

# 2021-2022 Student Handbook

## **King's Peak Elementary**

437 North 300 West  
Roosevelt, UT 84066

Main Office: (435) 725-4630

Mastery Connect: [masteryconnect.com](http://masteryconnect.com)

Website: [www.dcsd.org](http://www.dcsd.org)

Students are to arrive at school no earlier than 7:40 A.M.  
Students are expected to leave immediately after school  
to ride the bus, walk, or be picked up by a parent/guardian.

School Starts 8:15  
School Ends 3:00  
Early out on Fridays 8:15-1:20

## **King's Peak Elementary Policy 2020-2021**

**King's Peak Elementary will provide all students with quality educational opportunities.** To accomplish this goal, an appropriate learning atmosphere must be maintained. Each student is encouraged to develop self-discipline. No student shall be allowed to disrupt the educational process of others.

### **Code of Conduct/Student Behavior**

- State of Utah Safe Schools Law and the Duchesne County School District Safe Schools policy support the philosophy that *every student has the right to learn and every teacher has the right to teach.*

### **Safe School Policy**

King's Peak Elementary students and employees are entitled to a learning and working environment that is safe. State Law and District policy require that students whose actions pose a threat to the health and/or safety of students or staff members be excluded from school. Behavior which threatens the safety, welfare, or morals of others, which threatens the operations of the school, or which unreasonably disrupts or interferes with education. Acts of intimidation, violence, use or possession of weapons, criminal behavior, or gang related activity in school, on school property, or at or around school activities will not be tolerated.

Students may be suspended or expelled for the following reasons:

1. Possession, control, use, or threatened use of a real, look alike, or a pretend weapon, explosive, or noxious or flammable material on or around school property, or at school activities or functions.
2. Causing or attempting to cause damage to either personal or school property through: vandalism, arson, burglary, stealing/larceny, or criminal mischief.
3. Touching or striking another student or staff member with intent to cause bodily harm.
4. The possession, control, or use of tobacco, alcohol, drugs or other controlled substances, imitation controlled substances, or drug paraphernalia, on or within 1000 feet of school property, is strictly prohibited by the laws of the State of Utah.
5. Harassment consists of unwelcome verbal or physical conduct that is intimidating, hostile or offensive. Harassment in any form is not acceptable.
6. Participation in any activity that violates a school rule or violates a law.

- Respect is the key: respect for self, respect for others, respect for property. All students are expected to behave in a courteous and respectful manner.

- Fighting will not be tolerated. All fights will be investigated. The first offense may result in suspension, the second will be a suspension, a third will be referral to the court system.

- Appropriate behaviors are expected in all areas and activities of the school. Vulgar, profane or obscene language and gestures are not appropriate. Holding hands, hugging, or other similar physical displays of affection are considered inappropriate.

- Disruptive or abusive behaviors that interfere with the learning and/or safety of other students will not be allowed. Violations will be investigated and may result in suspension or expulsion from school.

### **Attendance**

Regular attendance is a key to successful academic progress. There is a direct and high correlation between school attendance and academic success. No amount of worksheets can make up for the direct instruction and classroom interaction missed when a student is absent from school.

- Students should be allowed to miss school **only** when they are ill.
- Students are encouraged to be on time each day.
- Students may not leave the campus during school hours without being checked out through the office by a parent, legal guardian or person designated by the legal guardian.
- Persons picking up students are required to complete the sign out sheet in the office.
- Checking students out during the day should be limited to illnesses or emergencies.
- Students not attending scheduled classes or leaving the campus without being properly checked out are considered truant.
- Schoolwork missed when a student is truant will be made up.

### **Tardiness**

Students are expected to be in their seats with required materials when the second bell rings. Students arriving at school after the second bell are considered tardy and must pick up a tardy slip at the office.

### **Hazing, Bullying, Cyber-Bullying and Harassment Policy**

All allegations of bullying will be investigated by school administration. If evidence is found to support the allegation the following consequences will be enforced:

1st offense: parents contacted, miss an entire day of recess (community service).

2nd offense: parents contacted and student misses an entire week of recess while doing community service and participate in intervention with refocus teacher.

3rd offense: suspension from school for up to 3 days.

