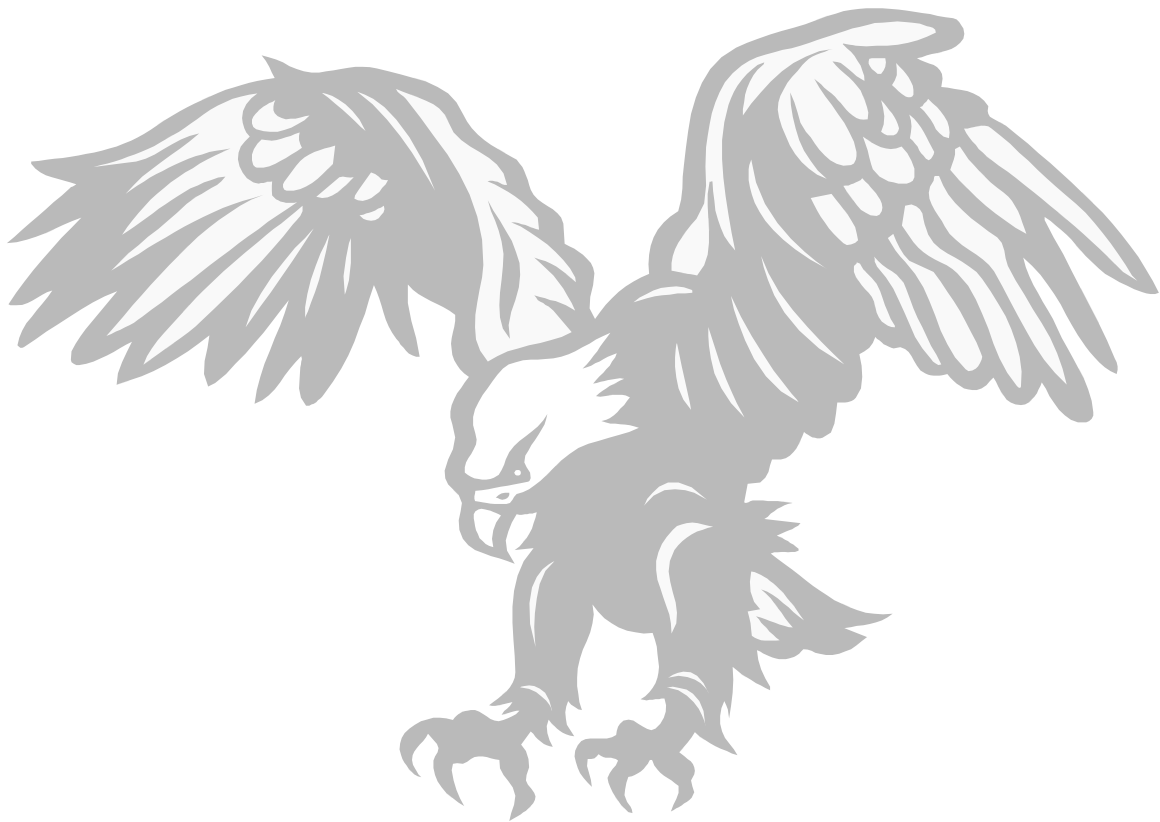


EAGLECREST ELEMENTARY SCHOOL



EAGLECREST EAGLES

**STUDENT INFORMATION
2009-2010**

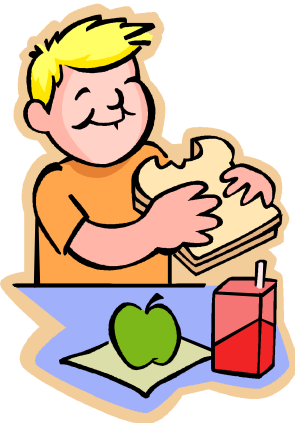
PHONE CALLS AND STUDENT USE OF THE TELEPHONE



School telephones are available for administrative and school business. An increasing number of parents are calling the school to speak to their children and the number of students requesting to use the phone to call home has increased dramatically. Please try to anticipate situations such as homework, books and appointments before the student leaves home. Before students can use the phone, they are to obtain permission slips from the classroom teacher. If a car pool ride has been missed or the student has been left at school by an older brother or sister, the child should go directly to the office for help. Calls should be limited to extremely important reasons only. Phone calls to home for permission to go over to a friend's house after school will be discouraged and not allowed.

REGULATIONS GOVERNING USE OF TEXTBOOKS

Alpine School District provides educational supplies for student use. Textbooks are only available for public school use. When textbooks and library books are damaged or lost, they are to be replaced by the student.



