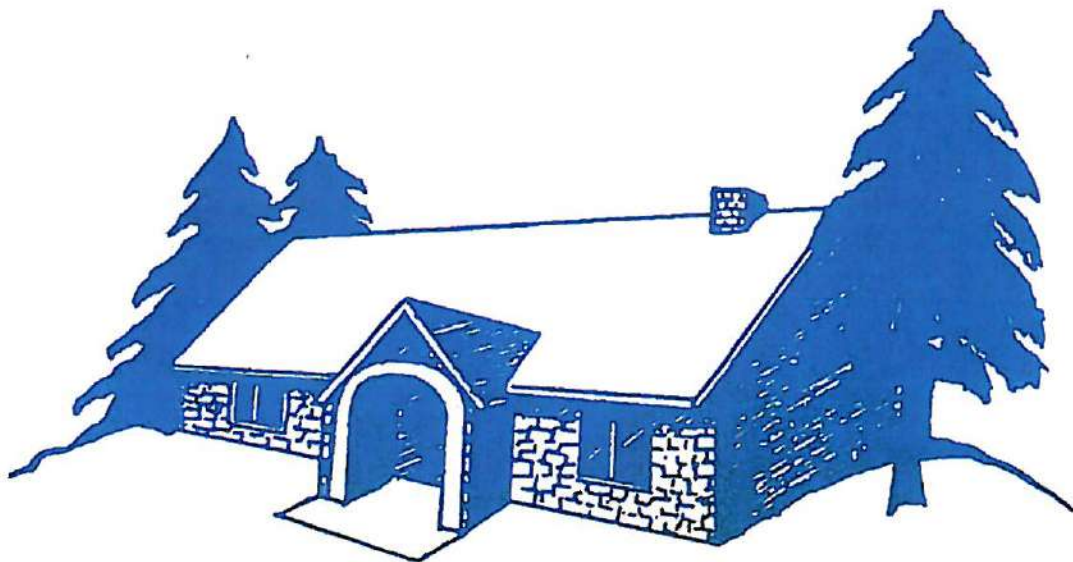


# ALPINE Elementary School



Student - Parent  
HANDBOOK

Dear Parents,

We are beginning a new school year and hope that it will be a good and profitable one for your child/children. This handbook provides you with the major expectations for your child while attending Alpine Elementary School. It is hoped that each student will strive to do his or her best.

This handbook contains some of the school's procedures and also some excerpts from the Alpine Elementary School Board Policy Manual for your convenience. The complete policy is available for examination in the Alpine Elementary School Office, or on the school website.

The state mandated testing will be in April. This testing is very important and it is vital that all students are present for these tests. Additional testing information and reminders will be sent home to you throughout the school year. DIBELS (Dynamic Indicators of Basic Early Literacy) assessment is a tool used to assess pre-reading and early reading skills in our kindergarten through third grade students.

Good attendance is critical to student academic success. Our school day is Monday through Friday, from 8:05 a.m. until 3:05 p.m. Please make every effort to schedule appointments around our daily schedule or school vacation times. We need **all** of our students here **every day** to ensure success in the classroom. Thanks for your cooperation in advance.

I look forward to seeing you throughout this school year at our many functions. Feel free to stop by anytime with questions or concerns you may have, or you may call me at 928-339-4570 or email me at [sbrazel@alpine.k12.az.us](mailto:sbrazel@alpine.k12.az.us). Please visit our school website at <http://alpine.az.schoolwebpages.com> for updates and information regarding the school and what is going on in the various classrooms.

Warmly,

Shirley Brazel

## CONTENTS

Entrance Age.....	Page 3
Student Attendance.....	Page 4
Admission of Nonresident Students.....	Page 4
Open Enrollment .....	Page 5
Student Absences & Excuses .....	Page 7
Student Policies & Goals.....	Page 7
Student Dress Code.....	Page 8
Student Responsibilities.....	Page 9
Cell Phones.....	Page 10
Playground Rules.....	Page 11
Gym Use Rules.....	Page 11
Report Cards / Progress Reports.....	Page 12
Grading / Assessment Systems.....	Page 13
Homework.....	Page 15
Instructional Materials.....	Page 15
Library Policy.....	Page 16
Care of School Property by Students.....	Page 17
Student Fees, Fines, and Charges.....	Page 17
Extracurricular Activity Eligibility.....	Page 17
Interscholastic Sports.....	Page 19
Administering Medicines to Students.....	Page 19
Student Discipline .....	Page 20
Student Suspension.....	Page 21
Student Expulsion.....	Page 21
Discipline Plan (RTC).....	Page 22
Corporal Punishment.....	Page 23
Daily Time Schedule.....	Page 24
Notification of Rights Under FERPA.....	Page 25
Asbestos Management Plan.....	Page 26
Emergency Procedures.....	Page 26
Student Bus Information .....	Page 27

