



Pony Express Elementary School

Parent and Student Handbook



Our Motto:

“I am here to learn.
I will do my best.
I will respect and care for others.
I will be a responsible member of my learning community.
What I do today will make a difference.”

School Colors: Red, White and Denim Blue

Mascot: We are the Riders

Pony Express Elementary School
3985 E Smith Ranch Road
Eagle Mountain, UT 84005
801-610-8714; Fax 801-789-2604



Table of Contents

Parent/Guardian Rights Notification	3
Policies and Procedures (registration, emergency, medical information)	4
Alpine Foundation	4
Attendance (checking students out, out of area policy, transferring or withdrawals)	4
Conduct and Discipline Policy (classroom discipline, safe schools, procedures)	5
Bicycles, Scooters, Etc.	7
Book Orders	7
Breakfast and Lunch (Free and Reduced info)	7
Bus Rules and Procedures	7
Cell Phones	7
Classroom Visitors	7
Closed Campus	8
Communication	8
Dress Code	8
Emergencies	8
Exclusions from School	9
Extended Day	9
Fees and School Supplies	9
Field Trips	9
Fundraisers	9
Grading	10
Home and Hospital	10
Homework	10
Lost and Found	10
Medication	10
PTA	10
Parent and Student Resources	10
Phone Use	11
School Pictures	11
School Community Council	11
SEP Conferences	11
Skyward	11
Special Accommodations	11
Spirit Days	11
Student Insurance	11
Student Supplies	11
Vision and Hearing Screening	11



Parent or Legal Guardian Rights Notification

- I. A parent has primary responsibility for the education of his/her child, the state is in a secondary and supportive role to parents.
 - II. A parent has the right to reasonable academic accommodations from Pony Express Elementary as provided below.
 - III. Pony Express Elementary will make a determination of what is reasonable based on the factors provided in Utah Code Ann. 53A-15-1501(2) (a) and (b), as outlined below.
 - IV. “Reasonably accommodate” means:
 - a. Pony Express Elementary shall make its best effort to enable parents to exercise their rights without substantial impact to staff and resources. Impact to staff and resources includes, but is not limited to:
 - i. employee working conditions,
 - ii. safety and supervision on school premises and for school activities, and
 - iii. the efficient allocation of expenditures.
 - b. In accommodating a parent request, Pony Express Elementary will balance the following:
 - i. the rights of the parents;
 - ii. the educational needs of other students;
 - iii. the academic and behavioral impacts to a classroom;
 - iv. a teacher’s workload; and
 - v. the assurance of the safe and efficient operations of a school.
 - V. Pony Express Elementary will consider each accommodation on an individual basis.
 - VI. Pony Express Elementary will consider all students equally in granting accommodations.
 - VII. Parent’s Rights:
 - a. Pony Express Elementary will make its best efforts to allow parents to exercise the rights below but may deny a request for accommodations that:
 - i. Substantially impacts staff and resources, or
 - ii. Infringes on the educational needs of other students, the academic and behavioral impacts to a classroom, a teacher’s workload, and the assurance of the safe and efficient operation of a school.
 - b. Parents have the right to have reasonable accommodations for their students by Pony Express Elementary as specified below:
 - i. Pursuant to a written request, to have a student retained based on the student’s academic ability or the student’s social, emotional, or physical maturity;
 - ii. Pursuant to a written request, to excuse a student from attendance for a family event or visit a health care provider without requiring a note from the provider
 - a. Pony Express Elementary may require a student to complete make-up work missed due to an absence excused for a family event.
 - b. Pony Express Elementary may offer positive incentives for students to attend school.
 - iii. Pursuant to a written request, to place a student in a specialized class or advance course, based on multiple academic points;
 - iv. To initially select a teacher;
 - v. To request a change of teacher,
 - vi. To visit and observe any class the student attends;
 - vii. To meet with a teacher at a mutually agreeable time, other than regular parent/teacher conferences.
 - c. Pony Express Elementary will pursuant to a written request, excuse a student from taking a statewide or NAEP testing.
 - d. The parental rights above do not include all rights that may be available to parents.
- VIII.
- A. Notice to parents and students
 - A. This policy serves as notice to parents of their rights under Utah Code 53A-15-1502.
 - B. Pony Express Elementary will distribute the school’s Conduct and Discipline Policy to students (including to student enrolled for the first time).
 - C. Parents will be notified and provided with an opportunity to acknowledge receipt of Pony



Express Elementary School's discipline and conduct policy.

