

# Pony Express Elementary School

2009 - 2010 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 84043

|  |          |
|--|----------|
| Phone  | 789-2600 |
| Fax  | 789-2604 |
| Doug Van Alfen, Principal  | 789-2600 |
| Alpine School District   | 756-8400 |
| <a href="http://www.ponyexpresselementary.com">www.ponyexpresselementary.com</a> |          |



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## School Calendar

### **August**

|                           |    |
|---------------------------|----|
| Open House                | 19 |
| First Day of School       | 20 |
| First Day of Kindergarten | 27 |

### **September**

|  |             |
|--|-------------|
| Back to School Night                           | 1           |
| Labor Day-No School                            | 7           |
| School Pictures                                | 17          |
| Iowa Testing 3 <sup>rd</sup> , 5 <sup>th</sup> | 22-24       |
| 5 <sup>th</sup> Clear Creek                    | 30 – Oct. 1 |

### **October**

|                                     |       |
|-------------------------------------|-------|
| Mid-term                            | 1     |
| Professional Dev Day<br>(No school) | 5     |
| SEP Conferences                     | 7-8   |
| Picture Make-up Day                 | 13    |
| Fall Break                          | 15-16 |

### **November**

|                                 |       |
|---------------------------------|-------|
| End of Trimester 1              | 17    |
| Grades Out                      | 19    |
| Teacher Comp Day<br>(No school) | 25    |
| Thanksgiving Break              | 26-27 |

### **December**

|               |           |
|---------------|-----------|
| Holiday Break | 23-Jan. 1 |
|---------------|-----------|

### **January**

|                                       |    |
|---------------------------------------|----|
| Classes Resume                        | 4  |
| Mid-term                              | 13 |
| Martin Luther King Day<br>(No school) | 18 |

### **February**

|                                      |     |
|--------------------------------------|-----|
| SEP Conferences                      | 3-4 |
| Professional Dev. Day<br>(No school) | 5   |
| President's Day (No school)          | 15  |

### **March**

|   |        |
|---|--------|
| End of Trimester 2                          | 1      |
| Grades Out                                  | 3      |
| DWA 6th                                     | 2-4    |
| Teacher Non-Contract Day                    | 5      |
| MARS Test 4 <sup>th</sup> , 5 <sup>th</sup> | 30 – 1 |

### **April**

|                                   |       |
|-----------------------------------|-------|
| Snow Makeup Day No School         | 5     |
| Teacher Comp Day                  | 6     |
| Spring Break                      | 7– 9  |
| IOWA Reading Test 3 <sup>rd</sup> | 20-22 |
| Mid-term                          | 20    |

### **May**

|                      |        |
|----------------------|--------|
| UCA Testing          | 4-6    |
| Teacher Appreciation | 10 -14 |
| Last Day of School   | 28     |
| Memorial Day         | 31     |



## Quality Education Commitment

### The Student

As a Pony Express Elementary student it is my responsibility to:

1. Attend school every day and be on time to all classes.
2. Come to school prepared with books, paper, pencils, and any materials or assignments as directed by the teacher.
3. Maintain a positive attitude toward learning and believe in my ability to succeed.
5. Respect myself and the rights and property of others.

### The Faculty and Staff

The faculty and staff at Pony Express Elementary accepts the responsibility to:

1. Provide an appropriate instructional program for each student.
2. Provide an orderly classroom with a safe learning environment.
3. Develop programs and activities which respond to the academic, and developmental needs of each student.
4. Assist parents in helping their child develop self-discipline, self-respect, and self-confidence so that he/she may participate in school as a responsible member.
5. Engage in regular communication with parents regarding student progress.

### The Parent

As the parent of a Pony Express Elementary student, it is my responsibility to:

1. Send my child to school each day on time, prepared with all necessary materials, well rested, fed, and properly dressed.
2. Check my child's homework on a regular basis.
3. Provide my child with suitable study conditions

4. at home such as a desk or table, books, and supplies.
4. Communicate with my child's teacher when I am concerned about my child's school work or health.
5. Read the monthly newsletter and notes sent home regularly so that I will know what is happening in the school.

