



# Three Peaks Elementary Student Handbook 2018-19

Three Peaks Elementary (435) 586-8871  
Bus Garage (435) 586-2864  
Website: <https://3peaks.ironk12.org>

*Welcome to Three Peaks Elementary School. We look forward to this upcoming school year and we are excited and prepared to create an exceptional learning environment. We believe in order to maintain a safe and orderly school where effective learning occurs; guidelines relevant to student behavior need to be in place. We believe students should understand how their behavior not only affects their personal success, but also how it impacts the success of others. Students are encouraged to seek assistance from teachers, the principal, or any other staff members when they need help. Parents are welcome to contact the administration or teachers whenever they have suggestions or concerns.*

*We are proud of our school, our students, and the tremendous parental support we enjoy. We eagerly look forward to helping your child reach his/her full potential. We invite all parents to take an active role in their child's education by volunteering in the classroom, joining the PTA, helping with homework, and keeping in touch with their child's teacher. When home and school work together, great things happen in the life of a child!*

*Sincerely,  
Paula Burgoyne, Principal  
[paula.burgoyne@ironmail.org](mailto:paula.burgoyne@ironmail.org)  
(435) 586-8871*

*Three Peaks website: <http://3peaks.ironk12.org>  
PowerSchool Login: <http://ps.irondistrict.org/public>  
Lunch Payment: <http://www.myschoolbucks.com>*

### **Three Peaks Elementary Mission Statement**

We will work collaboratively to create a safe and stimulating learning environment. We will support and extend student learning to ensure each student has the opportunity to achieve his/her full potential.

### **Three Peaks Elementary Vision Statement**

To create an outstanding educational environment in which students are engaged in meaningful learning experiences, demonstrate personal responsibility and show respect and kindness for others.

### **Three Peaks Elementary Collective Commitments**

The faculty and staff are committed to:

- Creating a safe and stimulating learning environment where students are empowered to reach their potential and become lifelong learners.
- Fostering a growth mindset while maintaining high expectations for character and citizenship.
- Collaborating to ensure instruction is data-informed, authentic, and engaging for all students.

- Teaching with vigor and enthusiasm to inspire students to discover the joy of learning.
- Building positive relationships with students and families through effective communication.

### **2018-19 Calendar**

<b>Date</b>	<b>Event/Holiday</b>
August 14	School Begins
September 3	Labor Day (No School)
September 25	Lifetouch Fall Pictures
October 1 - 5	Fall SEP Conferences
October 12	End of First Term
October 22	Harvest Holiday (No School)
November 21 - 23	Thanksgiving Holiday (No School)
December 20	End of Second Term
December 21 – January 1	Winter Break (No School)
January 21	Martin Luther King Jr. Day (No School)
February 4 – 8	Spring SEP Conferences
February 18	President’s Day (No School)
March 7	Lifetouch Spring Pictures
March 8	End of Third Term
March 11 - 12	Teacher Contract Days (No School)
April 15 - 19	Spring Break (No School)
May 23	School Ends – End of Fourth Term

### **Breakfast and Lunch Information**

Parents are welcome to eat breakfast or lunch at Three Peaks and purchase meals at the standard price for themselves or their children who do not attend our school. Applications for free or reduced meals are available in the office. You are encouraged to complete an online application instead of a paper application if you are able. Visit [irondistrict.org](http://irondistrict.org) to begin and go to **Nutrition** and you will find the link to complete a Free/Reduced meal application.

The daily breakfast and lunch prices are as follows: Breakfast--\$1.50 (\$.30 reduced) for students and \$2.00 for guests and adults. Lunch--\$2.50 (\$.40 reduced) for students and \$4.00 for guests and adults. Please pay for meals using cash or checks payable to: Iron County School District. Meals can also be paid online @ [myschoolbucks.com](http://myschoolbucks.com). Unfortunately our lunch system will not accept credit or debit cards to pay for meals. The lunch secretary will call if the account is not current.

Our food service program is subsidized by the federal government and is regulated by federal policies. These policies state that no person may consume any part of a meal served to another person, regardless of the status of the meal (free, reduced, or regular price.)