## **ENTRANCE AGE JEB**

### **Special Preschool**

A child evaluated and recommended for special services for a disability in accord with statute, and who has reached the third (3rd) birthday, may be admitted to preschool. If otherwise eligible, the District may admit a child who is within ninety (90) days of reaching age three (3) years if it is determined to be in the best interest of the individual. The District Administrator shall make such determination based upon one (1) or more consultations with parent(s), guardian(s), the child, and the multidisciplinary placement team.

### **Kindergarten and First Grade**

For admission to kindergarten, children must be five (5) years of age prior to September 1 of the current school year. If a full-day kindergarten is provided, the parent of a student eligible for full-day kindergarten shall be offered the opportunity to choose either a half-day or a full-day kindergarten program. The District shall provide an academically meaningful half-day kindergarten program in each District school where the half-day student enrollment is sufficient to fill a class with approximately the same number of students as the District-wide kindergarten classroom average.

Children may be admitted to first grade who are six (6) years of age, or shall be deemed six (6) years of age if they reach such age prior to September 1 of the current school year.

The Board may admit children who have not reached the required age as prescribed above if it is determined to be in the best interest of the children, and such children must reach the required age of five (5) for kindergarten and six (6) for first grade by January 1 of the current school year. For a child who has not reached six (6) years of age (five [5] for kindergarten) before September, the determination of whether to admit shall be based upon one (1) or more consultations with the parent(s) or guardian(s), the child, the teacher, the District Administrator, and/or professional consultants.

When a child who has not reached age five (5) prior to September 1 was admitted for early enrollment in kindergarten, and the child then repeats kindergarten in the following year, the District is not eligible to receive basic state aid for the child's second year. When a child who has not reached age five (5) prior to September 1 was admitted for early enrollment in kindergarten but does not remain enrolled the District may receive a portion of basic state aid on behalf of that child in the subsequent year. The District may charge tuition for any child who is ineligible for basic state aid pursuant to A.R.S. 15-821.

### **Residency Verification**

In accordance with guidelines and forms adopted by the Arizona Department of Education the District shall require and maintain verifiable documentation of residency in the State of Arizona for pupils who enroll in the District.

## **STUDENT ATTENDANCE**

### **JE**

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The District Administrator will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The District Administrator will place emphasis on the prevention and correction of the causes of absenteeism.

## **TUITION / ADMISSION OF NONRESIDENT STUDENTS**

### **JFAB**

For purposes of open enrollment a "nonresident pupil" means a student who resides in this state and who is enrolled in or is seeking enrollment in a school district other than the school district in which the student resides. A student who is not a resident of the District but is a resident of Arizona who meets the age and other requirements for open enrollment established by state law and District policy shall be admitted to a school without payment of tuition.

A student shall also be admitted to a school *without tuition* payment, if:

The student is the child of a United States resident who is not a resident of Arizona, if this is in the best interest of the student and the student is placed with a relative per A.R.S. [15-823](#) and the placement is not to avoid tuition payment.

The student is a resident of the United States and evidence indicates that because the parents are homeless or the child is abandoned, as defined in A.R.S. [8-201](#), the child's physical, mental, moral or emotional health is best served by placement with a person who does not have legal custody of the child and who is a resident within the school district, unless it is determined that the placement is solely for the purpose of obtaining an education in this state without payment of tuition.

The student presents a certificate of educational convenience issued by the County School Superintendent pursuant to A.R.S. [15-825](#).

The student is a child of a nonresident teaching or research faculty member of a community college district or state university or a nonresident graduate or undergraduate student of a community college district or state university whose parent's presence at the district or university is of international, national, state, or local benefit.

The District shall admit the following students, *charging tuition* as prescribed in statute:

The child of an Arizona resident who is not a resident of the District, if the District provides a high school and the student is a resident of an Arizona common school district that is not in a high school district and that does not offer instruction in the student's grade. Special circumstances may apply in accordance with A.R.S. [15-2041](#) after three hundred fifty (350)

students have been admitted.

For an Arizona resident who is not a resident of the District, if the district of residence provides only financing for students who are instructed by another school district and for students from a unified district that does not offer instruction in the student's grade.

