

# Student Handbook



Dream, Explore, Succeed

2625 South 1050 West

Perry, Utah 84302

(435) 734-4930

2018-19

## Introduction

Welcome to Rose A. Young at Three Mile Creek Elementary School! I feel so lucky to be a part of this amazing school! Three Mile has incredible teachers and staff who are committed to providing every student the opportunities they need to succeed. We are very excited to begin a new school year with you!

Parents: please take time to read this handbook and become familiar with it. Then, go over it with your child(ren) and make sure that they understand the expectations. Refer back to it throughout the year as a reminder of the expectations of Three Mile Creek.

Students: this handbook will tell you all the rules and expectations for how things are done here at Three Mile. You will be expected to know and follow this handbook. Take the time to read through it carefully and ask your parents or teachers if you have questions.

Again, I look forward to a great school year and the opportunity to get to know and learn alongside the children who fill these halls. Please don't hesitate to contact me with any questions or concerns.

Sincerely,

AshLee Nelson

Principal

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## School Information

Rose A. Young at Three Mile Creek Elementary School

2625 South Explorer Passage (1050 West)

Perry, Utah 84302

Main Office: (435) 734-4930

Fax: (435) 734-4932

<http://www.threemilecreek.besd.net>

School Mascot: Explorer

School Colors: Blue, Green, and Purple

Boundaries:

1100 South, Brigham City,  
to Weber County boundary

## Mission Statement

Three Mile Creek Elementary ensures that every child learns in a positive, safe, and respectful environment. Every child, every day.

## Vision Statements

- Students and staff will feel safe in a positive environment.
- Everyone will feel appreciated, supported, and honored in their individual roles.
- Strong partnerships will be encouraged and developed as we share responsibilities as a team.
- Students, teachers, and parents will work together to achieve academic and behavioral goals.
- Diversity is highly regarded and celebrated.
- Citizenship is valued, taught, and modeled

## Our School Rules:

Be Respectful

Be Responsible

Be Safe

## Daily Schedule

Mon, Tues, Thurs, Fri

7:55-	First Bell
8:00-	School Begins
11:10-11:40-	Lunch (2 <sup>nd</sup> & 4 <sup>th</sup> grade)
11:30-12:00-	Lunch (3 <sup>rd</sup> & 5 <sup>th</sup> grade)
2:20	School Dismissed
2:25	Buses Leave

Wednesday- Early Out

7:55-	First Bell
8:00-	School Begins
11:10-11:40-	Lunch (2 <sup>nd</sup> & 4 <sup>th</sup> grade)
11:30-12:00-	Lunch (3 <sup>rd</sup> & 5 <sup>th</sup> grade)
1:20	School Dismissed
1:25	Buses Leave