## Information, Policies and Procedures

### Accidents and Illness

An Emergency and Health Information Sheet should be filled out and returned to the office by each family. This information is critical in case of accident, injury, illness, or 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 the health sheet. **Please call when changes occur.** 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.



### 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.



### Arrival Time

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.

### Attendance

#### Tardy and Truancy Policy

Utah Compulsory Attendance Law directs parents to require their children between the ages of six and eighteen years of age to attend school unless they have been excused by the Board of Education. Frequent absences or tardies of the students from the day to day classroom experiences disrupt the instructional and learning process. The benefits of instruction, once lost, are often difficult to regain.

Tardy - Arriving to class after the bell has rung to start class.

- \* Parents should notify the teacher through a note or a phone call if their child will be tardy due to circumstances beyond their

control. This will help us to provide the needed assistance to your child.

- \* Help us teach our students to be responsible in learning to be on time.
- \* Continual tardiness will be referred to the principal.

Truancy - Deliberately being absent from school with or without parents knowledge.

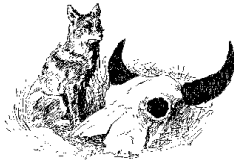
Excused absences include: Verifiable illness and family emergencies such as hospitalization or death of a family member.

Earnest and Persistent Effort - Teachers and school personnel will make every effort to work with the student and parent to encourage attendance.

- \* After 3 consecutive unexcused absences the teacher will contact parents.
- \* After 6 consecutive unexcused absences the Principal will contact parents.
- \* Unexcused absences (sluffing) are serious offenses.
- \* Students who are truant with parents knowledge may/will be referred to the district attendance officer and may be referred for educational neglect.

#### Out of Area students

We are closed to out of area students due to growth and Board of Education directive. Families who live in our boundaries and move outside of the school boundaries may request to keep their children at Pony Express Elementary by completing the "Request for Out of Area Attendance Permit" and paying a \$5.00 fee. Families who move outside the school boundaries and do not notify the principal are subject to immediate transfer to their resident school.



## Behavior Guidelines

### Assemblies

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
4. Voices off
5. Be a respectful audience

### Computer Lab

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
4. Treat property with respect
5. Eyes on speaker and listen
6. Leave computer lab the way you found it.

### Library

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
4. Treat property with respect
5. Use a 6" whisper voice

### Bathroom

1. Respect others and property
2. No name calling, put downs, swearing, or teasing
3. Enter, go, flush
4. Wash with soap, dry
5. Leave

### Halls

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
4. Be in halls at appropriate times
5. Walk

## Classroom Rules

1. Follow directions the first time to a polite request.
2. Keep hands, feet, and objects to yourself.
3. No name calling, swearing, put downs, or teasing.
4. Do your best to learn.

### Bus and Loading Zone

1. Walk on the sidewalk
2. Stay behind the safety line
3. Line up in assigned area
4. Use the crosswalk
5. Wait until the vehicle stops



### Gym/P.E.

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
4. Use curtains correctly with permission
5. Adult supervision required at all times

### Playground

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
4. Stay in assigned areas
5. When the bell rings, stop playing immediately, and line up with your class

### Phones

1. Have a phone pass from teacher
2. Sit quietly and wait your turn
3. Be respectful to the secretaries
4. If you can't get through, try once more and return to class
5. After school, tell the secretaries why you need to use the phone and wait quietly



### School Breakfast

Breakfast will be served from 7:40 to 7:55am for A-track and 8:55 to 9:10 am for B-track in the

lunchroom. A-track will not be allowed to eat during B -rack time. They do not have enough time during recess. The cost is \$.85 per meal and \$.30 per meal for those who qualify for the reduced price.

### School Lunch

Lunch prices are \$1.50 per meal or \$30.00 a month or \$.40 reduced price, \$8.00 for a 20 day ticket. Tickets may be purchased before school or at morning recess.

Students may charge one meal in an emergency. The charge must be paid the following day. Remember, parents are responsible for keeping current on money for meals, not the school.