SCHOOL LUNCH

We encourage all children to eat school lunch. These meals are planned, prepared and served by experts. While we cannot require children to eat all of their lunch, we do ask that children try each type of food on their tray. Lunch will cost \$1.50 (\$30.00 per month) and breakfast will cost \$.85 (\$17.00 per month). It is the parent's responsibility to provide lunch money for their children. **Only one charge will be allowed.** Students will then be required to call home for parents to bring lunch money. If parents cannot be reached, **a roll and milk will be given to the child.** The following is additional information which will be helpful for you.

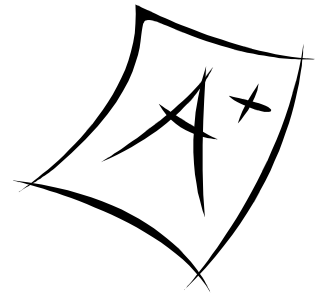
1. Lunch should be prepaid before 10:00 a.m. With the computer lunch system, everyone has to purchase a lunch through the computer. We have found the system to be highly reliable and efficient. Children are identified by their picture which appears on the screen and the lunch worker touches the picture to record the lunch purchased.

Should you desire to apply for free or reduced price lunches, the forms are available at the school. The approval process for Free and Reduced Price Lunch Applications will be the same as last year, with all applications being approved at the District Food Service Office located in Lindon at the District maintenance area. Please read all instructions completely and return the application to Eaglecrest School or the District Office **ASAP**, if you want your children to receive this benefit on the first day of school. Copies or replacement applications can be obtained from the Eaglecrest School Office. These applications must be completed in full before final approval will be given.

The School District has hired Check Net to collect on all returned checks. There will be a \$15.00 service charge on all returned checks.

STUDENT PROGRESS REPORT

Progress reports will be available on the internet at any time for your information. A hard paper copy progress report will be sent mid quarter for your information. You can access Power School at <http://204.113.109.5/public> and entering the code word you received last year. Conferences will be held in October and during the first part of February. If you feel there is a problem, please do not wait until parent / teacher conferences to talk to your teacher. Please call and make an appointment. Your child's teacher will gladly meet with you at any time and discuss the problem or concern with you.



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. Each year children are injured accidentally at the school. When parents call to ask if the district has any insurance to help defray their expenses, we tell them the only way we can help financially is if the family purchased insurance for their child. The insurance is relatively inexpensive. Please consider purchasing it for your children. More information will be sent home with your student during the first week of school.

VISITOR POLICY

We ask that visitors to the school check in with the office before visiting the classrooms. Visitors will be required to pick up a visitors tag and wear the tag while in the school building. Students who have relatives or friends visiting at home, should not be sent to school for the day with the student. Visitors are welcome, once cleared with the office, to participate with the student during lunch and lunch recess, but full day visits to the student's classroom are strongly discouraged.

ATTENDANCE

Our school is maintained for instructional experiences. School progress is a result of regular attendance at school. Most students miss an average of 5 - 6 days during the school year. Please do not keep children out of school unless they are ill. Frequent absences of students from the day to day classroom experiences disrupt the instructional and learning process. The benefits of instruction, once lost, are often difficult to regain. The entire process of education requires the continuity of instruction, class participation, learning experiences and study. The following guidelines will be followed at Eaglecrest Elementary.

1. When a child has excessive absences, the child will be referred to Alpine School District's Truancy School.
2. Students are expected to be on time to school.
3. Early arrival at school is discouraged. The school doors will be opened 15 minutes before school begins. Limited supervision will be provided on the playground. When the bell rings, the students should line up at their designated doors. The main door by the office is open for parent use from 7:30 a.m. until 4:30 p.m.

ATTENDANCE Cont.

4. Teachers will contact parents after TWO consecutive absences or after a frequent amount of absences. Excessive absences will be referred to the District Office for appropriate action or remediation.
5. Eaglecrest is a closed campus and students should not leave the school grounds from the time school begins in the morning until it ends in the afternoon, unless proper check-out procedures have been followed.
6. Parents who check children out of school must sign a written release form in the office. Adults are only allowed to check children out of school.
7. Students can be kept after school for ten (10) minutes, after this time limit, students will not be kept after school unless parents have been notified by the teacher. Parents of bus students will be notified before school is out so other arrangements can be made.

LOST AND FOUND ITEMS

To facilitate the return of lost articles of clothing, please label visibly coats, hats, gloves 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 in the Middle Hall. Lost items must be claimed before the end of the school year.



PETS AT SCHOOL

Please do not allow your children to bring their dogs and cats with them to school unless it is a show and tell item. Parents should come with the pets so the pet may be taken home immediately after the presentation.

BICYCLES

Bicycle racks are provided on the south side of the school. All bicycles should be placed in the bike racks and left there until time for the students to return home. The school is not responsible for lost or damaged bicycles. Bicyclists must walk their bicycles on the school grounds, sidewalks and when crossing the street. The walking student has the right-of-way. Students should never ride their bicycles through the school parking lot or on the playground area. **It is strongly recommended that students use a lock to secure their bicycles.** Roller blades, roller skates and scooters are not allowed on school grounds.