A pupil who is issued a certificate of educational convenience to attend school in the School District or adjoining the school district to that in which the pupil is placed by an agency of this state or a state or federal court of competent jurisdiction, as provided in A.R.S. [15-825](#).

The District shall admit a pupil who is the resident of a school district that has entered into a voluntary agreement with the District, *charging tuition* as agreed to in accordance with A.R.S. [15-824\(E\)\(3\)](#).

The District may admit nonresident foreign exchange students without payment of tuition, or as it may otherwise prescribe.

The District shall not include in its student membership count students who are not Arizona residents. The District is prohibited from obtaining state funding for any student who is not a resident of the state.

#### **"Residence" Defined**

The residence of a student is the residence of the person having legal custody of the student, except as provided in A.R.S. [15-823](#) through A.R.S. [15-825](#).

Residency of the parent/guardian or surrogate may be determined by showing the individual's presence and intent to remain in the District. Documentation of residency may include, but is not limited to, landlord-tenant agreements, rent or lease receipts, and receipts for utility payments.

## **OPEN ENROLLMENT JFB**

The District has an open-enrollment program as set forth in A.R.S. [15-816 et seq.](#) The open enrollment program described in this policy shall be placed on the District website and made available to the public on request.

No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. [15-764](#), [15-797](#), [15-823](#), [15-824](#), and [15-825](#).

**Definition**

*Nonresident pupil* means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides.

**Enrollment Options**

District resident pupils may enroll in another school district or in another school within this District. Resident transfer pupils and nonresident pupils may enroll in schools within this District, subject to the procedures that follow.

**Revocation**

An approved open enrollment may be revoked at any time if it is determined that the provided information has been falsified or if information has been omitted from the open enrollment application. Additionally, open enrollment may be revoked due to poor attendance or failure to follow school rules, District policies and procedures, and/or any other disruptions by the student or parents that interfere with the day to day running of a school. If an open enrollment for an Alpine Elementary School District student is revoked, the student will transition back to their home school at the end of the natural grading period or as designated by the revocation timeline. If the pupil is in jeopardy of having his/her open enrollment revoked, the parent will receive a warning letter from the school principal or District representative.

**Information and Application**

The District Administrator shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it. The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications on or before May 15 of each year to be considered for enrollment during the following school year.

**Capacity**

The District Administrator shall annually estimate how much excess capacity may exist to accept transfer pupils. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

- District resident pupils in assigned school attendance areas, including those issued certificates of educational convenience and those required to be admitted by statute.
- The enrollment of eligible children of persons who are employed by the District.
- Resident transfer pupils who were enrolled in the school the previous year.
- Nonresident pupils who were enrolled in the school the previous year.

The Governing Board shall make the final determination of excess capacity and may require resident transfer pupils and/or nonresident pupils to be subject to the enrollment priorities and procedures found below. The excess-capacity estimates shall be made available to the public in July of each year.

## **STUDENT ABSENCES AND EXCUSES**

### **JH**

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

#### **When Absent from School**

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

The District Administrator is authorized to excuse students from school for necessary and justifiable reasons.

## **STUDENT POLICIES & GOALS**

### **JA**

The District Administrator will establish an environment conducive to the best learning achievement for each student through meeting the following goals:

- To individualize the learning program in order to provide appropriately for each student.
- To protect and observe the legal rights of students.
- To enhance the self-image of individual students through helping them feel respected and worthy, and through a learning environment that provides positive encouragement.
- To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.



- To deal with students in matters of discipline in a just and constructive manner.
- To provide, in every way feasible, for the safety, health, and welfare of students.
- To promote regular attendance and good work.

## **STUDENT DRESS CODE JICA-R**

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- Only tailored shorts and skirts that are hemmed at a minimum of fingertip length while standing erect and hanging arms to side may be worn in grades kindergarten (K) through eight (8).
- Bare midriffs, halter tops, and spaghetti straps are not acceptable. Straps must be three adult fingers wide. No cleavage shall be visible. No deep V-necks shall be worn.
- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Profane or defamatory writing on clothing or jewelry is not acceptable.
- No bandannas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing "colors."
- No hats may be worn in the building, except for properly approved occupational safety headgear required for special classes.
- Gang-related personalization is not permitted on hats, on items of clothing, or on one's person.
- Obscene language or symbols, or symbols of drugs, sex, tobacco or alcohol on clothing are expressly prohibited.

Exceptions for special activities or health considerations may be preapproved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities.

## **STUDENT RESPONSIBILITIES**

### **JI-R**

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. The school shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

#### **Rights:**

- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.

- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.

### **Responsibilities:**

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

## **CELL PHONES**

Alpine Elementary School recognizes the desire for parents to keep in contact with their child(ren) when they are absent from their presence. If you need to talk to your child while he/she is at school, please call the school at 339-4570. If you need to reach your child while he/she is on a field trip or extracurricular activity, please call the school and we will contact your child through the staff member(s) who is supervising him/her and arrange to either give him/her a message or for you to talk to them directly.

Students are permitted to have cell phones on school grounds and at school activities under the following guidelines.

- Phones must be turned off and kept in the student's locker from the time the student enters the building until the student leaves for the day.
- Students may take their phones on field trips and school activities, but must be kept off and stored in their backpack.

Should students violate the above procedures, cell phones may be confiscated and returned to the parent.

## **PLAYGROUND RULES**

### **SWINGS**

- Only sit on the swings
- No standing, laying, twisting, jumping off, or leaning back

### **MONKEY BARS**

- No climbing or sitting on the monkey bars

### **TEETER TOTTER**

- Sit on the teeter-totter
- No bumping
- No getting off when another student is on the other end

### **SLIDES**

- Come down slides feet first on your bottom
- No climbing up the slides

### **TUBE SLIDES**

- No crawling on top of the tube slide

### **WOODCHIPS**

- Keep wood chips on the ground
- No throwing or playing in the woodchips

In extreme cold or rainfall recesses may be indoors. Students will remain indoors. Decisions to remain indoors will be made by the administrator and/or supervisors.

## **DO NOT LITTER – KEEP YOUR PLAYGROUND CLEAN**

## **GYM USE RULES**

1. No students permitted in gym without adult supervision.
2. No rough playing. No shoving, tripping, tackling, etc.
3. No sliding on the floor.
4. Balls and other equipment are to be returned to equipment boxes.
5. During periods when all students are in the gym, grades 5-8 will remain on one half court. Grades K-4 will remain in the other half.

6. Always clean shoes on sidewalk and rug runner before going on the floor.
7. ONLY shoes with soft rubber soles with non-marking soles will be permitted on the gym floor.
8. No food, drink, gum, nor candy is to be taken on the gym floor.
9. When being used for P.E. purposes, all students will follow instructions of adult supervisor.
10. When tumbling mats are used, they will be rolled up and returned to the room at the end of the gym.
11. As in all school activities, no vile, vulgar, nor obscene language or physical actions will be tolerated.
12. Only those balls, nets, mats, etc... furnished by the school are to be used in the manner intended or as instructed by adult supervision.

## **REPORT CARDS / PROGRESS REPORTS IKAB**

### **School Report Cards**

The school must distribute copies of an annual report card, on the standard form provided by the State Department of Education, containing the descriptions and information required by statute. The annual report cards will be distributed to parents of pupils enrolled in the school no later than the last day of school of each fiscal year, and a summary of the contents shall be presented at an annual public meeting held at the school. Notice shall be given at least two (2) weeks prior to the public meeting, clearly stating the purposes, time, and place.

### **Student Progress Reports**

It is essential that students' progress in school be fully communicated to their parents. The school will report students' progress to the students and to their parents or guardians as appropriate. The reports will be clear, concise, and accurate, and will provide a basis of understanding among teachers, parents, and students for the benefit of the individual students. The District Administrator will develop progress report forms or cards in accordance with this policy.

The following specific requirements are established:

- Parents will be informed regularly, and at least four (4) times a year, as to the progress their children are making in school.
- Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.

- Insofar as possible, distinctions will be made between a student's attitude and academic performance.
- At comparable levels, the school will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
- When grades are given, school staff members will take particular care to explain to parents the meaning of marks and symbols as they apply to student achievement.
- When no grades are given but evaluation is made informally in terms of the student's own progress, such evaluation will be a realistic appraisal of the skills developed by the student.
- Reports of progress for students qualified for services under the Individuals with Disabilities Education Act (I.D.E.A.) shall be based on their progress in the general curriculum and shall address whether the progress is sufficient to enable the student to achieve the goals stated in the student's individualized education program (IEP) by the end of the school year.

## **GRADING / ASSESSMENT SYSTEMS**

### **IKA**

A District-developed grading system will be utilized.

Teachers will keep a careful record of the grades assigned to students.

Written reports to the parents concerning student achievement will be made every nine (9) weeks by the teacher, and additional written reports will be made when necessary.

Teachers will confer with parents when necessary concerning academic progress and discipline of students.

Teachers will report to parents on students' conduct, scholarship, attendance, or excessive tardiness.