Those wishing to apply for free or reduced price meals may obtain an application at the office. Pay online at [www.mealpay.com](http://www.mealpay.com) or call 866-575-5352

### Cell Phones

Cell phones are strongly discouraged at school. They cause disruptions from incoming calls, games played during class, text messaging, inappropriate picture messages, etc.. We understand that some students need them for communication with parents before and after school. Phones should be turned off during the school day. Phones will be taken from students during the school day if they disrupt the class, as determined by the teacher. Phones will be returned to the student at the end of the school day for appropriate use.

### Classroom Discipline Plan

Each teacher follows the school's general rules in addition to their own rules posted in their room. An example of a teacher plan is as follows:

1. Warning/ discussion with child.

### Office

1. Ask permission from the recess duty to visit the office
2. If you need help walking, bring 1 helper
3. Stay quietly seated
4. Let the secretaries continue working without interruption

### Lunchroom

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
4. Eat your own food in the lunchroom
5. Clean up your area
6. Use a 2 ft. voice

### Bicycles / Scooters / Etc.

Children may ride bicycles/scooters to school. Bikes and scooters should be placed into the bike racks and **securely locked**. Students should not play near or ride bikes during recesses or play times. Bikes and scooters are not to be used during the school day. Students are expected to walk their bicycles and scooters once on school property. The school is not responsible for the security of these items. Bring at your own risk.

**Rollerblades, skateboards, and healiases 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



2. Stop and Think- 10 minutes - Behavior journal
3. Stop and Think- 15 minutes - Behavior journal/conf.
4. Removed to buddy room and call parent - teacher fills out behavior sheet.
5. Severe offense or third behavior sheet, student is sent to the principal.

a closed campus. Students should not leave the school grounds from the time school

begins in the morning, until it ends in the afternoon, without permission. This does not include going home for lunch. Please send a note to the teacher if you want your child to go home for lunch. Students should not accompany friends home for lunch.

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.

### Daily Schedule

#### Breakfast

|         |              |
|---------|--------------|
| A Track | 7:40-7:55 am |
| B track | 8:55-9:10 am |

#### Students enter building

|         |         |
|---------|---------|
| A track | 8:00 am |
| B Track | 9:20 am |

#### Regular Schedules - Tuesday - Friday

|                 |                   |         |
|-----------------|-------------------|---------|
| A Track         | 8:00 - 2:10       | 1st-6th |
| B Track         | 9:20 - 3:30       | 1st-6th |
| Kindergarten AM | 9:15 – 12:03      |         |
| Kindergarten PM | 12:43 – 3:30      |         |
| Preschool       | Determined by IEP |         |

#### Recess

|           |
|-----------|
| 9:10-9:20 |
| 2:10-2:20 |

#### Monday Early Out Schedule

|                 |              |         |
|-----------------|--------------|---------|
| A Track         | 8:00 - 1:15  | 1st-6th |
| B Track         | 9:20 - 2:30  | 1st-6th |
| Kindergarten AM | 9:15 – 11:33 |         |
| Kindergarten PM | 12:13 – 2:30 |         |

### Severe Offenses

1. Fighting (Physical harm)
2. Vandalism
3. Defiance of Authority
4. Theft
5. Offensive gestures or language, etc.

### 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.

Occasionally out-of-town cousins or friends come to visit during the school year. These guests are not to accompany students to school. Child guests are often a distraction both to the teacher and classmates. Your cooperation is appreciated.

### Closed Campus

For the safety and welfare of children, and in compliance with school board policies, we maintain



## Dress Code

Clothing should be neat, clean and not distracting in appearance. Clothing which contains slogans or insignia which are 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 the heel 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 time 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 reasons, please send a note with him/her. Those children will remain inside until class time.