4th offense: district student services director contacted and student will be suspended until plan is in place with student services.

### **Class Assignments - Homework**

- Assignments and homework are a valuable part of learning. The amount of homework will vary according to the subject, type of task, and each student's use of time.
- Teachers will provide an opportunity for a student to make up assignments missed as a result of an absence.
- Requests for makeup work, for students who have been absent two or more consecutive days, may be made by leaving a message on the teacher's voice mail or in the office before 9:00 a.m. Assignments may be picked up at the end of the school day.
- Students are to make up assignments within two (2) school days after an absence.
- If the student misses school for more than three (3) consecutive days then he/she shall be permitted one (1) additional day of makeup time for each school day missed regardless of the number of days absent.

### Computer Use

King's Peak Elementary students, with parental permission, may be permitted computer internet access under supervision by school staff. Any use of the computer for illegal or inappropriate purposes or to access materials that are objectionable in a public school environment is prohibited. Violations of the district Acceptable Use Policy will result in suspension or revocation of network privileges.

### Dress Code

Proper dress and grooming relate directly to student achievement and discipline. Student attire and grooming is expected to be neat, clean and modest.

- **Clothing** All students are to wear clean, properly fitted clothing.
  - Clothing shall not expose the abdomen or chest and shall be of sufficient size to conceal undergarments. This includes no spaghetti straps or short shorts, skirts and dresses must be no more than 4 inches above the knee in length.
- **Hair and body** are expected to be kept clean. Make-up or distracting hair color is prohibited. Skin must be free of ink, stickers and glitter.
- **Safe footwear** will be worn at all times in the interest of hygiene and safety.
  - All students have P.E. weekly. Appropriate footwear is required.
  - Shoes with wheels are not allowed at school.
- **Unacceptable** clothing includes:
  - Clothing that advertises drugs, alcohol or displays inappropriate, vulgar or demeaning language or design.
  - Hats, sunglasses or chains.
  - Gang symbols of any kind that signify affiliation with, participation in, or approval of a gang.

### Food and Drink at School

Duchesne County School District offers a nutritious breakfast and lunch.

- Meals may be purchased by the day, week, month or year. Payment envelopes, which are available in the office, are to be filled in completely and accurately for each student. A check or correct amount of money is then enclosed, and the envelope is turned in at the office, preferably before school begins.
- Lunch payments may also be paid online. Visit [www.dcsd.org](http://www.dcsd.org) for details.
- Students are provided with one lunch card at no cost; lost or damaged cards will be replaced for \$2. Students who do not bring their cards when they enter the lunchroom at noon will go to the end of their grade's line so as not to slow the flow of the lunch line. Elementary students **will have no more than \$10 in charges** at one time.
- Confidential reduced and free food services applications are available at any time during the school year for those who request them.
- Students bringing lunches from home, will eat in the school cafeteria with classmates.
- Food or drinks are not allowed in the gym or media center.

**\*\*Lunch balances are the parent's responsibility, and can be checked on Powerschool.**

### **Library/Media Center**

- The library at King's Peak Elementary has two primary purposes:
  - Provide books and other learning materials for access by students and teachers.
  - Provide opportunities for students to acquire research skills, appreciation of literature, and media awareness.
- Parents are encouraged to be aware of the library books their students are reading.
  - Students may have up to three books checked out at a time. They are responsible for returning books promptly.

### **Electronic Devices**

Duchesne County School District School Board adopted a policy for use of electronic devices and cell phones at school. There shall be no unapproved student use of any electronic devices during instructional time.

The policy of King's Peak Elementary is that CELL PHONES/APPLE WATCHES/ IPODS/MP3 PLAYERS, etc are to be **in backpacks and turned off** during the **entire school day while students are on school property**. Electronic devices seen or heard will be confiscated. Students will be required to contact parents in the presence of a teacher or office personnel and have a parent come to the school to pick up the electronic device.

- First Offense: Parent must come to the school to regain possession of the electronic device.
- Second Offense: Parent must come to the school, and pay a \$5.00 fine to regain possession of the electronic device.
- The school will not be responsible for the loss of these devices.