STUDENT CHECK-OUT

Parents must come to the school office to pick up their children if they are needed during school hours. Students will be turned over to their parents or guardian after the parents have signed the school checkout log found in the office. All children leaving the school during school hours must be signed out of school at the office. This procedure is necessary to provide as much protection for your children as possible.

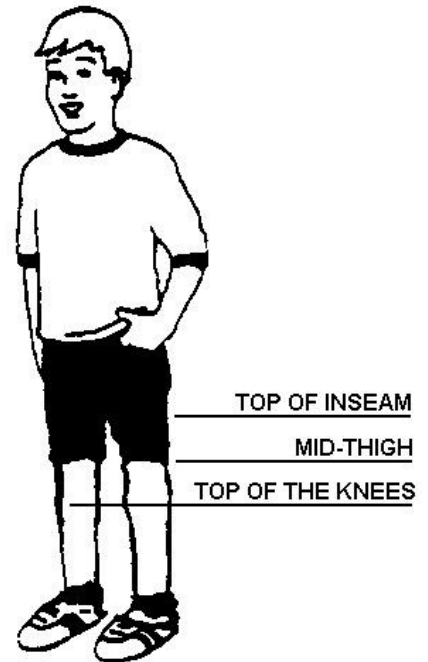
DRESS STANDARDS

Alpine District Board Policy (Policy 5152) states:

"Clothing which is ragged, tattered or deliberately distracting in appearance must be avoided. Short shorts, very short skirts, halters, bare midriffs, cutoffs, and jeans of a "grubby" type are not acceptable. Vulgar words, profane or obscene slogans and pictures or advertisements for alcohol, tobacco and drugs on clothing will not be tolerated."

Shorts should be modest and close to the knee area. The site council does review this dress code each school year, for the purpose of deciding a standard of measurement that will represent the community and area of the school boundary. For our monitoring purposes at school, we will look for shorts or short dresses to be closer to the knee than mid-thigh.

The question has been asked, "Where is mid-thigh?" Mid-thigh is the half-way point between the top of the clothing's inseam and the top of the knee. This is an artistic rendering of where shorts and dresses should be on the students (I hope this clarifies some of the confusion). Sleeveless tops, tank tops, (Tops must have sleeves) blouses or tops that expose the abdomen, biker shorts and "fish net" shirts must be avoided.

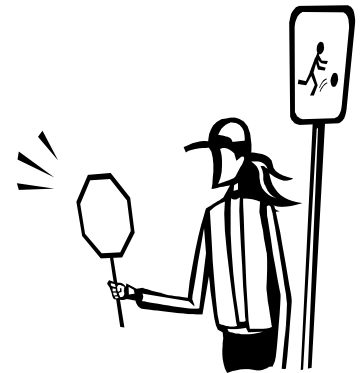


If a student is in violation of these standards, we will have the student call home for a change of clothing.

STUDENT SAFETY and WALKING TO SCHOOL

Please review with your children the importance of being safety minded as they go to and from school. Students need safety reminders every few weeks. Please impress upon your children that they should not talk to strangers or accept rides from people they don't personally know.

A crossing guard will be provided by Lehi City at the intersection of 2700 North and 300 West. Major road intersections will be marked with crosswalks. **Remind your children to use them.** As parents deliver and pick-up their children from school, please be aware of the following conditions:



1. Do not double park in any school parking lots.
2. Do not have your child run into the parking lots or cross the street to get to your Car
3. Always pull to the curb, even if you have to pull further north in the drop off zone. **ALWAYS LOAD YOUR CHILDREN FROM THE CURB.** Leave immediately to vacate space for other parents to unload.
4. Make sure your children use the sidewalks to walk home. Students should not use the road as a sidewalk. Please follow designated routes. In numbers there is safety.
5. The school has three (3) student unloading areas. The south area is for Kindergarten students only. The middle area, by the main school entrance, is for passenger and student unloading. Please do not park along the curb area, except in the designated parking areas. **The north unloading area is for school buses only**, when we have them.

PROPER DRESS FOR WEATHER CONDITIONS

Children should arrive at school dressed for the weather of the day. All healthy students are expected to go outside after lunch and recess except when weather conditions are extreme. If you desire that your child not go outside because of health reasons, please send a note indicating such. On extremely cold days or wet days, the principal will declare an INSIDE DAY and the children will not be allowed to go outside. Children will be expected to go outside on most days.



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 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**. If the situation merits additional action, we will take the necessary steps for providing additional emergency care including hospitalization. We will not send the child home unless a responsible **adult** comes and picks up the child. Please keep us informed of any telephone number changes.