- D. Pony Express Elementary will notify a parent of a student's violation of the discipline and conduct policy, and allow a parent to respond to the notice in accordance with Chapter 11, Part 9, School Discipline and Conduct Plans.

Policies and Procedures

School Registration

Returning students

Login to Skyward and update your Emergency Contact Information, changes in your address and or phone numbers. Update your Accessible Use Policy (AUP) and the Media Release form, which allows students to be recognized on our school website for accomplishments. The Accessible Use Policy (AUP) will enable your child to access the Internet at school. Failure to fill out the AUP form will prohibit your child from accessing the Internet at school. Children 3-6th grade will be given passwords to access their accounts. If the AUP is not filled out, their passwords will not work. This access includes Raz Kids, Google, and programs used during Computer Specialty.

New Students

Pick up a packet from the front office. The packet will need to be returned with a copy of their completed immunization record, an original birth certificate (we will make a copy and return your original, but we must see the original), any applicable court documents relating to custody (such as a divorce decree), proof of residency (it can be a utility bill or something similar). Kindergarten students must be 5 on or before September 1st, which is a state law, therefore we cannot make exceptions.

It is important for each family to have an Emergency Information Sheet, which can be found online at: [http://alpineschools.org/registration-](http://alpineschools.org/registration-forms/emergency-release-form-all-schools-health-form/should)

[forms/emergency-release-form-all-schools-health-form/should](http://alpineschools.org/registration-forms/emergency-release-form-all-schools-health-form/should).

Emergency Procedures

Current emergency information is critical in case of an accident, injury, illness, or other emergency and should be kept up-to-date. Every effort will be made to contact you or the person you designate to be called on your forms. **Please update emergency contact changes on Skyward.** We will not send a child home during the regular school hours unless he/she has been officially checked out. In extreme emergencies, if we are unable to contact you, the paramedics will be called.

Medical Health Concerns

If your child has a medical condition or health concern, please fill out a medical form and notify the office and school nurse, who will develop a health plan.

Alpine Foundation

Many of our patrons make donations to Pony Express Elementary School. If you would like to donate to the school or to a particular classroom, you may make a contribution through the Alpine Foundation. The Foundation allows you to take a tax deduction for your donation and provides you with a receipt. Donations can be made on our website.

Attendance

With a written request, parents may excuse a student from attendance for a family event or visit a health care provider without a note from the provider. Students are required to complete make-up work due to an absence excused for a family event.

Please note, frequent absences or tardies from the day-to-day classroom experience may disrupt the learning process.

District policy states that students are not to arrive at school earlier than 10 minutes before class begins at 8:00 am and 9:20, since no formal supervision is



provided prior to that time. If you leave for work early, we encourage you to make needed arrangements for your children with a neighbor or babysitter. Please don't drop off your children early.

Student Check Out

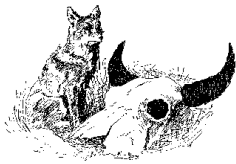
For safety and legal concerns, parents **MUST** come into the school to pick up their children if they need to check them out during school hours. Students will be turned over to their parents or guardians after parents or guardians have signed the check out log.

Please do not ask over the telephone to have your child sent home. Parents should not call to ask that their children meet them outside. Please plan ahead to allow time to check your children out of school. Your understanding of and cooperation with this policy is appreciated.

Out of Area Students - We are closed to out of area students due to growth and a Board of Education directive. Only children living in our school boundaries and who currently attend Pony Express Elementary on an Out of Area Request will be permitted to attend.

Transfer and Withdrawal of Students

If you are moving and need to withdraw your child(ren) from school, please come to the office before 1:00 pm. The secretary will fill out the transfer form while you check out with teachers, the librarian, and the lunchroom. (The lunchroom staff leave at 1:30.) Please note that your new school requires a transfer form when registering mid-year.



Conduct and Discipline Policy

The school rules are:

1. Follow directions the first time to a polite request
2. Keep hands, feet, and objects to self
3. No name-calling put downs, swearing, or teasing

Students are expected to be respectful to each other and to the adults in the building. We recognize that conflict may occur as children learn to get along and we actively teach behaviors that promote respect for all. Bullying situations are dealt with on an individual basis.

