



***Alpine Elementary***  
***IB World School – STEM***  
***Family Guidebook***

*2018-2019 School Year*

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Dear Alpine Families,

Welcome to Alpine Elementary, IB World School-STEM! We look forward to partnering with your family to provide a safe, engaging, learning environment for your children. At Alpine, we encourage our students to exemplify the attributes of the learner profile striving to be caring, communicators, open-minded, risk-takers, reflective, inquirers, knowledgeable, thinkers, balanced and principled.

This family guidebook is provided as a resource for you to learn about Alpine Elementary. In it you will find information about policies and procedures about the daily operation of the school. Please read through it and keep it as a reference to access throughout the year. Items are listed alphabetically to aid you in locating information.

Let's have a great year!

Sincerely,

Alpine Elementary Teachers and Staff

Our Mission: At Alpine Elementary, our school community works collaboratively to provide a challenging, inquiry-based education that encourages students to be internationally-minded, lifelong learners who positively impact our world.

School Hours

Office Hours M-F 7:30a.m.-4:30p.m.

First Bell 8:45a.m. - Students invited into pod areas

Second Bell 8:55a.m - Students invited into classes

Third Bell (Tardy Bell)- Students are marked tardy

School Hours M-F 8:55 a.m.-3:30p.m.

Kinder a.m. M-F 8:55 a.m.-11:30p.m.

Preschool a.m M-Th 8:55 a.m.-11:35a.m.

Preschool p.m. M-Th 12:50a.m.-3:30p.m.

Late Start 11:25a.m.-3:30p.m.

## **ANIMALS**

While many of us are animal-lovers, we ask that you leave your pets at home. Unfortunately, even the friendliest of animals can become agitated by large groups of school children, and we want to make sure we keep Alpine a safe environment for all. Certified service animals are excepted.

## **ARRIVAL AND DISMISSAL**

Staff supervision is provided beginning at 8:45AM. Students should not be on school property prior to 8:45AM, unless they are being supervised by a parent or guardian or going to breakfast. Students may arrive for breakfast starting at 8:30AM through the exterior door for the cafeteria. At 8:45AM, students who arrive at school without a supervising parent or guardian will enter through the main office to be supervised in their pod area. In accordance with St. Vrain policy, we will no longer sign parents in to escort students through the interior of the school. If you wish to accompany your student to the classroom, you may wait at the exterior door of the classroom until 8:55AM.

Preschool arrival and dismissal will be on the preschool playground. Students arriving late will need to be dropped off at the office, and a staff member will escort them to the classroom.

Students will be dismissed out the outer classroom door. Only students attending childcare or after school events will walk through the inside of the building.

After students are dismissed for midday preschool and kinder, we ask them to leave school property. The playground is reserved for students under the supervision of school staff.

## **ASSESSMENT**

Alpine has adopted assessment practices and policies in alignment with the St. Vrain Valley Schools, the state of Colorado and the International Baccalaureate Organization. The school's assessment policy can be accessed on the school website.

## **ATTENDANCE**

### **Absences**

Regular Attendance is critical for student success. It is Alpine's goal for all students to have an attendance rate of at least 96%. That means missing no more than 7 days of school during the year. Most of the critical learning is done collaboratively, in sequence, in the classroom and cannot be made up through work sent home.

### **Excused Absences**

Students will be excused for absences in cases of illness or whose absence the administrator excused on a prearranged basis. Pre-arranged absences shall be approved for appointments or circumstances of a serious nature that cannot be taken care of outside of school hours. Family vacations are encouraged to be taken on non-school days. If a student has poor attendance or poor academic performance, the

administrator may deny excused absences for vacation purposes. A list of additional allowed excused absences is found in Board Policy JH on the district website. Additionally, it is Alpine's practice to ask for Doctor's notes to excuse any absences beyond 10.

### **Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by one of the approved excused absences. Parents/guardians shall be required to furnish an explanation for student absenteeism either in writing or orally. Absences not explained within two days after returning to school shall be recorded as unexcused absences unless unusual or extenuating circumstances exist as determined by the building administrator. The minimum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is three (3) days in one month or ten (10) days during any school year.