MEDICATION POLICY AND PROCEDURE

The administration of medication to a student while he/she is at school is a rare occurrence. However, there are circumstances that require the administration of medication at school. Each request for medication will be evaluated individually by the school principal.

The guidelines are:

1. **"Authorization for Student Medication Release Form"** should be completed and signed before any medication can be administered (these forms can be picked up in the office). This authorization should be updated annually. One release is required per medication.
2. The **parent** needs to bring the medication to the school.
3. The medication shall be accepted only in a container which is labeled by a pharmacist. The label shall include the name of the medication, method of administration, the frequency, and the physician's name.



MEDICATION POLICY AND PROCEDURE cont.

4. The medication shall be kept in a specified cabinet for proper storage, which will be locked when not in use. If refrigeration is required, the medication will be stored in the refrigerator.
5. A record shall be kept on each student receiving medication. Each dose administered will be charted by indicating the date, time given, and the signature of the one who administered the medication.

TYLENOL POLICY

Acetaminophen (Tylenol) 325 mg, may be given by the school nurse or other school employees as designated by the Principal of the school, to any student after assessment of need. There must be verbal parent permission each time Tylenol is needed. When Tylenol is administered to a student, it must be documented on the Tylenol Log Sheet.

SCHOOL NOTES

School notes and other necessary types of communication will be sent home with the oldest student in your family. If you would prefer that the note come home with another member of the family, please call us and we will honor your request.



EAGLECREST BELL SCHEDULE

8:00 AM	School begins early session.
9:15 AM	School begins late session.
9:15 - 12:08 PM	AM Kindergarten Classes.
11:45 - 12:50 PM	Lunch and Lunch Recess.
2:15 PM	Early session of school is dismissed.
12:38 – 3:30 PM	PM Kindergarten Classes
3:30 PM	Late session of school is dismissed.



MONDAY EARLY-OUT

11:38 AM	AM Kindergarten dismissed
1:15 PM	Early session dismissed.
2:30 PM	PM Kindergarten dismissed
2:30 PM	Late session dismissed

EAGLECREST DISCIPLINE POLICY

It is the philosophy of Alpine School District that discipline is a reasonable and appropriate goal for students. Those who participate in the benefits of education should abide by certain requirements. Those who interfere with the pursuit of learning, with the exercise of opportunities and training provided at school should receive a reprimand to some degree. The need for discipline emerges in a framework to help provide safety, order and respect for others.

The primary objectives of the Eaglecrest Discipline Policy are helping students improve their power to think, to develop academic skills, plus develop skills in making decisions and a willingness to accept responsibility for their own decisions, actions and habits. Self discipline and self direction are our ultimate goals, while providing the student a safe, orderly and productive educational climate for the acquisition of knowledge and skills. We hope to assist students in developing responsible behavior and good citizenship consistent with constitutional values.

We seek to provide a warm, pleasant atmosphere in which children know that their teacher likes them and cares for their success. Each teacher will be encouraged to consistently reward positive behavior in their classroom.

Any infraction of the school rules will be dealt with, but not limited to, the following actions:

- 1.1 The student will verbalize what they are doing.
- 1.2 The student will make a value judgment (whether the action is right or wrong).
- 1.2.1 Depending upon the severity of the action, will determine if a written record is kept for parent information.
- 1.2.2 The student will sign the written record. After three written offenses, parents will be notified and a parent, student and teacher conference scheduled.
- 1.3 The student will produce a written plan of improvement and correction of problem.
- 1.4 The student will make a written commitment to follow the plan.
- 1.5 The teacher or adult will help the child by providing positive reinforcement as long as it is necessary to correct the problem.

If the student's behavior causes a disruption in normal school activities, then INTERVENTION by the educator and/or the administrator will be necessary to assist the student in improving their conduct and developing self-discipline. Intervention will consist of, but is not limited to, the following improvement strategies.

- 2.1 Re-evaluation of the student's placement in school.
- 2.2 Parent/student conferences with educator/and or administrator.
- 2.3 Individual student contracts.
- 2.4 Utilization of school and/or district pupil personnel resources.
- 2.5 Special placement.
- 2.6 Recognition for improved behavior.

Detention

- 3.1 Detention will usually be after school and may not be more than ten minutes without prior notification of parent or guardian.

Suspension

- 4.1 In-School-Suspension. The student shall be isolated within the school from other students and excluded from school activities.
- 4.2 Out-of-School Suspension. The student shall not be allowed on any school grounds or allowed to participate in school-sponsored activities.
- 4.3 Completion of school work. During a period of suspension, the student shall have the right and responsibility to complete all assignments and tests which can be reasonably provided. Conditions apply. (Alpine District Rules and Regulations - #5180, 5.7.)