

Pony Express Elementary School

2013 - 2014 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

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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 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 that 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, 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 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 schoolwork or health.
5. Read the monthly newsletter and notes sent home regularly so that I will know what is happening in the school.

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.

Attendance

Utah Compulsory Attendance Law requires parents to have their children in school unless they are ill. Frequent absences or tardies from the day-to-day classroom experiences disrupt the learning process. The benefits of instruction, once lost, are often difficult to regain.

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.

Tardy - Arriving after the bell has rung. The most important instruction begins immediately after children arrive. Often children who are late miss important literacy instruction. Chronic tardiness will be referred to the principal.