence - Regular attendance at school provides children with the best chance for success and state law requires it. Parents should contact the school explaining their child's absence each time they miss school. Teachers will call home after three consecutive absences. Excessive absences (10 or more) will be referred to the office. If a student is ill and must be absent from school for an extended period, the parent is encouraged to contact the teacher who will work cooperatively with you in outlining activities and assignments for your child. For further attendance information please refer to the attached attendance information letters.

Tardiness - Students are expected to be at school on time. Tardiness is counter productive to all parties concerned.

Withdrawal/Transfer - If you are moving and need to withdraw your child(ren) from school please contact the office. We will fill out the transfer papers while you check out with teachers, the media center and lunchroom. Please note that most schools require a transfer form when registering midyear.

Student Check Out - Students should not leave the school grounds from the time school begins in the morning until it ends in the afternoon unless they are going home for lunch (requires a permission note) or are being checked out by a parent. Parents taking students form school during the day must sign the check out log in the office before taking the child.

HEALTH INFORMATION AND EMERGENCY PROCEDURES

Health/Emergency Information Sheets - An Emergency and Health Information Sheet (attached to the opening day packet) should be filled out and returned to the office **for each family each year**. This information is critical in case of accident, injury, illness or emergency and should be kept up to date. Please call when changes occur.

Evacuation Procedures

In the event the school needed to be evacuated, due to an emergency, students would assemble on the east grounds of the school according to grade level and class. In case school grounds needed to be evacuated as well our alternative site would be Pleasant Grove Junior High located 810 North 100 East. This site would have enough room for our students and food and other supplies would be available.

Our evacuation route to the junior high would be as follows: (1) north on 1300 West, (2) then east on 1100 North, and (3) finally south on 100 East.

If a major disaster occurred, and the school was still safe to occupy, all teachers and staff members would remain at school to care for students until picked up by parents or authorized individuals. Students who ride the bus would be delivered to their normal bus stops. If they didn't have access to their homes or emergency homes they would be delivered back to the school until picked up by parents or authorized individuals.

The emergency release form, that was included in the packet of information that was sent home on the first day of school, lists individuals who would be authorized to pick up your child(ren), if you as the parent were unable to do so. If you have not returned this form would you please do so as soon as possible.

Throughout the year students participate in practice emergency drills, i.e. lock down, fire, earthquake, etc. These drills are done to ensure that students and staff members are familiar with correct emergency procedures.

The decision to close schools, due to weather conditions, will be made by the superintendent and local authorities. The rule of thumb is that once school has started students will remain at school until the end of the day.

If there are questions of whether a school will be opened or closed you can listen to or watch one of the local radio or television stations for complete and accurate information.

Emergency Closing Before Starting Time - The decision to close schools will be made by the superintendent and local authorities. You may tune to a local radio or television stations if there is question whether or not school will be in session.

SAFETY

Students should be safe coming to school, while at school, and returning from school.

Students Should:

- Know the route you want them to take to and from school.
- Obey traffic laws at all times, especially the proper use of crosswalks.
- Be extra careful around cars and buses (especially in inclement weather).

Students who ride bicycles, skateboards and scooters:

- Obey the same traffic rules as cars obey.
- Park bikes in the bike rack on the east side of the school and lock them.
- Students should not ride bikes, etc. during school hours and before school begins on school property.

Vehicles - Cars should load and unload in front of the school in designated areas only.

BUS SAFETY AND CONDUCT

Students are expected to exercise good behavior while waiting for and riding the school bus. They must realize that riding the bus is a privilege, not a right. This privilege can be revoked for good cause. Although the school is not directly involved in the transportation of students, we have great concern that students arrive at school and return home safely. **If you have busing questions or concerns, please contact the Transportation Department at 785-8731.**

SCHOOL BREAKFAST AND LUNCH PROGRAMS

Hot breakfast and lunch is available to all students in grades 1 - 6. Students may pay for their meals on a daily cash basis or may purchase a breakfast/lunch ticket.

When a student's account runs out their hand will be stamped to notify parents that a deposit is needed. Lunch menus will be published monthly or can viewed on line. Those who qualify for free or reduced lunches should return applications, with verification on income, to the school as soon as possible. The lunchroom personnel will handle the school lunch program. If you have any questions about the program, please feel free to contact our lunchroom.

Fourth, fifth and sixth grade students may be asked to work in the lunchroom on a rotating basis. This is not a requirement, but is a good experience for the students and is a great help to the school. If you prefer that your child not work in the lunchroom, please inform your child's teacher.

If you desire your child to come home for lunch either daily or occasionally, please write a note to your child's teacher indicating your approval. This note will be kept on file by the teacher and needs to be done only once each year.