Therefore, we respectfully require that:

1. Parents must not eat any part of their child’s meal.

2. No part of the meal can be served to another child.

3. Food served in the lunchroom cannot be transported out of the serving area.

According to federal law and the U.S. Department of Agriculture policy, there are five meal components for lunch; 1- Meat or Meat Alternative, 2- Grains, 3- Fruit, 4 - Vegetables, and 5- Milk. Children are required to choose at least three of the five components and one must be a fruit or vegetable.

### **Bringing Valuables to School**

Students are strongly discouraged from bringing valuable personal items to school. The school will not be responsible for any items brought to school that are lost, stolen, or damaged. This includes, but is not limited to electronic devices, phones, toys, etc.

### **Bullying Policy**

Definition of Bullying: Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. This includes cyberbullying.

Parents and students are encouraged to report bullying, including cyberbullying, to school administration, teachers, or counselors. In the case of cyberbullying, it is strongly encouraged to screenshot the texts, posts, pictures, or messages so that we can act in a timely manner. Please refer to district policy JFBA for more information.

### **Bus Transportation**

Proper behavior on the bus is required for the safety of all children riding the bus. Students are to remain seated, keep their hands, feet, and other objects to themselves, avoid abusive behavior and teasing, and follow all directions from the driver. The driver may write citations if there is a problem. Three Peaks Elementary does not have jurisdiction over bus drivers or bus drivers' discipline. Parent concerns need to be directed to the ICSD Bus Supervisor at the bus garage. Children are not allowed to ride a bus they are not assigned to. Friends are not allowed to ride the bus home with other friends assigned to a different bus. You do not need to register your student to ride the bus; however, if you have questions or concerns about bus routes, bus numbers, etc. please call the bus garage at: 435-586-2864. **Your student rides Bus #\_\_\_\_\_.**

### **Communication**

Three Peaks Elementary strives to promote positive interaction and communication between our school and the families of our students. Emails, newsletters, web pages, phone calls, and notes are just part of our efforts to inform parents of students' progress and activities here at school. **Please check your child's backpack DAILY!** Parent participation in this process is also vital.

Please be sure to contact your child's teacher or the school office with questions, concerns, and suggestions. Teachers and students will not be called out of class to take a phone call. We ask that you refrain from calling or texting your student during school hours.

ICSD offers an automated Parent Notification System to those parents signed up on PowerSchool for this service. This process can be completed by setting up a PowerSchool account @ [irondistrict.org](http://irondistrict.org) listed under "Parents and Students", select: PowerSchool and create an account.

### **Computer Labs**

Three Peaks Elementary is well equipped with computer labs providing students tremendous opportunities for exploration and learning. Students need to understand, however, using computers is a privilege. They must agree to abide by the guidelines found in the Computer Acceptable Use Policy (policy code ECAE-2) which must be signed by both parents and students before the student can have access to the Internet.

### **Discipline**

All students can behave appropriately while at school. No student will be allowed to stop the teacher from teaching or prevent other students from learning. Each classroom establishes rules, rewards, and consequences. Harmful, violent, abusive, or non-compliant behavior may require removal from the classroom to practice appropriate behavior with the behavior coach. Inappropriate playground behavior will be addressed by the behavior coach, playground monitors, and/or teacher. Fighting is an automatic referral to the behavior room. School personnel will only contact parents for serious infractions. Students may be asked to visit the behavior room to complete homework, to decompress, or to calm down. Parents may be asked to be involved in the process of creating a behavior plan for their student if deemed necessary.

### **Division of Child and Family Services**

The Division of Child and Family Services occasionally send representatives to the school to talk with the children of families who have been referred to DCFS. By law, investigators are authorized to conduct interviews with children and the school **is not** required to inform parents/guardians of the visit.

### **Electronic Devices**

Three Peaks Elementary allows students to have electronic devices at school or during school-sponsored activities; however, they need to be turned off during school hours. These devices are not to be used during lunch, recess, or transition times. Students will be allowed to use such devices during school hours only with the permission of the teacher or administrator. If students are found in possession of a prohibited electronic device, and are using it during school hours, the device will be confiscated and can only be recovered by a parent/legal guardian.

Electronic devices include, but are not limited to:

- Cell phones with and without picture taking capacity
- iPhones; and other “smart phones”
- Apple watches or other “smart watches”
- iPods & other mp-3 players
- Tablets, with or without internet
- Lap-tops, and small personal computers, not supplied by the school

### **Emergency Numbers**

Please inform the school of your work telephone and/or emergency numbers in case your child becomes ill or injured at school and requires that we contact you. Please remember

to notify the school of any changes of address, telephone number, emergency contact information, or parent email addresses.