**BOX ELDER SCHOOL DISTRICT 2018-2019 SCHOOL CALENDAR**

		July-18							August-18							
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
July 4 - Independence Day		1	2	3	<b>4</b>	5	6	7				1	2	3	4	Aug. 22-24 - County Fair
July 24 - Pioneer Day		8	9	10	11	12	13	14	5	6	7	8	9	10	11	District Health Fair 11:30-4:00
		15	16	17	18	19	20	21	12	13	14	15	16	17	18	Aug. 20-22, Teacher Prep Days will be set by individual schools
		22	23	<b>24</b>	25	26	27	28	19	<b>20</b>	<b>21</b>	<b>22</b>	23	24	25	Aug 27 - School Begins
		29	30	31					26	<b>27</b>	28	29	30	31		5/23
		September-18							October-18							
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
Sept 3 - Labor Day - No School		30						1		1	2	3	4	5	6	Oct. 1-4 Parent Teacher Conf. HS 1-2, MS 2-3, Int 3-4
		2	<b>3</b>	4	5	6	7	8	7	8	9	10	11	12	13	Oct. 10-11 - Elementary K-5 PTC
		9	10	11	12	13	14	15	14	15	16	17	<b>18</b>	<b>19</b>	20	Oct. 12 - Kindergarten finish PTC
		16	17	18	19	20	21	22	21	22	23	24	25	26	27	Oct. 18-19 - Fall Break
		23	24	25	26	27	28	29	28	29	30	31				21/21
		November-18							December-18							
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
End 11 - Nov. 20 (59 days)						1	2	3	2	3	4	5	6	7	8	Dec. 21 - Minimum Day
Nov. 21 Teacher Prep - No School		4	5	6	7	8	9	10	9	10	11	12	13	14	15	Dec. 24-31 Christmas Break - No School
Nov. 22-23 Thanksgiving Break		11	12	13	14	15	16	17	16	17	18	19	20	<b>21</b>	22	15/17
		18	19	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	24	23	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	29	
		25	26	27	28	29	30		30	<b>31</b>					1	
		January-19							February-19							
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
Jan. 1 - New Year's Day				<b>1</b>	<b>2</b>	3	4	5						1	2	Feb. 20-21 - Elementary K-5 PTC
Jan 2 - School Resumes		6	7	8	9	10	11	12	3	4	5	6	7	8	9	Feb. 22 - Kindergarten finish PTC
Jan 21 - Martin Luther King, Jr. Day - No School		13	14	15	16	17	18	19	10	11	12	13	14	15	16	Feb. 18 Presidents' Day - No School
Jan 7-9 - Parent Teacher Conf. HS -7, MS - 8, Int - 9		20	<b>21</b>	22	23	24	25	26	17	<b>18</b>	19	20	21	22	23	19/19
		27	28	29	30	31			24	25	26	27	28			
		March-19							April-19							
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
End 12 - March 1 (61 days)		31					<b>1</b>	2		1	2	<b>3</b>	<b>4</b>	<b>5</b>	6	April 3-5 Spring Break
Mar 4 - Teacher Prep - No school		3	<b>4</b>	5	6	7	8	9	7	8	9	10	11	12	13	April 3 - Designated Snow Day
		10	11	12	13	14	15	16	14	15	16	17	18	19	20	Apr. 15 - 17 - Parent Teacher Conf. HS - 15, MS - 16, Int - 17
		17	18	19	20	21	22	23	21	22	23	24	25	26	27	19/20
		24	25	26	27	28	29	30	28	29	30					
		May-19							June-19							
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
May 27 - Memorial Day - No School					1	2	3	4	30						1	
End 13 -May 31 (60 days)		5	6	7	8	9	10	11	2	3	4	5	6	7	8	
May 31 - last day of school (minimum day)		12	13	14	15	16	17	18	9	10	11	12	13	14	15	
		19	20	21	22	23	24	25	16	17	18	19	20	21	22	
		26	<b>27</b>	28	29	30	<b>31</b>		23	24	25	26	27	28	29	8/20

\* For 12-month & classified employees, holidays are marked with a bold italicized number throughout the year

Approved by School Board 6/20/18

## Guiding Principles for Parents

We (parents) recognize that, as our children's first and most influential teachers, we can promote their success and contribute to an excellent school if we make and fulfill the following commitments:

- We will establish high expectations for our students. We will not accept minimal effort or indifference to quality work.
- We will know what is expected in each of our students' classes and communicate with teachers when we have a question or concern.
  - We will insist on good attendance.
  - We will provide a quiet time and place in our home for study.
- We will insist that our students accept responsibility for their learning and conduct.
  - We will model the importance of life-long learning.

-Richard DuFour and Robert Eaker  
Professional Learning Communities at Work

## Policies and Procedures

### ARRIVAL AND DEPARTURE

We will unlock the doors and let students in our building at 7:30. During this time, students may sit in the kiva in our main commons area, go outside, or go to their classrooms with the teachers' permission and presence. Breakfast will begin at 7:40 for those students participating. Buses arrive around 7:40-7:45.