### **Chronic Absenteeism**

Children are considered chronically absent after missing 10% of the school year (about one day every other week). Research shows that chronic absenteeism starting as early as kindergarten can influence whether or not children can read on grade level or will even graduate. The academic impact of chronic absenteeism is the same regardless of whether the absences are excused or unexcused. If your child is chronically absent, you will receive communication from administration to make a plan for regular attendance and offer support and assistance in getting your child/ren to school.

### **Tardies**

It is important that children arrive on time to school. Children arriving to class after 9:00 or leaving after 2:00 will be marked tardy. A child that is tardy not only disrupts the class when arriving late or leaving early, he/she also misses valuable instruction. When it is unavoidable for a child to be tardy the parent must sign the child in/out at the office. Please note: Children leaving before the end of the school day are also considered tardy.

### **Reporting Absences**

If your child will be absent, please call the school office before 9:30 am to report an absence. Call Alpine at 720-652-8140 and dial extension #24108. If you need to leave a voicemail, please include the following information:

- Child's name
- Date of absence
- Teacher's name
- Parent's name
- Reason for absence

Leaving a message with the child's teacher is appreciated, but not sufficient to excuse the absence.

We are required to verify absences that are not reported. Please help us with this requirement by calling in your child's absence as soon as possible so we do not have to bother you at home or at work. If you do not report your child's absence before 10:00, you will receive an automated text, phone call and email.

**Extended Absences**

Parents should notify the Attendance Clerk regarding extended absences and fill out a vacation request form for any pre-planned absences longer than 1 day. Depending on the student's past attendance record, administration may or may not excuse the absences. It is the parent's responsibility to contact the teacher regarding missed work.

**Dismissal from School During the School Day**

Parents may request that students be excused from school prior to dismissal. Parents are asked to call or send a note stating who will pick up the child and at what time. The person picking up the child must be listed on Infinite Campus as an emergency contact and present valid identification to pick up the child.

**BEHAVIOR EXPECTATIONS**

**Alpine Behavior Intervention Processes**

The Alpine community believes that with clear expectations, positive behavior supports, and a safe environment, everyone can achieve social, emotional, and academic success.

**We are committed to...**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <ul style="list-style-type: none"><li>● Focusing on positive relationships and skill building as the primary tools for behavior change.</li><li>● Supporting student behavior within the classroom to the greatest possible extent to maximize instructional time and community building.</li><li>● Providing clear expectations.</li><li>● Positively changing behavior as opposed to punishing students.</li><li>● Building restorative practices into the school community.</li><li>● Using data to provide tiered intervention for students.</li></ul> | <ul style="list-style-type: none"><li>● Maintaining a safe and optimal learning environment.</li><li>● Recognizing the positive behavior of which all learners are capable.</li><li>● Fostering social emotional success through personal, social, and physical education.</li><li>● Collaborating with students and families in a culturally sensitive way, to gain understanding, and support social emotional growth.</li><li>● Preparing students to be global citizens, embracing the attributes of the IB Learner Profile.</li></ul> |
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## **IB Learner Profile**

- *Caring - Reflective - Balanced - Knowledgeable -*
- *Open-Minded - Principled - Inquirers - Risk Takers -*
- *Communicators - Thinkers -*

### **Students will...**

- Strive to reach social emotional goals.
- Be responsible for their actions.
- Try / Show / Adopt a growth mindset.
- Be respectful to people and the learning environment.
- Engage in the restorative justice process to resolve conflict and repair relationships.
- Communicate their needs to those who can help.

### **Teachers will...**

- Make connections with all students, maintaining positive relationships.
- Proactively partner with parents to support all children. Understand that listening is key to the partnership.
- Provide clear expectations using the PBIS framework.
- Build restorative practices into the classroom.
- Presume positive intentions of students, families, and other teachers in regards to behavior support.
- Create a safe, respectful learning environment and classroom community.
- Commit to using a 5:1 positive to corrective feedback ratio.
- Differentiate instruction and behavior intervention strategies to meet the social emotional needs of individual students.
- Teachers will proactively advocate for their students and seek assistance through various resources (previous teachers, interventionists, literature, administration, parents, etc.).

### **Parents/ Guardians will...**

- Proactively partner with school to support your child.
- Communicate with school staff concerning needs and changes.
- Actively participate in your child's education experience.