### **Field Trips**

Throughout the year, classes will be involved in educational field trips. A permission slip for field trips must be signed for each trip. Teachers are to inform parents of all field trips prior to the activity. If the field trip will continue through lunchtime, a school sack lunch may be ordered, or student may bring their own lunch from home. Cost for the lunch is the same as eating in the lunchroom.

### **Immunizations and Health**

According to Utah state law, all students must have full immunizations before they are allowed to enter school. For parents who, for religious or other reasons, do not want their child to receive immunizations, Exemption Waivers are available at the State Health Department Office located at 260 E. DL Sargent Drive. The cost of the Exemption Waiver is \$25.00. Please contact the health department @ (435) 586- 2437 for more information. If you have health questions, please check with the school and we can give you contact information for our school nurse.

### **Legal Guardianship**

If the parent is not present to register the student, legal guardianship in the state of Utah must be provided. The Iron County School District charges a substantial tuition to provide services to out of state students who stay with relatives or friends that do not have legal guardianship. Students will not be able to register or attend school until tuition is paid or legal guardianship papers are provided.

### **Lost and Found**

Each year our lost and found reaches monumental proportions. Please label clothing and other items brought to the school. Unlabeled or unclaimed property is donated to a welfare agency at the end of each month.

### **Physical Education**

Physical fitness is offered to all elementary students in grades K-5. If a student's participation has some limitations, it will be necessary to submit a written note to the teacher to be excused from physical education activities. Regular school clothing is satisfactory for physical education activities. Shoes should provide support and be safe for physical sports (no flip-flops). Dresses and skirts for female students are discouraged on PE days. Students will be challenged to improve their individual fitness levels.

### **PTA**

Three Peaks Elementary is a school dedicated to children. Becoming involved in PTA provides an opportunity to contribute to the educational program. Throughout the year, many enjoyable and educational activities will take place. Please be involved. The cost of membership is \$5.00. If you are interested in volunteering for a committee, please email the school secretary @ [betty-jo.white@ironmail.org](mailto:betty-jo.white@ironmail.org). Also, PTA activities and other school events can be found on the Three Peaks Elementary School Facebook page.

### **Requests to Deny Student Access to Certain Individuals**

Requests to deny certain people access to your child must be supported with legal documentation (i.e., restraining or protective orders). Please provide the secretary with copies of these documents.

### **Safe Schools Policy**

Iron County School District has adopted a safe schools policy. Students are required to have a signed safe schools document on file each year. This policy states that students who disrupt their own education or the education of others may be removed from school for up to one year. As part of this effort, the school district has employed an officer from the Iron County Sheriff's Department to act as a school resource officer (SRO). As a district employee, the SRO may be called upon by the school administration to investigate when there is a reasonable suspicion that a student has violated the Safe Schools Policy. Parents may review the entire Safe Schools Policy (Policy code #JFB) on the Iron County School District website, or obtain a paper copy from the school office.

### **School Community Council**

Our community council is comprised of representation from school staff and parents. The committee deals with school improvement, budget items, planning, and acts as a liaison between our school and community. Our school community council has met and developed a school improvement plan for 2018-2019. Contact the school office if you are interested in being a part of our community council. Council members are elected each fall when positions are vacant. A copy of the School Land Trust Plan can be viewed in the main office.

### **School Hours and Early Out**

Class will begin each morning at 8:55, with dismissal at 3:30 for grades one through five. Morning kindergarten will hold class from 8:55 to 11:40 and afternoon kindergarten will be from 12:45 to 3:30. Every Wednesday is early out day for all elementary schools in the district. This gives teachers time to prepare lessons, collaborate their efforts, and obtain valuable training to serve students needs. On early-out Wednesdays; students in grades one through five are dismissed at 1:30. Morning kindergarten will be in session from 8:45 to 10:45 and afternoon kindergarten from 11:30 to 1:30. Please try to ensure that your child arrives at school every day and on time. **Students are not to arrive at school before 8:30 AM due to lack of supervision and safety constraints. Afternoon kindergarten students are not to arrive at school before 12:35 PM.**

### **School Volunteers, Visitation, and Safety**

We love parents to visit our school and actively participate in the education of their children. For the protection of students, the outside doors will be kept locked during the school day. *The main doors by the flagpole are the only doors that will be unlocked during the school day.* **Whenever parents/visitors enter our school, they are required to check in at the office and sign the Parent/Visitor Log. A school provided badge is required of all adults who wish to continue past to hallways or classrooms.** Faculty and Staff have been instructed to challenge any visitor that does not have a Three Peaks Employee Badge or a visitor badge.