The following types of clothing are NOT allowed:

- Short shorts or skirts - Should not be more than 2 inches above the top of the knee.
- Bike shorts or spandex
- Clothing containing vulgarities, profanity, or advertisements for alcohol, tobacco, and drugs
- Cutoffs
- Halter tops
- Tank tops (shoulders should be covered and no large neck or arm openings)
- Bare midriffs (belly should not show in normal body movement)
- Head wear (i.e. bandanas and hats)

Shoes that mark or damage floors

- Flip flops, and slip on sandals
- Hairstyles that are distracting or in need of constant care, are not acceptable.
- Oversized clothing that exposes underwear, inhibits movement, physical activity, and classroom involvement.



## Emergencies

### Sick or Injured Children

If a child is sick or injured while at school, we will call the parent or individual designated on the "Emergency and Health Information Form" to take the child home. 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 could pick up your children and take care of them if needed.

The sick room is for temporary accommodation of students. We are unable to keep students in the sick room for more than 20 - 30 minutes, while waiting for parents to come and pick up their child.

### 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

block of time with fewer students. "See Early Out Days"

Snow Springs Elementary School, to await parent pick-up.

### **Family Representatives**

To conserve paper, many newsletters, announcements, and information will be sent home

with the youngest child at Pony Express. Please check their backpack the first day of each month for the newsletter.



### **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
- \*Other symptoms that suggest acute illness

### **Extended Day**

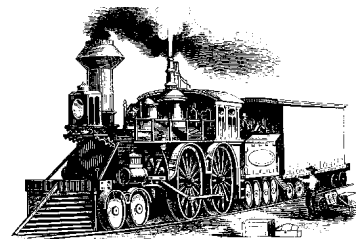
The extended Program has two tracks. Track A attends from 8:00 am to 2:15 pm. Track B attends from 9:15 - 3:30. Every class has both tracks. Each track has an hour and fifteen minutes daily where only half the class is attending. This allows us to focus on literacy during the 75 minute

### **Fees**

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.

School funds are limited, and your school may need help. They may ask you for a tax-deductible contribution of school equipment, supplies, or money. No child will be penalized for not making a donation.



### **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. Due to limited funds, the



school may request a donation to help finance the trip. All students and chaperones will purchase a school lunch if the field trip extends into the lunch period, except in cases of allergies where the parent will provide an appropriate lunch. Special dress and grooming may be required for some trips. Sometimes parents are invited to help supervise trips. We appreciate this help, but ask that preschool age children do not come along.

**Free or Reduced Lunches**

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 being sent to all homes with a letter to the parents or guardians in the summer mailing. 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.

Many federal programs provide district funding based on how many students qualify for free or reduced lunch not on how many participate.

**Grade Scales**

| Percents | Grades 3-6 | Optional |
|----------|------------|----------|
| 93-100   | A          | P        |
| 90-92    | A -        |          |
| 87-89    | B +        |          |
| 83-86    | B          |          |
| 80-82    | B -        |          |
| 75-79    | C +        |          |
| 70-74    | C          |          |
| 65-69    | C -        | N        |
| 0-64     | N          |          |

K-2 are on a standards based system – Y,P,N Mastered – Yes, Progressing, No

**Homebound 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.

**Immunizations**

Utah State Law requires all children enrolled in a public school to complete immunizations and have the dates on file before admission to school. This is particularly relevant to kindergarten and new students.



home page and hit the sign-up button. Go to the pre-registered button. Then enter the code: 340-1-3508Ponyexr

### **Loading and Unloading of Students**

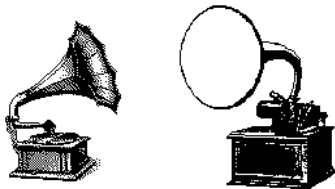
Buses will be coming to Pony Express each day. They will load and unload in the loading zone closest to the Gym. Parents should pick up and drop off students in the circular drive or other non-bus areas. Please do not park in that area. For safety reasons do not load and unload students so that they must walk between the buses or cars.

### **Lost and Found**

To simplify the return of lost items, we ask that all caps, jackets, mittens, boots, etc. be labeled with your child's name. The lost and found is located in the center hall near the restroom. 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) without a written MEDICATION ADMINISTRATION RELEASE FORM completed by the physician. This form is available in the office. Tylenol will only be given if a parent gives permission over the phone.