#### **Tier 1 Behavior Intervention Processes to be used whole-school**

- Teach PBIS, PRIDE expectations at the beginning of the year and reteach throughout the year particularly after extended breaks (Thanksgiving, winter break, spring break).
- Use PRIDE framework to develop essential agreements for the classroom.
- Model and rehearse positive behavior with students (classroom, hallway, restroom, cafeteria, playground, classroom routines and transitions, etc. )
- Teach social emotional curriculum for 10-15 minutes four days a week.
- Pair classroom circles with the social emotional curriculum to nurture a strong classroom culture.
- Integrate movement throughout the school day (approximately every 30 min.).
- Appropriately differentiate academic tasks for students.

## **PRIDE (PBIS) Expectations**

Alpine students are

- Principled
- Respectful
- Independent
- Dedicated
- Empathetic

Teachers and staff members will systematically recognize students for positive behavior using the PRIDE acronym. Students can earn PRIDE tickets for demonstrating positive behavior throughout the school. PRIDE tickets will be submitted to the office for a weekly drawing and be collected and displayed to earn a whole school reward.

## **CARE OF PROPERTY**

Students are held responsible for the loss or damage of technology, textbooks, library books, and all school property. Full replacement cost will be collected when damage occurs.

## **CHILD CARE AND COMMUNITY SCHOOLS**

Before and after school child care is provided on site at Alpine - for more information, contact the program manager at 720-652-8146. Students can also access quality enrichment activities before and after schools. Information will be sent home in Thursday folders.

## **COMMUNICATION BETWEEN SCHOOL AND HOME**

Alpine values a strong partnership between school and home. To this end, we communicate in a variety of ways with families including, but not limited to:

- Weekly Alpine Newsletter
- Weekly Classroom Newsletter
- Alpine Website - [aes.svvsd.org](http://aes.svvsd.org)
- Weekly Thursday Take Home Folders
- E-mail
- Parent Conferences - twice per year or upon request
- Twitter @prin01aes
- Facebook @alpineelementaryib

Teachers' voicemail is active 24 hours a day, accessible by calling our main school phone number then putting in the individual teacher's mailbox number. Teachers will access their voicemail at least once per day during the workweek and respond within 24 hours. Most teachers, however, prefer email. All staff email and phone extensions can be found on the Alpine website.

If you have an urgent message for the teacher or for your child, please contact the school office directly. Parents may call the office to leave a message for their child **before 3:00 pm** when **unforeseen circumstances/emergencies** arise. These messages will be delivered prior to the end of the school day.

## **CONFERENCES**

Conferences are scheduled twice a year; once in October, and once in January/February. The first conferences are teacher/parent led, while the second set of conferences are student-led. Teachers are available for other conferences by request. Because home/school partnerships are key to student success, we strive for 100% attendance.

## **DRESS CODE**

Attendance at a public elementary school suggests a conservative style of dress, one that respects individuality while honoring the academic and social environment of the school. We encourage children to dress modestly and appropriately for the weather and the school's activities. Athletic shoes are required for physical education. Clothing that bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts may not be worn. Underwear may not be showing. Shorts and skirts are to be longer than the fingertips when the arms are hanging by the sides. Spaghetti strap tank tops, short shorts, midriff shirts, swimwear and shirts with offensive images or content are not allowed. Caps, hats, and hoods are not to be worn in the building unless there is an individually approved exception. Administration reserves the right to determine the appropriateness of clothing. Incidents of inappropriate dress will be handled on an individual basis.

## **FIELD TRIPS**

Each grade level K-5 schedules at least one field trip per year. These field trips support and extend the curriculum. Our Parent Teacher Organization pays for transportation, however, parents may be asked to submit a small fee depending on the price of the trip.

## **HEALTH SERVICES**

Our Health Office is staffed by a Health Clerk, trained in medication administration, CPR, First Aid, and Universal Precautions. Limited services are provided. The Health Clerk is not a medical professional and is overseen and supported by a District Registered Nurse.