Classroom Discipline

Each teacher follows the school's rules above in addition to age appropriate rules posted in each classroom/grade. We use *Think Time Procedures*, which are as follows:

1. Warning/reminder of rules and expectations.
2. If the behavior continues or the student has a serious offence, such as fighting, the student is given a **Stop and Think** slip and asked to identify the misbehavior and make a plan for improvement.
3. Parents will be notified if a student has multiple **Stop and Think** slips within the day or has a severe offence.
4. Chronic problems are referred to our TAT team, which is a team of teachers who problem solve, to identify behavior supports that will influence student behaviors.
5. Severe offenses or continued problems may result in a conference with parents and or the principal.

Students start with a "clean slate" each day, except in cases of repeated inappropriate behavior. In this case, the teacher will start at the previous step the student was on. Severe offenses, such as fighting, vandalism, and defiance of authority, theft and offensive gestures or language may be referred to the administration.

Bullying is handled on an individual basis. We strive to teach appropriate behaviors to all students and will involve adults to give needed support to the children.



Safe Schools

It is the policy of Alpine School District to maintain a school environment that is conducive to learning.

It is the District's intent to maintain a safe and positive atmosphere by prohibiting acts of violence, aggressive behavior, intimidation, possession of weapons, criminal behavior, or gang activity on school property.

The *Alpine School District Safe Schools Policy* prohibits disruptive acts; dangerous weapons; hazing/harassment; abetting; and gangs, secret societies, and hate groups; and the other prohibited acts as defined and described in these rules and regulations.

Definitions

Disruptive acts. Acts that disrupt the daily operation of the school include but are not limited to physical or sexual assault, intimidation, aggression, possessing, or displaying a dangerous weapon.

Dangerous Weapon. Any item capable of causing death or serious bodily injury, or a facsimile or representation of the item. Dangerous weapons, as deemed by these rules, shall include but not be limited to firearms, knives, metal knuckles, straight razors, explosives, and poisonous gases.

Hazing/Harassment. Intimidation of a student or staff member or any act that injures, degrades, or disgraces a student or staff member.

Abetting. The act of supporting, encouraging, and/or assisting activities that violate the Safe Schools policy.

Gang/Secret Societies/Hate Groups. A group of two or more people who form an allegiance and engage in a range of disruptive behaviors that may include violent or unlawful activity or which advocate hatred or discrimination on the basis of race, religion, sex, national origin, or disability.

Sexual harassment. Alpine School District is committed to the maintenance of a learning environment which is free of any form of sexual harassment; an environment where students may attend school free of unwanted conduct or communication of a sexual nature; one which is in compliance with the state and Federal laws dealing with this form of discrimination.

Other prohibited acts. Students may not:

- Wear, possess, use, distribute, or sell any clothing, jewelry, emblems, badges, symbols, signs, or other things which are evidence of membership or affiliation in any gangs, secret societies, or hate groups.
- Commit acts, or use speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in gangs, secret societies, or hate groups.
- Use speech or commit any acts or omissions in furtherance of the interests of the gang, group or society, including, but not limited to 1) soliciting others for membership, 2) requesting persons to pay for protection or otherwise intimidating or threatening any person, 3) committing other illegal acts or other violations of school district policies, 4) inciting other students to act with physical violence upon any other person, 5) defacing school property (i.e.: books, lockers, walls, etc.).

Students who participate in other prohibited activities described above shall be dealt with in accordance with the procedures outlined in Alpine School District' Rules and Regulations.

Additional Expectations

We discourage students from bringing things from home that are easily broken, lost or may be stolen, such as toys and money.

Pets may be brought only with teacher permission and must be taken home immediately by an adult.

Gum is not allowed at school as it often ends up in the carpet or under desks, etc.

Safety - Please review with your child(ren) the importance of being safe on their way to and from school. Students should





know which route you want them to take. There are crossing guards in front of our school and students should use these crossings. Students should obey crossing guards and traffic laws at all times. Students should never run in front of cars or buses. They should not talk to strangers nor accept rides from strangers.

Please review these rules periodically, which will make this school year much safer.