DISCIPLINE

In order for people to learn, live and work together in a productive, safe and comfortable environment, appropriate behavior is necessary. Alpine School District, Mount Mahogany Elementary and each class has established realistic and reasonable guidelines for all students to follow, so learning can take place without disruption. The classroom teacher through discussions handles minor problems with the student. Repeated disruptive incidents will be referred to the TSA (Teacher on Special Assignment). Please refer to the attached discipline policy for further information.

DRESS STANDARDS

Students should come to school properly dressed for learning. What a person wears most often influences the person's behavior. Clothing should be clean and in good repair.

We would like all students to comply with the Alpine School District Personal Grooming Standards, Policy no. 5152.

PLEASE NOTE: IF THE ITEM OF CLOTHING IS QUESTIONABLE BEFORE THE STUDENT LEAVES HOME FOR SCHOOL, IT IS PROBABLY GOING TO BE QUESTIONABLE WHEN THE STUDENT ARRIVES. WE WOULD APPRECIATE YOUR SUPPORT IN THIS MATTER.

MISCELLANEOUS INFORMATION

Immunizations - State law requires students be current on immunizations before they can attend school, unless exempted by the county health department. If you have questions please contact our school nurse.

Lost and Found - Clearly label jackets, coats, book bags, lunch boxes etc. Every year there are dozens of these items lost. If we cannot find the owner we give these items away to charitable causes.

Visitors - Parents are welcome to visit school any time, however, please be careful not to interrupt the teacher during instructional time. **If you are visiting we ask that you check in at the office.** Also, we ask that you do not bring or ask to bring school age children visiting at your home to school. Each year we receive a few calls requesting permission to bring friends or relatives to school for one or more days. This can create some very uncomfortable situations for teachers and students.

School Information - Occasionally, the school/PTA newsletter and other information will be sent home with a family representative or with each student. Information can also be found on our school website:

www.mahogany.alpinedistrict.org

Phone Calls School phones are for school business and emergencies only. Students will be allowed to call for illness, lunch charges and other emergency situations. They will not be allowed to call for permission to go home with friends and other social situations. Also, we would also appreciate your assistance with proper cell phone use. Cell phones should be non-operational during regular school hours.

Problems or Concerns - If your child has a problem or you have a concern, please let us know. Most problems have to do with miscommunication and can be quickly resolved. Please visit with the teacher first, then with the teacher and principal together if need be.

Student Supplies - The school will furnish necessary supplies. We encourage children to have a book bag or a backpack to carry materials to and from school.

Fees and Donations - There is no assessment for fees for elementary school students. However, donations will be requested from time to time to help fund programs that would otherwise not be available. Examples of such programs are assemblies, field trips, plays and craft projects.

Homework - Homework should be an extension of class work. Assignment should be well planned by the teacher and fully understood by the students. Parents can help by giving their children a quiet place and time to work.

Pets - Pets should not be brought to school without prior approval of the teacher. Parents should take the pet home immediately after showing it to the class. No animals are permitted on the bus.

School Pictures - A professional photographer visits the school twice a year to take each child's picture. Notice is given well in advance of the date. If you wish to have your child's picture taken, please send the money (check) in the envelope attached to the announcement.

Field Trips - Field trips may be planned for students, which relate to classroom learning and activities. Parents will be notified in advance of field trips.

Keeping Students After School - No student shall be kept after school without prior approval of the parents. **All students should leave the school and grounds immediately following school, regardless of which track they attend, since no formal supervision is provided.**

PTA - The Parent Teacher Association is committed to helping children by working closely with the local school to assist teachers in every way possible. As a school we strongly support the PTA and encourage every parent and teacher to join and support the Mount Mahogany PTA. Volunteer help is always welcome and appreciated. If you would like to become involved in the PTA, please contact our PTA President.

STUDENT SERVICES

Resource - Resource is available for those students that have been found eligible for special education services. A TAT team works with the parents to plan a program for these students. The qualified student is placed in the Resource Room for a portion of the school day for teaching in specific areas and remains in the regular classroom for the remainder of the day.

Speech/Language Pathologist - This staff member helps to identify and remediate a student's articulation (incorrect speech sounds), fluency (stuttering), or voice disorder (hoarse or nasal qualities), problems.

School Psychologist - The school psychologist helps determine eligibility for special education programs. He/she participates in collaborative consultations with classroom teachers.

School Nurse - A public health nurse is at each school one day a week to see students who are referred or who request to be seen. She also compiles information regarding immunizations.

Vision Screening - Vision screening is done annually in grades K - 6. The school nurse and PTA volunteers carry out vision screening.

Hearing Testing - Hearing testing is done annually for students in grades first, third and fifth.