Use of school phones by students will be limited. Teacher permission is required for students to use the phone. Calling parents because of illness or a missed bus are acceptable reasons to use school phones. Forgotten homework or making arrangements to visit friends are not.

### **Medicine at School**

Utah Law dictates that school personnel may only administer prescription and nonprescription medications under the following conditions:

- The "Authorization to Administer Prescribed Medication" form must be filled out by the student's physician, and be on file in the school office.

### **Reporting Pupil Progress**

Mastery Connect, PowerSchool, report cards, and parent/teacher/student conferences are tools for monitoring student performance. Grading criteria, procedures and expectations are specified by each teacher at the beginning of each course.

- Mastery Connect provides access to student academic progress. Parent access codes for individual students are available through the classroom teacher. Parent/guardians are encouraged to review this data and are invited to e-mail or otherwise contact teachers with any concerns.
- Power School offers online access to student attendance and lunch accounts. Parent access codes for individual students are available through the school office.

- Report cards are sent home following each quarter as a summary of student achievement.
- Parent/Teacher/Student Conferences will be scheduled. Parents and students are invited to participate jointly in this process.
- Teachers or parents/guardians may request other conferences as needed.
- An appointment to confer with a teacher should be made in advance.

### **School Activities**

Assemblies, field trips, field days and other similar school activities are considered privileges at King's Peak Elementary.

- Each student must have written permission from their parent/guardian for off campus activities sponsored by the school. Students who are failing in learning habits or an academic subject may be excluded from activities.

### **Textbooks**

Students are responsible for all textbooks and library materials issued to them. Satisfactory settlement will be required for lost or damaged books.

### **Transportation**

Students being transported on Duchesne County School District buses are under the same expectations of proper behavior as they are in the classroom.

- The District does not transport students to Cub Scout meetings, birthday parties, church activities, or other non-school related activities. In an emergency the District will transport a student to an alternate address and release custody of the child to the person designated by parents on a district transportation request form. A form is available in the school office.

### **Fees**

There are no fees. However a suggested \$5.00 non-refundable donation to the student activity fund is appreciated.

### **Visitors**

- Parents, guardians, grandparents and other persons interested in the education of our children are encouraged to visit the school. All visitors are required to check in with the office and receive a visitor's badge prior to going into the rest of the school.
- No student visitors are allowed. Students not registered at King's Peak Elementary are not to be on campus during regular school hours.
- Classroom interruptions by parents and other individuals will be strictly limited. Gifts, messages, forgotten homework, and other such items should be left in the office for delivery at appropriate times.
- Appointments need to be made through the office to meet with the principal.

### **Volunteers**

Parents and other community members are encouraged to participate as volunteers in assisting students and staff at King's Peak Elementary.

- Volunteers work under the direct supervision of school staff and are held to the same standards of conduct and dress as students and staff of King's Peak Elementary. Confidentiality is essential.

- Volunteers report directly to the school office where they receive an identification badge and sign the volunteer log.

### **Bicycles/Scooters/Skateboards/Longboards, etc...**

Students riding a bicycle/scooter to school are to park it in the racks provided and leave it there during school hours. Students are to remove their bicycles/scooters from the school grounds immediately following school dismissal. For the safety of all students, bicycles, scooters, and any type of skateboards are not to be ridden on any school district property between 7:00 a.m. and 4:00 p.m. on school days. **ELECTRIC BIKES AND/OR SCOOTERS ARE PROHIBITED.**

### **Lost and Found**

Lost or misplaced small items such as jewelry, eye-glasses, books are placed in the office. Larger items such as clothes, backpacks, lunch boxes will be placed in the cafeteria. Items left for an extended period of time are donated to charity.

### **Non-Discrimination**

It is the policy of Duchesne County School District not to discriminate on the basis of race, color, national origin, language, sex, or handicap in any educational program or activity.

- In compliance with the Americans with Disabilities Act, individuals needing special accommodations should notify the school at least three working days prior to participating in school activities.

### **Parent Concerns**

A parent/guardian with concerns should make an appointment to talk to the teacher(s) involved first. If not satisfied after meeting with the teacher, the parent is invited to meet with the principal.

### **Personal Property**

The school will not be responsible for the loss of those items of personal value that are **not needed** at school.