Bicycles/Scooters/Etc.

Children may ride bicycles/scooters to school.

Students are expected to walk their bicycles and scooters once on school property. Bikes and scooters should be placed in the bike racks and **securely locked**. The school is not responsible for the security of these items. Students should not play near the bikes during recesses or play times. Bikes and scooters are not to be used during the school day. **Rollerblades, skateboards, and healties should not be brought to school or used on school property.**

Book Orders

Many teachers distribute order forms to students allowing them to buy books through book companies at reduced prices. If you choose to participate, please write the checks to the specific

book company for the exact amount. If you have questions you may contact your child's teacher.

Breakfast and Lunch

Breakfast will be served from 7:40 to 7:55 am for A-track and 8:55 to 9:10 am for B-track in the cafeteria. A-track will not be allowed to eat during B-track time. Lunchtime varies from grade to grade. Schedules are available in the office.

Students may charge one meal in an emergency. The charge must be paid the following day. Remember, parents are responsible for keeping

lunch accounts current. You may pay online at www.mealpay.com or call 866-800-8538.

Free and Reduced Meals

Those wishing to apply for free or reduced price meals may obtain an application at the office or online at our website. To apply for free or reduced meals, households should complete an application and return it to the school or Alpine School District Office, 575 North 100 East, American Fork, Utah. Application forms are available online. This will ensure that students who qualify to receive benefits will receive them the first day of classes. Those who were on free or reduced lunches at the end of last year will remain on the program for 30 days. Reapplication must be made for the families to remain qualified. Even if you do not plan on using free or reduced lunches it is important that you apply, if you qualify.

Bus Rules and Procedures

Our primary concern on the bus is safety. Students should show respect and act in a safe manner while riding the bus. They should sit with their back to the seat and face forward. They should not yell, scream, argue, etc. Rough housing is not permitted for the safety of all who ride the bus. If a student violates the bus rules, they may be denied the right to ride the bus.

Cell Phones

The use of mobile phones is strongly discouraged during the school day. They cause disruptions from incoming calls, games played during class, text messaging, inappropriate picture messages, etc. Phones should be turned off during the school day. If a child disrupts the class by using the phone inappropriately, the phone will be taken to the office and kept until the end of the day.

Classroom Visitors



Parents are welcome to visit the school at any time. However, for the safety of our students, all visitors must first check in and receive a visitor pass in the office. If you would like to visit a teacher's class, please call and make arrangements in advance. Please limit your visits to 30 minutes. While in the classroom, please do not interrupt the teacher or the students in the learning process.

Closed Campus

For the safety and welfare of children, and in compliance with school board policies, we maintain a closed campus. Students should not leave the school grounds from the time school begins in the morning, until it ends in the afternoon. A parent or guardian must check students out if leaving early.

Communication

To conserve paper, many newsletters, announcements, and information will be sent home electronically. We understand that not all families have access to the Internet. If you need a paper copy, please notify the office and we will print a copy for you. In addition, you may receive messages from School Messenger. Please listen carefully for important information. We are limited in our ability to sent information to multiple families, so please forward this information as needed.

ASD Connect is a new free app available for mobile phone devices. The app gives you instant access to student grades, the school calendar (also found online), meals, directories and ASD Notifications.

Dress Code

Clothing should be neat, clean and not distracting in appearance. Clothing, which contains slogans or insignia contrary to the educational purposes of the district are not allowed. This includes, but is not limited to vulgar words, profane or obscene slogans, pictures or advertisements for alcohol, tobacco, gangs, and drugs.

Shoes and socks must be worn both inside and outside of the school. Sandals that are strapped both to the toe and heels are permissible, but flip-flops, or other slip-on sandals are not allowed. Gym shoes should be worn for PE activities. When snow boots are worn, please send shoes to be worn in the building.

Dress for the Weather - Children should arrive at school dressed so they can play comfortably outside. All children are expected to go outside during recess unless the weather is bad. Bad weather means cold (20° or less) or wet. If you desire your child to stay in after lunch because of health, please send a note with him/her. These children read in a supervised classroom.