After school, teachers will walk students outside. Buses will be in the east parking lot and parent/car pick up will be in the south lot. Please refer to the map on page 15 of this handbook for more direction. Students are not allowed to walk across parking lots without a parent escort. Parents who are driving cars are asked to pull forward (west) as far as possible to help us with the flow of traffic.

### ACCIDENTS AND ILLNESSES

Students involved in minor accidents (skinned knees, etc.) will be cared for by school personnel. If it is necessary for a child to be sent home because of an accident or illness, we will notify the parent to come and pick up the child. If parents cannot be reached, the person designated for emergencies will be notified. Please keep your child's information updated with this information.

### ATTENDANCE

Punctual, regular attendance is very important to school success. Individual, class, and school rewards will be given to those with good school attendance. Phone calls, letters, and meetings with the principal may be necessary if your student exceeds an acceptable amount of absences.

### BEHAVIOR MANAGEMENT PLAN

Our focus with our behavior management plan is to focus on the children's good behavior. When good behavior is reinforced, students will be more likely to continue these behaviors and encourage others to follow. Explorer Tickets will be given for outstanding behavior during the day. These tickets will be brought to the office and exchanged for a small treat. The tickets will then go into a monthly drawing for prizes. Teachers will also select two students each month who demonstrate exemplary behavior to be the Explorers of the Month. These students get a special lunch with the principal during the month.

Unfortunately, there are times when negative consequences need to be given. Our school rules are: Be Respectful, Be Responsible, Be Safe. See our school-wide behavior plan on page 15.

## BULLYING

Three Mile Creek Elementary is committed to providing a quality education to students in a safe, supportive, and welcoming environment. Incidents of bullying, cyber-bullying, hazing, and harassment can significantly disrupt a student's right to a respectful school atmosphere. Any bullying-type behavior is unacceptable, and measures are in place to address such behavior when it occurs.

If a student, parent, or teacher is aware of any situation involving bullying or similar behavior, weapons, or other unsafe behavior, he/she must report the incident(s) immediately. Reporting can be accomplished by communicating with the teacher followed by the principal. When a report of bullying, cyber-bullying, harassment, and/or hazing is received, the incident will be investigated and appropriate action will be taken. Action may include, but is not limited to: verbal correction, conferences with students and parents, detention, suspensions, and safe school referrals to the district in accordance to Box Elder School District Policy 5005.

## BUSES

Riding the bus is a privilege, and the rules that apply at school also apply on the bus. Violations of bus rules will result in loss of riding privileges. If students need to ride a bus with a friend, they will need to present a written note of parent permission signed by the school principal or secretary to the bus driver.

## DELIVERIES

We discourage the delivery of birthday or other special event gifts, flowers, balloons, etc., to students at school. These items are a distraction in the classroom and are difficult for students to manage and store. They also cause feelings of disappointment to students whose parents choose not to bring gifts to them at school.

## DRESS CODE

Our dress code is designed to promote health, safety, and school discipline. We expect our students to be clean, safe, and modest. Some dress standards are:

- Tank tops, sleeveless tops and extreme shorts are unacceptable. The midriff must be covered.
- Clothing should cover all underwear. Tops made with sheer fabric should have a non-transparent layer underneath.
- Attire that is distracting, extreme, or promotes the use of illegal drugs, tobacco, alcohol, pornography, profane language, gangs or cults is also prohibited.
- Hats, sunglasses, and gloves can be worn to and from school, but need to be left in backpacks during the school day.
- Since the parent is the primary educator of the student, we encourage parents to ensure that their student is in correct dress code on a daily basis.

## EDUCATIONAL DETERRANTS

Items that distract from the learning environment are not appropriate to have at school. Please keep electronics, games, toys, cards, skateboards, shoes with wheels, money, etc. at home. Neither the school nor the district will accept responsibility for lost or damaged items. Educational detractors will be confiscated. If parents feel that a cell phone is essential for their child, it needs to be kept in the child's backpack during the school day and only used before or after school in accordance with Box Elder School District policy 5305 and our school cell phone policy on page 16.