## **Illness**

When a child becomes ill during the day, he/she should report to the health office where the health clerk will assess the child and act accordingly. If the child is too ill to remain at school, a parent will be contacted. Parents will be expected to pick up children who have vomited or have a fever of 100 degrees or higher. Children should not return to school until at least 24 hours after their most recent bout of vomiting or fever (without medication).

It the event of an extreme emergency, the health office will call 911 and follow the recommendations of certified health care professionals, which may include transportation to a hospital (whether or not a parent can be reached).

### **Medications**

Sometimes children require medication to be administered at school. The school must have a signed “Permission for Medication” form, and the medication must be in the original labeled bottle for prescription as well as over the counter medicines. Forms are available at school. Medication must be brought to the school by the parent – not sent to school with your child.

### **HOMEWORK**

Homework is a vital part of the educational process, reinforcing academic learning, teaching individual responsibility and providing a communication link between home and school. A rule of thumb suggests assigned homework should be ten minutes per grade level, with an additional 20 minutes of reading. It is the teacher's discretion to determine what is considered homework--reading, practice, projects, etc. Teachers are encouraged to avoid having weekend homework, unless assigning a long-term project well in advance of the due date. Homework is expected to be: Differentiated, Independent, Engaging.

#### Teacher's Responsibility In Assigning Homework

- Notify parents and students of the homework requirements and solicit parental awareness and support in the homework process.
- Inform students and parents about their homework expectations.
- Make sure that the assignments have complete instructions and expectations.
- Evaluate the assignments and provide students with feedback.
- Do not use homework as a disciplinary measure.
- Change the homework routinely assigned each trimester. Students become disengaged when homework becomes too repetitive.
- Teachers may send home school work not completed during the school day to be finished at home—requiring work time beyond the normal time.

#### Student's Responsibility in Completing Homework

- Take responsibility for completion of homework.
- Bring finished work to school and turn it in. No phone calls home are allowed when work is forgotten.
- Establish a homework schedule and routine with your family.

#### Parent's Responsibility in Completing Homework

- Provide a workspace and routine for homework completion.
- Provide feedback, support and encouragement for your child.
- Avoid doing the homework for your child or assuming responsibility for its completion.

- Give permission to stop if your child is overly frustrated.
- Communicate with your child's teacher about concerns or problems.

## **LOST AND FOUND**

Personal items such as hats, coats, gloves, backpacks, lunch boxes, water bottles, etc. should be clearly labeled with students names. There are lost and found bins located in the front hallway. At the end of each trimester, items left in lost and found will be donated to charity. Small items such as phones, glasses and jewelry will be kept in the office.

## **LUNCH**

The price of a school lunch for elementary students is \$3.00 per day, or \$15.00 per week. The price of breakfast is \$1.50. Families may qualify for free or reduced lunch/breakfast prices by submitting an application through the front office. Milk may be purchased for \$.50 per single serve carton. We encourage payments in advance, by check, if possible, made payable to "Food Services." Deposits into student accounts can also be made through our online account management system at [My School Bucks](#). Lunch menus can be accessed on the [SVVSD website](#).

Note: No Soda is allowed in the cafeteria.

**Cold lunches are to be sent with children at the beginning of the school day.** To avoid interruption to the classroom, office staff will not support a regular habit of dropping off lunches late.

## **PARENT TEACHER ORGANIZATION**

Alpine has an amazing Parent Teacher Organization that supports and extends the work of the school. The PTO supports the mission of the school and provides community events to strengthen connections throughout the school community.

PTO meetings are published on the school calendar and on the school [webpage](#). All parents and teachers are encouraged and invited to attend to learn more about the school or volunteer to help.

The PTO sponsors one (1) major fundraiser during the year, the annual Alpine Fund Run, generally scheduled in September or October. All families are encouraged to participate. The PTO also sponsors smaller fundraisers including restaurant community nights, BoxTops for Education, King Soopers and Safeway gift cards, Milk Caps for Moolah, and others.