### **Mighty Authors**

Students may publish their own writing in book form at [mightyauthors.com](http://mightyauthors.com). Our school purchased a membership that anyone associated with our school may publish. To access, go to the

### **Miscellaneous**

Trading Cards, Gameboys, personal CD players are not allowed at school. They are easily lost or broken. Please leave all valuable items at home

Animals should not be brought to school without prior approval of the teacher. Parents should take pets home immediately after showing them to the class. No animals will be permitted on the bus.

Money and Valuables - should be kept at home. Student desks are not secure places for keeping valuables. Teachers cannot be held responsible for lost or stolen valuables.

No gum at school. It ends up in the carpet and on desks.

### **Notification of School Progress**

School performance reports will be published by November 30<sup>th</sup>. The website for the reports will be provided to all households of students who reside in the district. A hard copy of the reports will also be available at each school.

### **PTA**

The PTA adds strength to our school by donating many hours and funding to provide needed programs during the year. We encourage membership in the PTA by all parents. There is an opportunity at Back to School Night to join.

There are many ways you can be involved, big jobs and little jobs. We can find something that you feel comfortable with. 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 provides an excellent online resource for parents and students. Parents and students can have online access to Worldbook Encyclopedia, Wilson Biographies (110,000 biographies), Deseret News, EBSCO (journals, magazines, newspapers, encyclopedias), Culturegrams (articles about the 50 states and numerous countries), the Library of Congress, a dictionary, a thesaurus, and an almanac.

The website is: <http://pioneer.uen.org>  
The username is: pioneer  
The password is: time



### **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.

### **Pony Express Community Council**

This committee is made up of parents, teachers, and staff to address concerns and work on school improvement. This Council will look at school test results each year and participate in the trustlands grant application, formation of school goals. etc. Parents are invited to attend. If you have any agenda items, please get them to the principal.

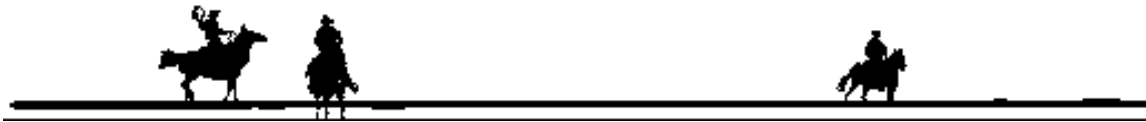
### **Power School**

Parents have access to their child's grades at any time day or night. Type our address in as <http://205.118.93.5/public/>. Then click on Pony Express Elementary School. Your Userid 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.



### **Principal's 200 Club**

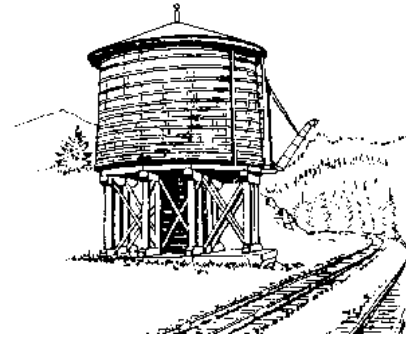
The Principal's 200 Club is Pony Express Elementary School's positive behavior incentive program. Teachers select students who exhibit exemplary behavior on a regular basis. Each student who is chosen receives a small reward in the office and has his or her name randomly placed on a poster. Once there is a complete line of names on the poster, those students have a special activity with the principal.



is a problem, please do not wait until SEP conferences to talk to the teacher. Please call and make an appointment. Your child's teacher will be glad to meet with you any time about your concerns.

### **Property Damage**

The school does not have funds to replace books and equipment that have been damaged or lost by students. Students are responsible for this school property. The school will pursue reasonable methods to recover the cost of vandalism and loss of school property.



### **Recess**

All students are expected to be outside during their recess breaks. In extreme weather conditions (low chill factor, rain, or snow) or as a result of health problems, children will be allowed to remain in the office. If you do not want your child to go to recess for health reasons, please notify your child's teacher in writing. If your request is for an extended period of time (over a week), please send a note from a doctor or contact the school nurse. Fresh air is good for children and studies show that they have a greater chance of being infected inside a crowded building than outside in cold weather.