## LUNCH AND BREAKFAST

Students have the option of eating breakfast at school for the price of \$1.25. If you choose this option, please make sure your students are here by 7:40 so they have time to eat. During lunch, students can bring a cold lunch from home or buy school lunch at the price of \$1.90. To pay your lunch money online, there is a link on our website. You can also send the payment to school with your child, or call the office and pay with a credit card for a small additional fee. Parents will be notified by a courtesy phone call when your balance reaches zero.

As per district policy 2241, the school is required to prepare your child an alternate meal when your account is -\$20. This alternate meal consists of a piece of bread with cheese, fruit, and milk. At -\$35, your account will be considered delinquent and the district will send the account to collections. In either of these cases, contact will be made with parents daily to remedy the situation.

The free/reduced lunch program is part of the National School Lunch Program, which is a federally funded assisted meal program to provide nutritionally balanced, low-cost or free lunches to students based on their family's income level. To qualify for this program, please go to our school district website at <https://www.besd.net/ChildNutrition/Default.php>.

APPLICATIONS MUST BE RENEWED YEARLY.

## LOST AND FOUND

Please label your child's clothing and other belongings. You may look for items in the lost and found in the kiva in our commons area. Items not claimed will be donated to charity.

## MEDICATION

In accordance with Utah state law, students are NOT allowed to keep medication in their bags at school. If a student is taking any prescription medication, a medication form signed by the parent must be on file in the office. Parents must bring all medicine in the office in the current prescription bottle labeled with the student's name and our secretary will keep it locked up and dispense it to the student as prescribed. We are not allowed to dispense ANY medication unless a parents has brought it to the school and signed the appropriate forms. This includes Tylenol, Ibuprofen, and other over the counter medications.

## PRESCHOOL

Three Mile Creek Elementary is proud to have Bear River Head Start Preschool housed in our school (located by the 3<sup>rd</sup> grade classrooms). While the preschool and Three Mile Creek strive to work together, the preschool is not part of Three Mile Creek Elementary. Therefore, if you would like to register a child in the preschool, or have questions, please call 435-755-0081.

### RECESS

Children need breaks during the day to get fresh air and use their large muscles. It is expected that parents will appropriately dress their child for that day's weather conditions with the understanding that the students may have outdoor recess.

The following factors will be considered when determining whether or not to have indoor recess.

- Temperature- below 20 degrees
- Precipitation- what form and how much
- Air Quality

During morning and afternoon breaks, grade level teachers will consider the factors and make a determination as to whether or not to have indoor recess based on current conditions. During lunch recess, the determination will be made by the school office.

All students will be expected to go outside at recess unless they have a daily written note from their parent. For an extended period, a doctor's note is required.

### SCHOOL PARTIES AND TREATS

All treats must be store-bought and cleared through the teacher before coming to school.

### SCHOOL SAFETY

We take your children's safety at school very seriously. Our school does monthly emergency drills, rotating between fire, earthquake, lock down, and evacuation so that we are prepared for any type of emergency. During the day, all outside doors are locked with the exception of the front doors leading to the office. All of our classroom doors remain locked but propped open with a magnet, so that in the event of an emergency the magnets are quickly removed and students are secure in the classrooms. In case of an emergency requiring the school to be evacuated for a period of time, the student body would relocate under the direction of district administration to the LDS church building at 2415 South 900 West. A phone call would then be sent home alerting parents of the evacuation and giving information for reunification. We continue to work with our district, Perry Police and our PTA to ensure we are up to date with our emergency plans.

### SOCIAL MEDIA

We recognize social media as a great way to get out information and share great things happening at our school. We do have a Facebook page-

[www.facebook.com/threemilecreekelementary](http://www.facebook.com/threemilecreekelementary) for parents to follow and enjoy. We ask that the following code of conduct be followed. The full version is posted on our Facebook page.