## **PARTIES AND CELEBRATIONS**

To maximize instructional time, parties during the school day will be kept to a minimum. When sending in food, please ensure that treats are store-bought and prepackaged. **Homemade baked goods and food prepared at home will not be distributed to**

**children.** Alternate activities will be provided for children not wishing to participate in the celebrations.

### **Birthdays**

Classroom teachers provide at maximum 10 minutes during the school day to celebrate a child's birthday. Each classroom teacher may have slightly different celebration practices. Please check with your child's classroom teacher before making plans. Some classrooms encourage book donations, others provide a special activity, and others encourage treats. If the classroom policy allows treats, ensure that the food is store-bought and pre-packaged. Classroom teachers should provide a way for students with summer birthdays to celebrate as well (half birthdays, the end of May, or a date chosen by the family).

**Invitations to private parties will not be distributed at school.**

### **Halloween**

Kinder through fifth grade students are invited to **bring** costumes to school on Halloween or the closest weekday preceding Halloween. No masks, full makeup, or toy weapons are allowed. Students will change into costumes after lunch and take part in a Halloween Promenade beginning at 2:30, followed immediately by a short party in each of the classrooms. Families are invited to attend and should sign in at the front office to receive a name badge.

Preschool students will wear their costumes to school. Morning preschool students will take part in a parade throughout the school.

### **Valentine's Day**

Classes will have a 30 minute party at the end of the school day. Students may bring Valentines for their classmates and must include everyone on their class lists.

### **Last Day of School**

Alpine will celebrate the last day of school with a family picnic at 12:30 followed by a staff vs. fifth grade kickball game.

## **PROGRAMMING OFFERED TO STUDENTS**

Alpine Elementary is an International Baccalaureate School offering the Primary Years Program School. All students are IB students at the school and take part in the PYP. Additionally, teachers integrate STEM (science, technology, engineering, and math) practices into the already transdisciplinary program. The school's focus promotes inquiry-based teaching and learning practices and students inquire into 6 units of inquiry at each grade level. Students are encouraged to develop the attributes of the learner profile, striving to become; caring, communicators, open-minded, risk-takers, reflective, inquirers, knowledgeable, thinkers, balanced and principled.

Teachers at the school teach a standards-based curriculum, utilizing district curriculum to address the diverse learning needs of students.

To support and extend the curriculum, address diverse student learning needs, and develop balanced students Alpine offers the following programming.

**Specials Classes:** Students in grades 1-5 as well as full day kindergarten attend art, music, and physical education classes for 45 minutes a day on a three day rotation basis.

**Spanish:** As part of the IB program, students attend Spanish class once a week; 20 minutes for first grade and 40 minutes for second through fifth grade.

**Exploration:** All students in K-5 attend weekly Exploration classes in the media center, learning inquiry skills, exploring STEM topics and checking out library books.

**Special Education Services:** Our school offers special programming for students with learning, speech/language, emotional and physical disabilities. Whenever possible, students needs are met within the classroom, but pull-out groups and self-contained options are a part of the programming as well.

If you have a concern about your child's learning, the first point of contact would be the child's classroom teacher. The school utilizes a multi-tiered system of supports to intervene with students to best meet their needs. If data collected from regular intervention demonstrates that needs cannot be met adequately through general education, a team including the parents, classroom teacher, and building specialists may proceed with a special education referral.

**English Language Learners:** Based on a home language survey, Alpine identifies students who could benefit from additional language support. Students will receive the majority of their instruction in the classroom, but also attend small group classes with an ELL teacher.

**Gifted and Talented:** Students may be identified for the gifted and talented program through specific assessment criteria. Identified students will receive weekly pull-out services with a gifted and talented teacher. Students nearly qualifying as GT may be placed on program monitor and receive enrichment services on a space available basis. The GT teacher will also work in conjunction with classroom teacher to provide differentiated instruction for students within the classroom.

**Literacy/Math Support:** Based on annual assessment data, students may be identified for additional literacy or math support from an interventionist.

## **REGISTRATION-WITHDRAWAL OF STUDENTS**

### **Registration**

All required paperwork must be completed and submitted before the student may attend class including the registration form, authorization to release records from the previous school, a copy of proof of residency, birth certificates and immunization records. After receiving all paperwork, staff and teachers may need up to 48 hours to determine the proper class placement and prepare a welcoming first day for the student.

### **Open-Enrollment**

Open enrollment registration begins December 1 of each year as per board policy. To be considered for open-enrollment, families must submit an open-enrollment form to the school. The principal and/or district administration is responsible for determining space and resources available and granting open enrollment. Parents will receive notification of acceptance and will then be asked to submit a full registration packet.