The following are NOT allowed:

- Short shorts or skirts - Should not be more than 2 inches above the top of the knee.
- Bike shorts or spandex or cutoffs
- Clothing containing vulgarities, profanity, or advertisements for alcohol, tobacco, and drugs
- Halter tops or Tank tops (shoulders should be covered and no large neck or arm openings)
- Bare midriffs (belly should not show)
- Head wear (i.e. bandanas and hats)
- Shoes that mark or damage floors
- Flip flops and slip on sandals
- Hairstyles that are distracting.
- Oversized clothing that exposes underwear inhibits movement, physical activity, and classroom involvement.

Emergencies

Sick Children

If a child is sick or injured while at school, we will call the parent or individual designated on Skyward (the secretaries will input the information from registration packets into Skyward). Since we do not have the provisions to take care of sick children for long periods of time, please provide us with accurate information and names of people who may be available to get your child from school as needed.



School Wide Emergencies

Our intent is to train students in safe emergency evacuation procedures, as well as earthquake and fire safety. In case of an evacuation where we are unable to return to the building, students will be taken to the church next to the school to await pick-up. If the neighborhood needs to be evacuated, we will transport our students to **a neighboring school and send parents electronic notification.**



Exclusions From School

Children, staff, parents and/or volunteers will be excluded from the classroom if any of the following are noted:

- Fever over 100 degrees or above orally.
- Nausea, vomiting or abdominal pain
- Diarrhea -- Frequent, loose/watery stools
- Unusual drowsiness or tiredness
- Sore throat, acute cold or persistent cough
- Runny Nose (thick, green/yellow discharge)
- Red inflamed or discharging eyes (Pinkeye)
- Swollen glands around the jaw, ears or neck
- Any skin sore oozing of fluid
- Suspected head or body lice
- Earache
- Any unexplained rash

Extended Day

The extended day program has two tracks. Track A attends from 8:00 am to 2:15 pm. Track B attends from 9:15 - 3:30. Every class has both tracks. Each track has an hour and fifteen minutes daily where only half the class attends, which allows the students and teacher to focus on literacy.

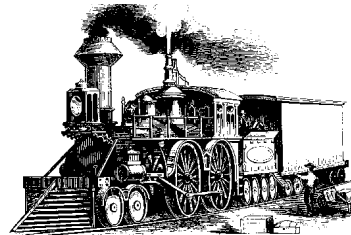
Fees and School Supplies

When requesting donations at the beginning of the year, please note the following:

NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL.

The Utah Constitution prohibits the charging of fees in the elementary schools. Students, kindergarten through sixth grade may not be charged for textbooks, classroom equipment, supplies, assemblies, field trips, snacks, or for anything else that takes place during the school day.

If your student loses or destroys school property, the cost of repair or replacement is not a fee and will not be waived. Schools may charge for meals served at school. (For information regarding free and reduced lunch, see the section on breakfast and lunch.)



Field Trips

Often there are opportunities for learning that extend beyond the school and occasionally classes will go on field trips. Your child's teacher will send home information regarding each field trip and a permission slip. School lunches are available for students and chaperones to purchase and take on field trips that extend into the lunch period. Special dress and grooming may be required for some trips. Sometimes parents are invited to help supervise. We appreciate this help, but respectfully ask that you arrange care for preschool age children.

Fundraisers

We rely upon fundraisers to pay for many different kinds of things. Our school fundraisers pay for school repairs, copy equipment repairs, paper copies and supplies used by the staff, student and teacher



recognition, positive rewards, light bulbs for the projectors, etc.

The school will host 2 fundraisers a year to generate income and possibly 1 charity drive a year (food drive, quarters for Christmas or to help a family in our community). In addition, the PTA sponsors the jog-a-thon.

We have ongoing activities to help meet the needs of the school, which we don't count as fundraisers because they really are donations. Please support these events:

- **Box Tops** are gathered and cashed in for money. It is very helpful if you will cut out each box top before you send it with your child.
- **Campbell Soup** labels may be brought in and deposited in a drawer in the office. We redeem them for educational materials and equipment from Campbell's.
- We also collect used **cell phones** and empty **laser and inkjet printer cartridges**. These can also be deposited in the front office.
- Smith's Food King/Kroger and Target – Please sign up each year to help the school receive a donation.

Grading

Students in K-4 are on a standard based reporting system. Students who have mastered concepts receive a Yes, Progressing or No. Fifth and sixth grade students are on a traditional grading system.