- Please use an account that identifies you with your real name.
- Please keep comments positive. If you have a concern with the school, a staff member, or a student, please contact Principal Nelson privately to resolve the issue.
- Students will only use our Facebook page with parent consent and supervision.
- Please allow teachers to maintain a professional relationship with students and parents by not seeking to friend them on Facebook.
- Three Mile Creek Elementary reserves the right to ban or block users who do not follow our code of conduct.

#### STUDENT RELEASE FROM SCHOOL

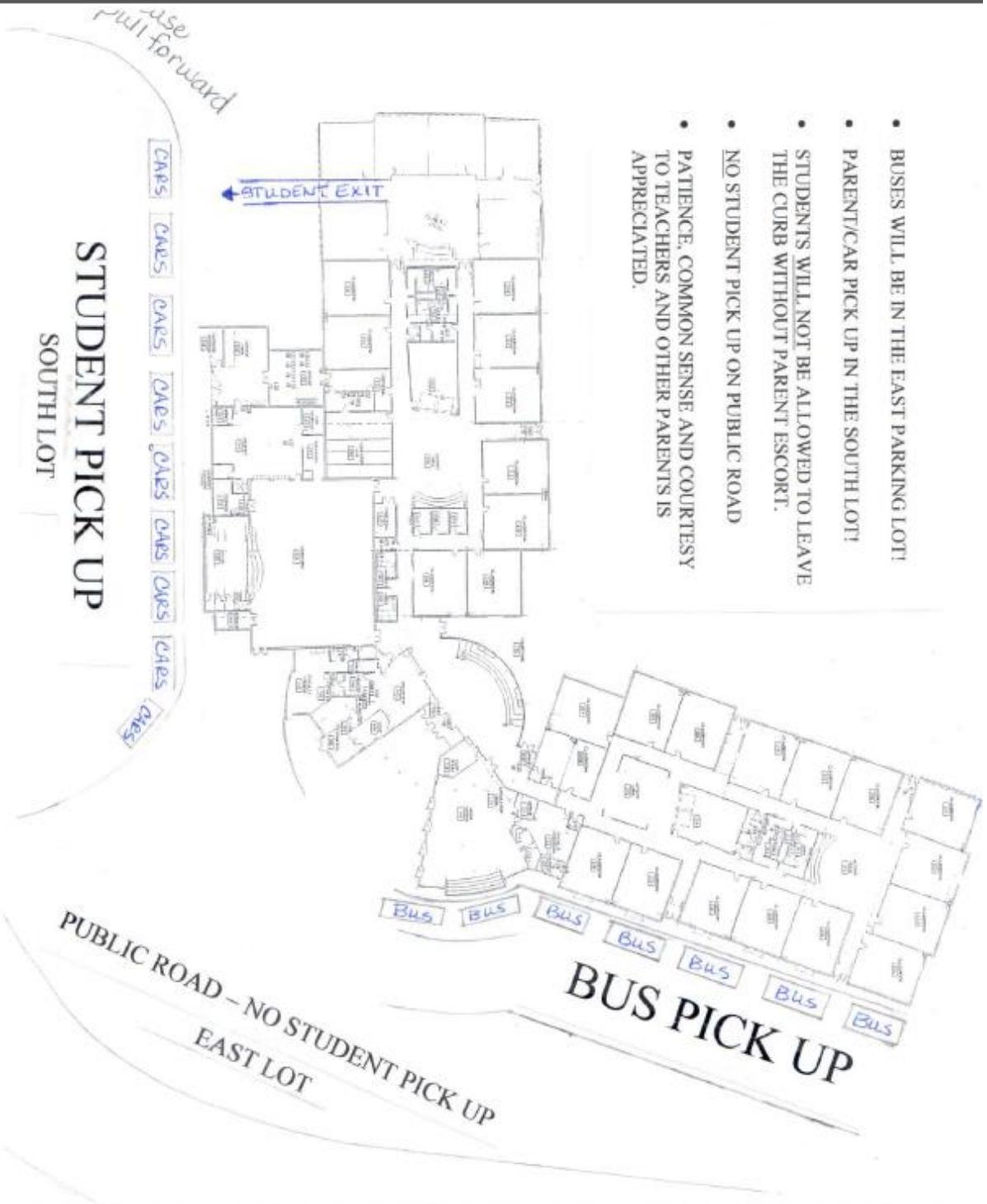
Students are not allowed to leave the school unless their parent or designee has come in to the office and signed the student out. Only persons listed on the registration card will be allowed to withdraw students from school.