### **Preschool Registration**

Preschool registration is held each year at the beginning of January, immediately after winter break. Our preschool slots are filled on a first come-first served basis. We offer half day, am and pm preschool options Monday-Thursday. Families may qualify for scholarships upon completion of a scholarship application.

### **Kindergarten Registration**

Registration for kindergarten will be conducted between December 1 and January 15 each year as per board policy. For entry into kindergarten students must turn 5 years of age on or before October 1 of their kindergarten year. Alpine provides both full day (tuition-based) and half day options depending on the demand for those options. Families may qualify for scholarships for full-day kindergarten upon completion of a scholarship application.

### **Transfer/Withdrawal**

Please notify the Attendance Clerk as soon as you know you are moving from the school. You will need to fill out an official withdrawal form and pay any outstanding fees prior to Alpine releasing records to a new school.

### **Lion's Den - Childcare**

Registration for Lion's Den will begin the Monday following spring break. Registration for summer camp generally opens the end of February. Visit this link for enrollment:

<https://stvrain.revtrak.net/Elementary-Schools-1180/A-K/Alpine-Elementary/CS-Alpine-Elementary-Child-Care-and-Enrichment/>

## **SAFETY AT SCHOOL**

We welcome visitors and volunteers at Alpine Elementary and want our students and staff to be safe. In doing so, we have a number of practices and procedures put into place. All exterior doors to the building are kept locked, with the exception of a short

period of time at the beginning of the school day when entry is accessible through the front door.

The front door will have a buzz in system that allows us to check the identity of visitors before granting admittance. If you are an unfamiliar face to whoever answers the door, we will ask that you present identification at the door and again in the office. We ask that all visitors sign in at the office and wear a visitor badge. To comply with new SVVSD policies, all visitors are to be within line of sight of a staff member and may need to be escorted through the building. Please understand that we do this for the safety of our school.

Alpine conducts regular drills to practice emergency scenarios. We use the standard response protocol to lock down, lock out, shelter, or evacuate in response to unique circumstances. In the event that it is necessary to evacuate the building, the reunification site is Skyline High School. Parents will be notified if an evacuation has occurred and directions will be given regarding student pickup.

### **TRANSPORTATION, TRAFFIC AND PEDESTRIAN SAFETY**

More than half of the students attending Alpine live outside of the school's attendance area, contributing to a high number of vehicles into and out of the parking lot on a daily basis. To help us minimize traffic and promote safety please consider the following options:

- Walking or riding bikes and scooters to school - a crossing guard is provided at the southernmost parking lot exit
- Carpooling with other families
- Dropping students off at Rough and Ready Park located just northwest of the school
- Dropping students off at the culdesac at the end of Lashley street, behind the school
- Use Trip Tracker to gain rewards for walking or carpooling to school.  
<https://www.bouldercounty.org/transportation/multi-modal/trip-tracker/>

In any case, discuss with your children the most desirable routes to and from school, considering all safety factors.

### **Parking Lot**

We have a fantastic loop driveway to help those parents who want to drop off or pick up their children without having to get out of their cars. For those who need to run in to the building, we ask you to park in the lot so we don't have fire lane violations (stopping and staying in your vehicle is fine, parking and leaving your vehicle is a no-no).

Do not block or use the following areas:

- The bus loop - For SVVSD busses and daycare buses only.
- Residential pull-outs - The residential drives along Alpine are private property. Our neighbors are good to us. Please respect their property and do not park here or use this area to turn around.

- Alpine Street – This is a single lane street going both ways. Do not park along Alpine Street except for directly in front of the school.

Please use care and caution in the parking lot, driving slowly, watching for pedestrians, and avoiding the use of cell phones.

### **Bicycles & Scooters**

As an eco-friendly school, we encourage students (and parents) to use alternate transportation to get to and from school. We recommend that all students wear helmets and use other appropriate protective gear because we care about their safety. Due to the number of people on the sidewalks at arrival and dismissal, we ask that you walk with your wheeled vehicles until off school grounds. Please park and lock bicycles in the racks in the front or back of the school. The school is not responsible for lost or stolen items.