Home and Hospital Instruction

If your child has had an accident or illness and is unable to attend due to physical issues and will miss twenty or more days of school, he/she may be eligible to be taught at home by a district-appointed teacher. Please contact the school office for additional information.

Homework

Homework should be an extension of class work. Assignments should be well planned by the teacher and fully understood by the students. Homework should rarely exceed 1/2 hour a night in K-3rd and 1

hour 4th-6th. Parents can help by giving their children a quiet place and time to work. Part of the homework assignment should be to read nightly.

Lost and Found

To simplify the return of lost items, we ask that all caps, jackets, mittens, boots, lunch bags, etc. be labeled with your child's name. The lost and found is located in the lunchroom. Missing valuable or tiny articles are to be turned into the office. We encourage students to be responsible for their own personal items. Missing or lost items not claimed will be donated to the needy.

Medication

School Personnel CANNOT give children medication (other than Tylenol and Ibuprofen) without a written MEDICATION ADMINISTRATION RELEASE FORM completed by the physician. This form is available in the office. Tylenol and Ibuprofen will only be given if a parent gives permission over the phone.

PTA

PTA is the Parent Teacher Association. The PTA adds strength to our school by donating many volunteer hours. Please support our PTA and join at Back to School Night. There are many ways you can be involved, such as supporting teachers, reading with children, helping with class parties and teacher appreciation. We can find something that you feel comfortable doing. Studies have shown that children who see their parents involved at school take school more seriously and perform better.

Parent and Student Resources

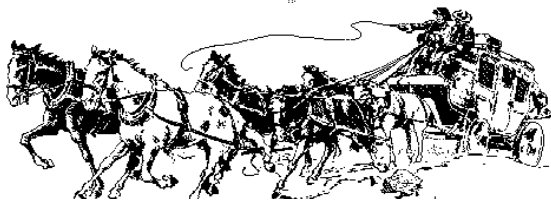
The Utah Education Network (UEN) provides an excellent online resource for parents and students. The website is: <http://pioneer.uen.org>

Our library offers *Overdrive*, which is a digital checkout system for library books. Information about *Overdrive* is found on our website.



Phone Use

School phones are for school business and emergencies only. Please make arrangements with your child about daycare, homework, books, etc. before school. Try to avoid calling your child during the school day unless it is an emergency. We try to avoid interrupting class instruction as much as possible. Students will be allowed to call for illness, lunch charges, etc. They will not be allowed to call for permission to go home with a friend, etc.



School Pictures

School pictures are generally taken twice a year – once in the fall and once in the spring.

School Community Council (SCC)

This committee is made up of parents, teachers, and staff to address concerns and to work on school improvement. This Council will look at school test results from the previous year and participate in the School LAND Trust Grant application process, which results in funding and the development of school learning goals. Parents are invited to attend. If you have any agenda items, please contact the SCC Chairman.

SEP Conferences

SEP Conferences are held two times each year to set goals and celebrate successes while looking at your child's performance. They will be held in October and the end of January (watch for dates and times).

Skyward

Parents have access to their child's grades at any time day or night. For a link to Skyward, please look on the school website at

<http://ponyexpress.alpinedistrict.org> Your User ID and password are a randomly generated alphanumeric sequence. This information is included with each report card. Your ID and password will never change while at Pony Express.

Special Accommodations

If you or your children have disabilities that require special accommodations, please contact the school Principal. 801-789-2600 or 801-610-8714.

Spirit Days

Fridays are spirit days at Pony Express. On these days we encourage students to wear their Pony Express shirts or school colors (Red, and Denim Blue). Some spirit days may include hat days, western day, or a special theme. We want to encourage school spirit and pride. We hope that you join in.

Student Insurance

The school does not supply accident insurance for students while they are at school. The Board of Education encourages each elementary student to purchase school insurance unless they are covered by their parent's insurance plan. School insurance information is included in the school packet sent home at the beginning of the year. If you have your own insurance, you must sign the insurance waiver on the bottom of the student health sheet and return it to the office. If you have insurance questions please call 1-800-327-5400 or 1-800-328-2739.

Student Supplies

All necessary supplies (pencil, paper, crayons, etc.) are furnished by the school. We encourage children to have a book bag or a backpack to carry materials to and from school (please write student names on their materials).