#### **Special Education**

Grades reporting achievement of special education students not taking regular education classes shall be given on a basis commensurate with the students' abilities and based on their individual progress rather than in competition with classmates. The permanent record cards for such students shall indicate enrollment in special education for those classes.

Parents of special education students shall be counseled regarding the significance of the grading system in order to avoid misinterpretation of the achievement grade.

## GRADING / ASSESSMENT SYSTEMS IKA-R

### **Subject Grade**

The subject grade should be based upon pupil mastery of the content of the course. The teacher will establish a reasonable standard for average achievement in each of the subjects. If at any time the teacher is in doubt that this standard is either too high or too low, the teacher should discuss the matter with the District Administrator.

The teacher will establish a uniform system of grading. This system is based upon attainment of what the teacher requires. Content of the course shall be set up to be measured by numerical percentages which are then transferred to letter equivalents. The following scale will serve as a guide for the distribution of grades but reasonable alternative letter grades may be approved at the District level:

90% through 100% *equals A*  
80% through 89% *equals B*  
70% through 79% *equals C*  
60% through 69% *equals D*  
Below 60% *equals F*

The following should be observed in implementing a grading system:

- The grading system should be consistent within the class for the entire year.
- The student should understand the system thoroughly, such as, the content on which the grade for the course depends, the weight attached to various phases of the material, the manner in which the letter grade is devised, and the meaning of the final letter grade which is sent home as a report to the parent.
- If a teacher from year to year consistently promotes classes with predominantly high or low scores for the majority of the pupils in each class, then such practice causes parental and pupil difficulties for the succeeding teacher. If a teacher consistently finds the grades high or low for a large percent of the class, then the teacher should evaluate their established standards of average achievement on grading.
- Work habits and conduct are two (2) areas that will be marked individually. Grades on basic subjects must not be awarded or upheld based upon disciplinary problems, work habits, or conduct.

### **Report Cards and Records**

An average of two (2) grades per week should be kept in numerical values in the teacher's grade book for each subject. Average numerical values for the nine (9) weeks will also be recorded in the grade book.

Grade reports to the parents are made on a nine (9) week basis. Report cards include an explanation of the system of marks used. Before cards are distributed each nine (9) week period, the teacher should explain the marking system to the students.

Cards are sent home according to a schedule which is developed at the beginning of the school year.

## **HOMEWORK**

### **IKB**

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process.

Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis.

The District Administrator is responsible for procedures that will achieve objectives through homework, including, but not limited to, the following:

- Intervention that changes deficient performance to performance that meets acceptable standards.
- Reinforcement and mastery of critical skills and concepts. Special emphasis will be placed on the mastery of basic skills.
- Challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom.
- Feedback from the teacher through correction and clarification of all outside assignments.

## **INSTRUCTIONAL RESOURCES AND MATERIALS**

### **IJ**

#### **Supplies**

All students in the elementary (K-8) schools will have required textbooks and supplies furnished by the District.

Students and their parents shall be held responsible for proper care of books and school property. Books must be kept clean and unmarked. Parents may be required to pay for any damage to school property.

The District Administrator is authorized to establish a replacement-fee schedule and make it available to students, staff members, and parents. Students and parents will be advised of this replacement-cost policy upon enrollment or at the beginning of each school year.



The District shall obtain signed, written consent from a student's parent or guardian before using video, audio or electronic materials that may be inappropriate for the age of the student.

### **Access to Instructional Material by Parents and Guardians**

The District Administrator shall establish procedures that permit parents or guardians of students enrolled in the District to have advance access to the instructional materials, learning materials and activities currently used by, or being considered for use by, the District in accordance with the terms of this policy. A parent who objects to any learning material or activity on the basis that the material or activity is harmful, because of sexual content, violent content, or profane or vulgar language, may request to withdraw that student from the activity or from the class or program in which the material is used and request an alternative assignment.

The request by the parent or guardian must be in writing and must specify the materials that the parent or guardian wishes to review.

Such procedures shall make available at least one (1) copy of the materials for review by the parents or guardians. Printed textbooks, printed supplementary books, and printed subject-matter materials may be checked out from the District premises by parents or guardians for periods not to exceed forty-eight (48) hours. All other materials, including films, may be reviewed only on the District premises.

Parents or guardians will be notified when and where the instructional materials may be picked up or reviewed. Materials will be made available on a first-come, first-served basis.

## **LIBRARY POLICY**

Library books can be checked out for a two week period after which it may be renewed for another two week period providing no one has requested that book. A maximum of three books may be in a student's possession at one time.