### **Student Appearance**

Iron County student dress code states that student clothing and appearance cannot interfere with educational processes at our school. Please see attached copy of Student Dress Standards or view the ICSD website Policy Code JFCA.

### **Student Attendance**

Consistent attendance is crucial to success in school. For this reason we strongly urge parents to encourage good attendance at school for their children. A direct correlation can be drawn between success in school and consistent attendance. Children who are ill should stay at home to recover and avoid the spread of disease to other students. **Do not send your child to school if they have a fever, vomiting, or coughing/congestion that keep the child awake much of the night.** In like manner, we urge all parents to avoid keeping their children out of school for sports events, visits to relatives, vacations, etc.

If a student begins to show poor attendance patterns, the school will take the following steps, as needed:

1. Phone call from the teacher.
2. Phone call from the principal.
3. Parent conference with the teacher and principal.
4. Possible referral to the Utah Division of Child and Family Services for educational neglect.

Please help us ensure the best education possible for your children by getting them to school consistently and promptly. If a student is going to be absent for an extended period of time, a parent or guardian needs to contact the school to make arrangements to meet the educational needs of your student. **If your student is going to be absent, please call the school by 9:30 am @ 435-586-8871 and speak with Mrs. White or leave a message on the answering machine if the line is busy.**

### **Student Birthdays**

When desired, a store-purchased birthday treat may be sent to the school with your child on his/her birthday. The health department requires that no homemade treats be brought to school. Party invitations may be sent to school to be passed out to students **Only** if **Every** child in the class receives one. If only a few students are to be invited to the party, arrangements for invitations must be made at home.

### **Student Checkout Process**

Be prepared to show a photo ID when picking up students from school. Your name must be on the Power School list of authorized student contacts. This policy is to help ensure the safety of your student.

### **Student Delivery and Pickup**

Buses will pick up and drop off students in the circular driveway on the north side of the school along Midvalley Road. Parents and staff must never park or drive through the bus loading zone. **Please do not park, pick up or drop off students in the red zone in front of the school!** If you need to leave your car unattended, to come into the school for any reason, use the parking spaces. Do not park along the front curb (red or yellow zone)!

Please be considerate of handicapped citizens and do not park in designated handicapped spaces without a permit.

### **Telephone Usage**

The school telephone is for business calls and emergencies only. Necessary plans for after school activities should be made with children before they leave home in the morning. If you wish to speak to a teacher, please email the teacher or leave a message with the office and he/she will return your call as soon as possible. If you have an important message for your child, the office will be happy to deliver it to your child as well. Please do not call the school and ask that your child be dismissed from class to answer the phone. This disrupts the learning environment for your child and the others in the class. **If you need to leave a message with your child, please call before 2:30 (Wednesdays before 12:30).** Anyone needing to give a child a message, medication, homework, lunch money, birthday treats, or supplies must check with the office. Interrupting class hinders valuable instruction time. *Special Note Regarding Cell Phone Usage: Cell phones can be useful tools; but can also be a great distraction in class. Students who use cell phones during class or in other ways that disrupt the educational process are hereby notified that their cell phone may be confiscated and held in the office until a parent can pick it up.*

### **Utah Core Curriculum**

The Utah Core Curriculum in reading and math is an exciting opportunity for teachers and students to “raise the bar” and learn skills, both academic and social, that will prepare children for the global community of the 21<sup>st</sup> century. The curriculum is rigorous and was developed solely by the individual states without input or influence from the federal government.

### **Walking/Riding to School Safely**

Students may ride bicycles or scooters to school and park them outside the building in the bike rack. Locks and helmets are strongly recommended. The school will not be held responsible for stolen bicycles or scooters. Students should dismount and walk on the school grounds when arriving at school or leaving for the day. Bikes or scooters are not to be ridden during recess or break times.