#### **Recess Guidelines:**

1. Stay inside school boundaries.
2. No one should be excluded from playing a game.
3. Replay disputes.
4. No tackle games or play fighting.
5. When the bell rings, playing stops.
6. If what you are doing is not fun for someone else, stop doing it!

### **Report Cards**

Student progress reports will be sent home at least three times a year. SEP conferences will be held in addition to the report cards. If you feel there

### **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.

Other prohibited acts. Students may not:

- a. 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.
- b. Commit acts, or use speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in gangs, secret societies, or hate groups.
- c. 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.

**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.

### **Safety To and From School**

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 to school. 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.



Reviewing these rules every few weeks will make this school year much safer.

### **Special Accommodations**

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

### **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 can help them join in.

### **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.

### **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. 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.

CHIP is a state health insurance plan for children who qualify. Apply for CHIP during Open Enrollment. To find out when Open Enrollment will be held, watch and listen for TV, radio, and other announcements. You may also call 1-877-KIDS-NOW (1-877-543-7669) or visit the CHIP website at <http://www.health.utah.gov/chip>.

### **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.

### **Students and Buses**

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, facing forward, with their feet on the floor. They should not yell, scream, argue, etc. Rough housing is not permitted for the safety of all who ride the bus. All personal property and books should be neatly stored in a backpack on the floor or the seat next to them.



### **Toys at School**

Please do not allow children to bring toys of any kind to school. They distract the classroom and reduce the ability of the children to learn. Many times toys will be lost or broken by other students. We cannot be responsible for these items.

### **Withdrawal/Transfer 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 library, and the lunchroom. (The lunchroom staff leaves at 1:30.) Please note that your new school requires a transfer form when registering mid-year.

### **Vision and Hearing Screening**



Vision screening will be done for all students in September. Students will also be screened for hearing problems periodically. Speech problems will be assessed as teachers or parents request it. You will be notified shortly thereafter if we find that there are any concerns.



## Programs

Awards Assembly is our end of year recognition for students who receive the following awards: Knowledge Bowl; Student Council; Presidential Academic Fitness; and Hope of America. Each grade will also hold an awards presentation in front of their peers.

Book Fair is a program designed to promote reading. Students are able to buy 1 book and get the second free on most occasions.

Box Tops Are cashed in to the company for money that is used at the school.

Chorus is an opportunity for 4th-6th grade students to sing in a group. They put on programs during the holiday season.

Compensation Days are two days set aside to compensate teachers for the evenings they work during SEP's.

D.A.R.E. (Drug Abuse Resistance Education) is a program for 6th graders sponsored by Orem Public Safety.

Family Rep is the youngest child attending Pony Express in a family. Newsletters are sent home with this child.

Field Day is an activity day to allow students to compete in physical activities.

Jr. Engineering is a program out of Utah State University. It gives students hands-on, real life experiences in many areas of science.

Knowledge Bowl is a district competition for 3-6 grade student teams.

Maturation Program is a program on growing up held for 5th grade students in the spring.

McGruff is a neighborhood safety program jointly sponsored by the PTA and Eagle Mountain Public Safety.

Partnerships with Smith's and Albertson's provide funding through your Smith's Fresh Values card only if you have signed up at the school. The office has the Albertson's cards that you can use to give a portion of your purchase to the school at no cost to you.

PTA is the Parent Teacher Association.

Resource is a special education program designed to help students with specific learning or behavior problems.

Room Parents help with class parties and teacher appreciation week.

School Board, our representative is Donna Barnes.

SEP Conferences are held two times each year to set goals and celebrate successes while looking at your child's performance.

School Pictures are generally taken twice a year, once in the Fall and once in the Spring.

Soup Labels may be brought in and deposited in a bucket near the front door. We redeem them for educational materials and equipment from Campbell's.

Student Council is comprised of representatives from each class (4-6). Student body officers are 6<sup>th</sup> graders.