Please encourage your children NOT to lend library books to anyone. The student who checked out the book is financially responsible for that book. Every year several books are lost or damaged after having been loaned to a friend, but the student whose name was on the check-out card was held responsible.

No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property.

If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.

## **CARE OF SCHOOL PROPERTY BY STUDENTS**

### **JICB**

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the District office at once.

No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property.

If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.

## **STUDENT FEES, FINES, AND CHARGES**

### **JQ**

The Board recognizes the need for student fees to fund certain school activities that are not financed by local, state, or federal funds. It also recognizes that some students may not be able to pay these fees. No student will be denied an education as a result of inability to pay these supplementary charges.

Students will not be required to supply specific types of school supplies or equipment as a prerequisite to successful completion of a required course or project. Students will, however, be responsible and accountable for loss of or damage to school property, including textbooks and library books. The District Administrator will establish procedures through which students may be held responsible and accountable for loss of or damage to school property, including textbooks and library books.

Authorization is granted for the acceptance of fees or cash contributions paid by a taxpayer for support of extracurricular activities and character education programs in the school. The District Administrator shall establish procedures to assure compliance with all requirements for reporting the receipt and expenditure of taxpayer contributions.

## **EXTRACURRICULAR ACTIVITY ELIGIBILITY**

### **JJJ**

All interscholastic activities in grades five (5) through eight (8) that are 1) of a competitive nature and involve more than one (1) school where a championship, winner, or rating is determined and 2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by

the District, consistent with District policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit.

All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity.

It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

- Students who, upon having their work checked on a cumulative basis at the end of each one (1) -week period, show that they are not working to capacity or have one (1) or more failing grades will forfeit participation in the next extracurricular event. If a student is ineligible for three weeks during a season then the student may be removed from the athletic team or extracurricular activity.
- The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation.
- The responsibility for enforcement of the above rule rests with the District Administrator.
- The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:
  - Ineligibility is pending.
  - Ineligibility is determined to be necessary.
  - Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.

Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.

The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs.

The District Administrator shall consult with and invite comment on this policy from parents and teachers and shall make recommendations to the Board regarding this policy, as necessary, after considering such comments. The Board, as a part of the procedure for adoption of this policy, shall hold a public hearing on the contents of this policy.

The District Administrator shall establish regulations to ensure that:

- Necessary documents in support of this policy are maintained.
- Necessary data related to ineligible students are collected and reported as required by law.

- The cultural traditions of students are considered when establishing or enforcing rules related to participation in extracurricular activities.
- The requirements of this policy are met.

The District Administrator may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

## **INTERSCHOLASTIC SPORTS JJIB**

### **General**

The purpose of interscholastic athletics is both educational and recreational. The school sports program should encourage participation by as many students as possible and should always be conducted with the best interests of the participants as the first consideration.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, and of any new agreements with other schools for a series of games or events.

### **Transportation**

Student legal guardians must sign a written release form in order to pick up their child from an extracurricular event. Prior written permission from the student's legal guardian is necessary in order to release a student after an extracurricular event to anyone other than the legal guardian.

## **MEDICINES / ADMINISTERING MEDICINES TO STUDENTS JLCD**

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

The Governing Board directs the District Administrator to prescribe and enforce regulations and procedures for the emergency administration of auto-injectable epinephrine by a trained employee of the School District pursuant to section A.R.S. 15-157 and subsequent to the adoption of rules by the State Board of Education on or before January 1, 2014 pertaining to annual training in the administration of auto-injectable epinephrine, recognition of anaphylactic shock symptoms and the procedures to follow when anaphylactic shock occurs and the requirements of A.R.S. 15-203(A)(40).

The Governing Board recognizes that the prescribed annual training is optional during any fiscal year in which sufficient monies are not appropriated by the legislature during that fiscal year to provide for the purchase of two (2) juvenile doses and two (2) adult doses of auto-injectable epinephrine at each public school in this state and if the school does not stock two (2) juvenile doses and two (2) adult doses of auto-injectable epinephrine at the school during that fiscal year.

**Exceptions:**

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication;
- For breathing disorders, handheld inhaler devices may be carried for self administration provided the pupil's name is on the prescription label on the medication container or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.
- Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. 15-344.01, may carry appropriate medications and monitoring equipment and self-administer the medication.

District employees may volunteer to be a student's diabetes care assistant, subject to approval by the student's parent or guardian, in an emergency situation as described in 15-344.01. The District Administrator may develop regulations for implementing this provision.