Appointments should be scheduled during non-school hours when possible. If it is necessary for a student to leave school, the student should return to the school for the remainder of the day. Students must be checked in and out through the office.

#### VISITORS

We welcome parents in our school any time. Please check in to the office prior to visiting classrooms. For the safety of our students, adult visitors will be required to wear a visitor's badge to identify themselves.

- BUSES WILL BE IN THE EAST PARKING LOT!
- PARENT/CAR PICK UP IN THE SOUTH LOT!
- STUDENTS WILL NOT BE ALLOWED TO LEAVE THE CURB WITHOUT PARENT ESCORT.
- NO STUDENT PICK UP ON PUBLIC ROAD
- PATIENCE, COMMON SENSE AND COURTESY TO TEACHERS AND OTHER PARENTS IS APPRECIATED.



## Three Mile Creek Elementary School Wide Behavior Plan

BE RESPECTFUL. BE RESPONSIBLE. BE SAFE.

The goal of Three Mile Creek Elementary's school-wide management plan is to teach students appropriate behavior for school. Likewise, the intent of the following consequences is to redirect students towards that appropriate behavior.

### Stop and Think/Go:

- Warning: Student will receive a warning.
- Stop and Think: Student will receive an in-class timeout.
- Stop and Go: Student will have time away from class, and fill out the grade-appropriate time away form. Parent may be notified by the classroom teacher by teacher discretion.
- Office Referral/White Slip: Any students referred to the office on account of chronic misbehaviors should be sent with their White Slip to the office. Parent will be notified by the principal. Two white slips in one month will cause the student to forfeit their right to participate in the next Explorer Activity.

Recess- Students miss the very next recess after a recess of inappropriate behavior.

Lunch School- The principal will assign Lunch School as appropriate. Lunch School is a time-out served by the student during their lunch recess.

Work Duty- The principal assigns work duty to students for school property defacement and for other inappropriate actions as necessary. Work duty takes place during a child's recess, and it supervised by the custodians.

Suspension- The principal assigns half-day and full-day in-school suspensions as necessary to students for major behavior incidents or repeated minor inappropriate behaviors.

Behavior Conference- The principal contacts parents for a behavior conference for students with chronic misbehaviors. The purpose of this conference is to design a behavior intervention plan. The teacher(s), principal, parents, and student will attend.

Out of School Suspension- The principal may suspend a student from attending school for up to three days for serious violations of school or district policies.

## Three Mile Creek Elementary Student Cell Phone Policy

We recognize that cell phones have become a common tool for communication. However, any electronic device in school can be a distraction to the teaching and learning environment, and are sometimes vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. Cell phones (and other electronic devices) must be **turned off** and **left inside backpacks** during school hours. Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. Cell phones are not allowed to be used during the day at Three Mile Creek unless students are given permission by their teacher, and then only in the main office. Students may always use the office phone in the case of an emergency with permission from their teacher. If a student violates the cell phone policy, students will have their cell phone taken away, kept by the teacher and returned at the end of the day. If a student has recurring violations with their cell phone, the problem will be referred to the principal, and parent conference will occur.

We discourage bringing any electronic devices to school. Three Mile Creek Elementary School and Box Elder School District are not responsible for lost, damaged or stolen phones, CD players, iPods, electronic gaming or other devices. CD players, iPods or electronic gaming devices are not permitted at school unless special teacher permission is given.

As always, when schools, families, and community members works together, our children will remain safe and able to focus on learning. If we can be of further assistance with this matter, please feel free to call the main office at 435-734-4930.