

Parent/Student Handbook



2009-2010

ALPHA

Advanced Learning For
Pattonville High Achievers

ALPHA Program

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Absences

Attendance at ALPHA is important. However, if it is necessary for your child to be absent, the parent or guardian should call the ALPHA Center at 213-8245 to report the absence. The secretary at the ALPHA Program will notify your child's home school of your child's absence.

Attendance

You and your child have chosen to participate in the ALPHA gifted program. Once that choice is made, it is expected that your child will be in attendance on his/her designated ALPHA day, as consistent attendance is important to your child's success in the program. Two or more absences per semester may require a conference with you and your child's ALPHA homeroom teacher.

Behavior Expectations

1. ALPHA students will act in a responsible and cooperative manner.
2. Students will treat everyone with courtesy and respect. Disrespectful language and/or actions will not be used or tolerated.
3. Students will be kind. No one will make another feel unworthy.
4. Students will respect school property and the property of others.
5. Students will use ALPHA equipment in a safe manner.
6. Students will walk and talk in a quiet and orderly manner.
7. Since ALPHA is located in the Holman Middle School, students must follow the dress code for Holman students. Students will dress appropriately for school and for the weather. Inappropriate attire includes short shorts, flip-flop sandals, tank or bare midriff tops, and clothing that contains advertisements of products not appropriate for children. Sagging pants, bandanas, and any clothing suggestive of gang affiliation, are not permitted.
8. ALPHA students will keep playing cards, candy, chewing gum, toys, radios, sports equipment, and valuables at home.

Behavior Consequences

First Offense:	A warning
Second Offense:	Time out
Third Offense:	A call home to parents
Fourth Offense:	A note to parents (which must be signed and returned)
Fifth Offense:	Conference with school principal

Bus Information

Through district bus transportation, ALPHA students will be brought to and from the Holman Gifted Center for classes. Students ride their regular buses or walk to their respective schools where they will board designated buses for ALPHA.

Students return to their home schools prior to the end of the school day.

The primary purpose of our busing program is to provide safe passage to and from school. In support of this purpose, discipline procedures have been established which lists seven violations that we consider most hazardous. Other violations will be dealt with as needed.

1. Out of seat, standing up, and moving around the bus.
2. Heads and/or hands extended out of windows.
3. Throwing objects within, out of, or at the bus.
4. Opening or pulling at doors, tampering with bus equipment, or tampering with the steering wheel.
5. Fighting on bus (If fighting occurs at the bus stop, this should be reported to the building principal).
6. Offensive or obscene language.
7. Extremely loud behavior.
8. Distracting the driver.

Bus Infraction Consequences

First Write-Up	Warning to student, parents will be advised
Second Write-Up	Bus suspension (Minimum)
Third Write-Up	Bus suspension - Students and parents must attend a safety program prior to student being returned to transportation. The workshop will be on a weekly basis. Parents will be notified of the dates the workshop will be offered.
Fourth Write-Up	Student will be considered for termination of bus services for the semester.

NOTE: In serious disciplinary cases, a student may be suspended following the first referral.

Transportation (Other than school bus)

Each time the student departs or arrives from ALPHA by transportation other than a Pattonville School District bus, the individual providing transportation must report to the ALPHA secretary to sign the student in or out of the ALPHA program.

Custodial Authorization

District regulations now require that custodial parents must provide written authorization for the noncustodial parent to pick up his/her child. This authorization must be on file at the ALPHA program or be presented on the day the child is to be released.



DAILY SCHEDULE GRADES 1-4

8:55 - 9:10	CREATIVE/CRITICAL THINKING
9:15 - 10:15	ORBIT 1
10:20 - 11:20	ORBIT 2
11:25 - 11:45	RECESS
11:55 - 12:15	LUNCH
12:20 - 1:20	ORBIT 3
1:25 - 2:30	REASONING/REFLECTION
2:30 - 2:40	DISMISSAL

DAILY SCHEDULE GRADE 5

8:55 - 9:25	CREATIVE/CRITICAL THINKING
9:30 - 11:15	MORNING ORBIT
11:15 - 11:35	RECESS
11:45 - 12:05	LUNCH
12:10 - 1:40	AFTERNOON ORBIT
1:45 - 2:30	REASONING/REFLECTION
2:30 - 2:40	DISMISSAL



Early Dismissal

When there is an early dismissal at the regular elementary schools, ALPHA will end early and the students will be bused back to their home schools to be dismissed at the appropriate time.

Field Trips

We believe that educational field trips enhance the program of instruction and add much to the education of the child. Families of students who are attending the field trip will be notified by the ALPHA program. A permission form will be sent home with the child in regard to the date and location. A parent/guardian needs to sign and return the permission form prior to the field trip. If a parent/guardian fails to give permission for his or her child to participate in the field trip, then the child will need to stay at his/her home school on the day of the field trip. All school rules concerning student conduct and bus safety will be adhered to by students on field trips.



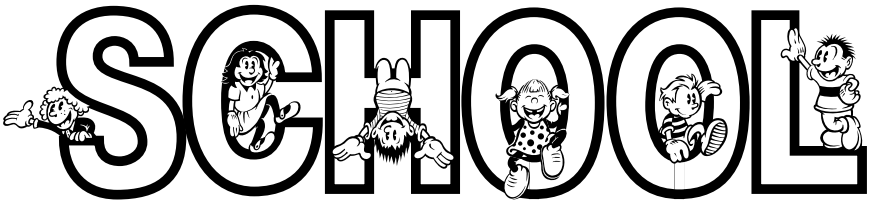
ALPHA STUDENT GUIDELINES

ALPHA Guidelines

1. Ask the home school teacher about new skills, concepts, and areas of study that were covered at the home school during the ALPHA day. (It is recommended that home school teachers exempt ALPHA students from daily homework assignments or review exercises on ALPHA days.)
2. Be prepared to demonstrate proficiency of new skills or knowledge through compacted assignments.
3. Arrange with the home school teacher to make up any tests missed on ALPHA days. Complete any long term assignments in a timely manner for the home school teacher.
4. If a problem occurs in learning a new concept or skill (ie., math) please notify your ALPHA teacher immediately. If a conflict with attendance occurs, please notify the ALPHA secretary immediately.