The District reserves the right, in accordance with procedures established by the District Administrator, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

## **STUDENT DISCIPLINE JK**

The District Administrator shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. 15-843. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school order. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

The discipline, suspension and expulsion of pupils shall not be based on race, color, religion, sex, national origin or ancestry. A substantial or deliberate failure to comply with the prohibition against race, color, religion, sex, national origin or ancestry may subject the District to the loss of funds imposed by A.R.S. 15-843.

The District Administrator shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion are distributed to each student's parents at the time the student enrolls in school each year.

## **STUDENT SUSPENSION**

### **JKD**

A student may be removed from contact with other students as a temporary measure. The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the District Administrator. If a danger to students or staff members is present, the District Administrator may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension shall be reported to the Governing Board, within five (5) days, by the person imposing it. [A.R.S. 15-843]

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In *no* instance shall students be released early from school unless parents have been notified.

The District Administrator may designate a hearing officer for suspension hearings.

## **STUDENT EXPULSION**

### **JKE**

A recommendation to expel shall be made by the District Administrator. The authority to expel rests only with the Board. All expulsions requested shall have supporting data indicating the required due process procedure provided at the time of recommendation.

The Governing Board directs all expulsions hearings to be conducted by a hearing officer selected from a list of hearing officers approved by the Board.

## ALPINE SCHOOL DISCIPLINE PLAN (RTC)

Behaving appropriately is an essential aspect of learning. Without a disciplined atmosphere the teacher cannot teach effectively, the learner cannot learn and all children cannot be safe.

All behavior has consequences. It is the assurance that these consequences will occur that guides us as human beings in choosing appropriate behaviors.

In having this discipline plan we are attempting to provide a safe environment in which students can learn, and develop responsibility for their own behaviors. The discipline plan will provide immediate and consistent consequences for irresponsible behavior.

Our discipline plan outlines specific, reasonable rules of expected conduct along with a logical and realistic process to develop personal responsibility.

The Responsible Thinking Classroom is a place where:

- Students plan how they can achieve their goals without infringing on the rights of others or creating an unsafe situation for themselves and others.
- Students are offered support through the RTC teacher and principal.
- Data, concerning the student, is gathered and kept on file.

For children to succeed, they must believe people care, and have confidence in their ability to solve problems. The student is always asked the RTC questions in a respectful, calm, and curious voice. The RTC questions are as follows:

- What are you doing?
- Is that O.K.?
- What happens when you break the rules?
- Is that what you want to happen to you?
- What will happen if you disrupt again?

If the student continues to disrupt, the adult will ask:

- What are you doing?
- What did you say would happen the next time you disrupted?
- Where do you need to go now?

The student must leave the area at once and go to the RTC room. There they will create a detailed plan and use the plan to negotiate with the person in charge of where they were disrupting.

When the student approaches the person in charge to negotiate their way back to where they were disrupting, they should be given time to explain how they are going to deal with the problem the next time it occurs.

If a student is engaging in dangerous, disrespectful/abusive or illegal behavior they will be referred directly to the principal. When a student is referred to the principal's office for these behaviors, the student may receive any of the following consequences depending on the circumstances and severity.

- Verbal reprimand.
- Parents will be contacted.
- Loss of privileges such as: activities, areas of school, and use of objects or equipment.

- Denied interaction with other students.
- In-School suspension.
- Out-of-School suspension.

## **CORPORAL PUNISHMENT JKA**

The Alpine Elementary School District No. 7 **disallows** corporal punishment.



# ALPINE ELEMENTARY SCHOOL

Daily Time Schedule  
2017-2018

Kindergarten through Eighth Grades: 8:05 a.m. to 3:05 p.m.  
Monday – Friday

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## Lunch

5<sup>th</sup> – 8<sup>th</sup> grades: 11:30 a.m. to 12:00 p.m.

K – 4<sup>th</sup> grades: 11:45 a.m. to 12:20 p.m.

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## Alpine Bus Service

Morning runs start at 6:55 a.m.  
Afternoon run leaves at 3:15 p.m.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

### **ALPINE ELEMENTARY SCHOOL'S ASBESTOS MANAGEMENT PLAN**

Alpine Elementary School's Asbestos Management Plan is available for review in the Alpine Elementary School Office. If you should have any questions, please contact the school office at 928-339-4570.

### **EMERGENCY PROCEDURES**

Alpine Elementary School has emergency procedures and policies in place, should an emergency occur. Should we have a major disaster during school hours, your student(s) will be cared for at this school

Your cooperation is necessary in any emergency.