### **Daycare Transportation**

The Alpine community is fortunate to have private daycare providers who transport children to and from school. Parents are responsible for coordinating their child's transportation needs with the daycare center.

### **SNACKS**

Teachers will determine an appropriate snack time during the school day and communicate with parents. We encourage students to bring healthy snacks such as granola bars, fruit, veggies, crackers, etc, while saving items such as cookies, candy, cake, chips, etc for dessert or snack at home. To provide a safe environment for students with severe nut allergies, we occasionally need to require that students in certain classrooms bring only nut-free snacks. While we cannot guarantee a "nut free" environment, we do everything we can to provide for the safety and welfare of all children.

### **TELEPHONES**

#### **Office Telephone**

There is a phone in the office that students may use for emergency cases only. Students may not use the phone to make after school arrangements.

#### **Cell Phones**

Cell phones must be turned off during the school day and placed in student backpacks during the entire school day. The school is not responsible for any loss or damage to personal property.

### **TOYS / PERSONAL ITEMS**

Students at Alpine Elementary should not bring the following items to school:

- Toys which do not have a purpose for being at school
- Fidgets (unless the use thereof is written into a formal plan for the student, and

the tool is used for the purpose of fidgeting)

- Small electronic devices, radios, iPods, personal game consoles, etc.
- Hard balls from home— (they can cause brain injury if a student takes a blow to the head)
- Trading cards (e.g. Pokemon)
- Other items not related to the curriculum or purposes of school.

Students who wish to bring educationally-related electronics to school (e.g. iPad, Kindle) need a letter or email from their parent acknowledging that the school is not responsible for theft, loss or damage, and that the item will be used for educational purposes only.

If distracting items are brought to school, the teacher will confiscate the items until the end of the school day. If these items are continually brought to school, the items may be confiscated and held until the end of the school year or until the parent can make an appointment to meet with the principal or teacher and retrieve the items.

Students may bring soft balls (footballs, kickballs, volleyballs, etc) to school to be used and shared on the playground. However, the school will not be responsible for loss or theft of those items.

## **VISITORS**

The safety of our students is our number one priority. We ask all parents and visitors to check in at the office to get a visitor pass at all times. According to SVVSD policy KI: *Visitors shall be asked to show proper identification and the reason for being at school. Authorized visitors shall: (1) be required to sign in and out; (2) be given name-tags to wear identifying themselves as visitors; and (3) may be accompanied by a district employee for some or all of the visit.*

**According to new SVVSD policy, all visitors are to be within line of sight of a school staff member at all times. Due to this policy, all visitors will need to be escorted through the building. Parents will no longer be allowed to walk their children back to the classroom, nor wait inside the pod areas to pick students up. The only parents allowed into classrooms will be pre-arranged volunteers. If you need to meet with your child's teacher, please contact him/her to set up an appointment.**

Also, according to SVVSD policy KI; *Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.*

## **VOLUNTEERS**

Parent volunteers are always needed and welcomed at our school. Each classroom teacher has their own procedure for inviting and scheduling volunteers in the classrooms. You may receive a survey or email about their practices. We generally ask for help working with small groups of students, performing clerical tasks at home or at school, or assistance with special events.

Please understand that due to SVVSD policy, on site volunteers are to be within line of sight of a staff member at all times, and must be either inside a classroom or with a staff member. Volunteers may no longer work in the pod areas. This practice is for the protection of both our students and our volunteers.

The PTO will also send out information about volunteer opportunities for their committees and events.

## **WEATHER**

### **School Cancellation**

In the event of extreme weather or other circumstances, school may be cancelled. The decision to dismiss is made at the district level and not by individual schools. Parents are usually notified through robo-calls to each individual families, but communications are also made on television, radio stations and the district website.

### **Late Start or Early Dismissal**

On rare occasions it may be necessary to start school on a delayed schedule or dismiss school early. On a delayed schedule, Alpine would follow a traditional late-start schedule beginning school at 11:25. In the event of an early dismissal, students and staff would follow the instructions parents provide on the Emergency School Closure form that is completed at the beginning of every school year. In either case, parents would be notified through robo-calls, television, radio, and the district website.