Learning Guidelines

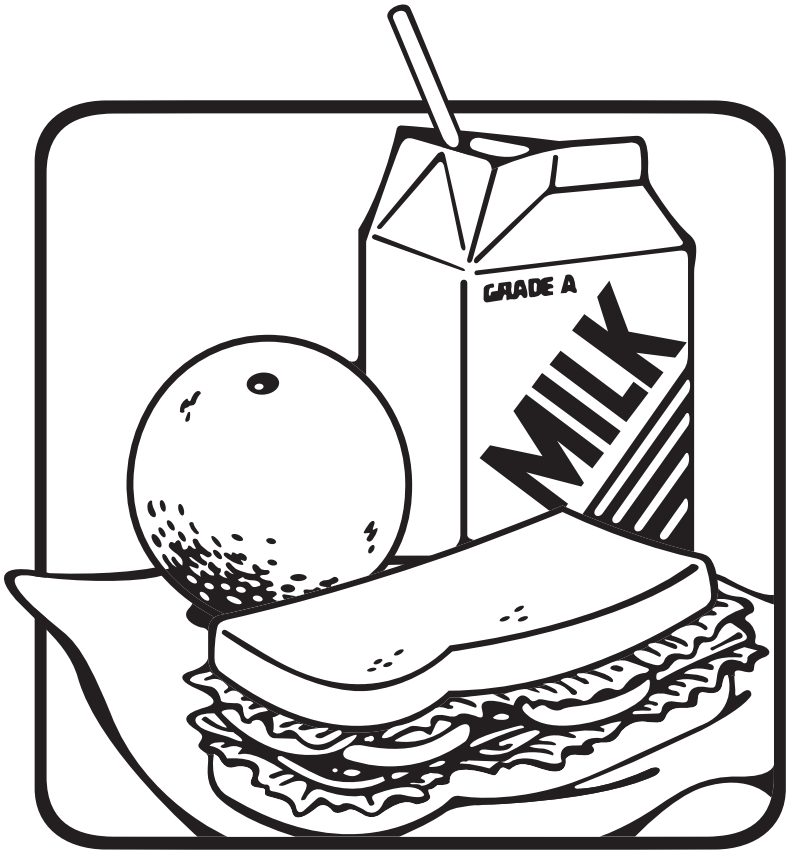
1. Students will work hard at all times.
2. Students will complete all assigned work.
Emphasis should be on academic quality, accuracy, neatness.
3. Students will arrive on time for ALPHA with a positive attitude, ready to work and learn.
4. ALPHA students will maintain regular attendance.



Lunches

The Type A lunch is \$2.00. It consists of meat, bread, fruit, vegetable and a drink. Sandwiches are an option for the same price. A drink cost \$0.50.

Advanced payment is required for lunch. Money can be deposited to a Holman lunch account by a check made out to Pattonville (a \$24 check will provide 12 lunches) or follow the instructions on the website cafeprepaid.com. Students will use their ALPHA I.D. to draw from their lunch funds at Holman. Should lunch money be sent weekly, any monies over the regular lunch charge will be added to their account at Holman, we can not make change for students.



Medical Policies

Signed Pupil Emergency Information form which contains emergency release information must be on file in the ALPHA office the first day of classes.

If your child is ill on an ALPHA day, please call the ALPHA secretary.

Remember to send your child's prescription medications to the ALPHA program. The procedures are the same as at the home school and are:

Medication

It is our policy that over-the-counter (patent medicines including aspirin) will not be dispensed by school personnel. When a physician feels it necessary for a child to have prescription medication at school, the following procedure should be followed:

1. Medicine must be in the proper container with the pharmacy label showing:
 - a. Name of child
 - b. Name of medicine
 - c. Dosage and schedule of administration
 - d. Physician's name
2. A written request from the parents giving school permission to administer medication is necessary with specific instructions how it must be given.
3. Medicine should be brought to school by parents, not by students.
4. Long term medication must be accompanied by a physician's written order.

NOTE: In order to make this procedure easier for parents to follow, many pharmacies are willing to prepare an extra prescription container for use at school when necessary.

Your child will be sent home when he/she has:

1. a temperature of 100° F or above
2. vomiting
3. diarrhea
4. a rash of unknown origin
5. a communicable disease
6. a serious accident

***If your child has any of the above symptoms the evening before or the morning of school, please keep him/her home that day.**

Visitors to the Program

Individuals who are visiting the ALPHA Program should use the northeast door of Holman, which is marked as 11001 on top of the door and as Instructional Coordinator PEGS Center to the right of the door. Entrance is obtained by using the buzzer and intercom system located next to the door. The system does not ring in the ALPHA office, so please be patient while waiting for a response. Ring the buzzer and identify yourself. When you hear the click in the door, proceed inside and down the stairs to the second door on the right. (ALPHA Office). You will need to sign in. Individuals visiting the program who use the main entrance to Holman will need to register in the Holman office.

Volunteer Opportunities

There are opportunities for parents to volunteer in the ALPHA Program. These opportunities include chaperoning field trips, working on special events and sharing your talents with a group. Volunteers are asked to do very specific tasks for a specific time frame. The PAGE group also seeks volunteers for various jobs during the year.



Notes

Notes



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THAT ALL
WILL LEARN

PATTONVILLE

SCHOOL DISTRICT