- Do not telephone the school. Telephone lines may be needed for emergency communication.
- In the event of a serious emergency, students will be kept at school until they are picked up by their parents or to an identified, responsible adult who has been identified as such on a School District emergency card, which is required to be filled out by parents at the beginning of every school year.
- Impress on your children the need for them to follow the directions of any school personnel in times of an emergency.

# ALPINE Elementary School



## Student Bus Information

### ***Transportation Services – Policy EE***

Transportation of students is a privilege extended to student in the District, and is not a statutory requirement except for necessary transportation of students with disabilities as indicated in their respective individual programs.

### ***Bus Safety Program – Policy EEAE***

The safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation. Toward that end, all District transportation department personnel, bus operators, and bus passengers shall comply with the rules adopted pursuant to A.R.S. 28-900 and the Minimum Standards for School Buses and School Bus Drivers.

Bus evacuations drill shall be conducted at least twice every year.

All vehicles used to transport students shall be maintained in such condition to provide safe and efficient transportation service.

Each school bus shall be inspected by the driver daily.

### ***Bus Safety Program – Policy EEAE-EA***

#### **Arriving at Pickup Point**

- ✓ Be on time at the bus stop.
- ✓ Walk on the left shoulder of the road, facing traffic, if you have to walk on the road.
- ✓ If there are other students at your stop, line up without pushing or crowding.

#### **Boarding the Bus**

- ✓ Wait for the bus to come to a complete stop before attempting to board.
- ✓ Board the bus quickly, without pushing or crowding.
- ✓ Walk directly to your seat and sit straight, with your back against the back of the seat and face the front.

#### **Conduct on the Bus**

- ✓ The bus will not move until all passengers are seated.
- ✓ Remain seated throughout the trip. Leave your seat only when the bus has reached its destination and comes to a complete stop.
- ✓ Keep books and other items on your lap or under the seat. Keep the isle clear.
- ✓ Do not talk to the driver except in case of emergency, or do anything the might disturb him/her, especially loud or boisterous talking.
- ✓ Never stick hands, arms, head or feet out of the windows of the bus.
- ✓ Do not throw anything within the bus or out of a window.

- ✓ Do not open windows without the driver's permission.
- ✓ Do not touch any of the emergency or safety equipment of the bus without the bus driver's permission.
- ✓ No eating on the bus.
- ✓ Promptly obey the directions and instructions of the bus driver.

### **Prohibited Items on the Bus**

- ✓ Tobacco
- ✓ Alcoholic beverages
- ✓ Insects, reptiles, or other animals
- ✓ Weapons, explosive devices, harmful drugs or chemicals.

### **Exiting the Bus**

- ✓ Remain seated until the bus has reached its destination and has come to a complete stop.
- ✓ Do not push or crowd when leaving the bus
- ✓ After you leave the bus, go directly to your assigned destination.

### **Crossing the Highway**

- ✓ If you must cross the road, walk about ten (10) feet in front of the bus when driver has indicated it is safe to do so. Look to the right and left.
- ✓ Walk briskly across the road, but do not run
- ✓ Never cross behind the bus.

### **Accident or Other Emergency**

- ✓ In case of an accident or emergency, students should help the driver to maintain order and assist others.
- ✓ Stay in the bus unless otherwise directed by the driver.
- ✓ If you have to leave the bus, stay in a group and obey the driver's instructions.

### **Procedures followed upon student misbehavior on school bus**

- ✓ When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- ✓ If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the District Administrator. This report will include the use of a written form that lists the offense and the action taken by the District Administrator.
- ✓ Upon receiving the complaint and discussing it with the driver, the District Administrator will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
- ✓ If poor conduct continues, the driver will again report the incident to the District Administrator. After discussion it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.

- ✓ When a student is not allowed transportation by a school bus, the District Administrator will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- ✓ A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

### ***Bus Safety Program – Policy EEAE-R***

R17-9-104 states, with respect to the authority of bus drivers, “Passengers shall comply with all instructions given to them by a school bus driver. A passenger or non-passenger who has boarded the school bus and refuses to comply with the school bus driver’s instructions may be surrendered into the custody of a person who is authorized by the school to assume responsibility for the passenger or non-passenger.”

Student behavior on a school bus should be the same as that in a well-ordered classroom with the exception that students are free to talk, but with no screaming or shouting.

### ***Student Conduct on School Buses – Policy EEAE-C***

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student fails to practice proper conduct, the bus driver will inform the District Administrator of the misconduct, which may then be brought to the attention of the parents.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.