



**Canyon Elementary
2013 - 2014**

Parent Handbook... "we're making our tracks"!

**Welcome to
Canyon Elementary**

"Home of the Cougar Cubs"

**1492 East 1240 South
Spanish Fork, UT 84660**

Phone Numbers

Office – 798-4610

Fax – 798-3493

Lunch – 798-4626

Nebo School District – 354-7400

Transportation – 465-6005



Canyon Elementary School Song

Lyrics by M'Shelle Dixon, Music by Shauna Patrick

One hundred years from now
in history
They'll open up a book
And see a picture of me.

You see I go to a school where we understand
That knowledge and character
Go hand in hand.

You can find us near the canyon,
We're the Canyon Cubs.
We're Red and Blue and ready
To step it up.

We will help one another,
We won't turn our backs.
We're the Canyon Cougars
And we're making our tracks!

Dear Parent and Students,

It's exciting to have a new year ahead and to welcome you back to Canyon Elementary. I can think of nothing more exciting growing up than the anticipation of the start of school. I'd have my clothes laid out usually highlighted by a new pair of "kicks" and couldn't wait to meet my teacher see old friends and find out who was in my class and grade. It just didn't get any better than that! As teachers and staff we feel fortunate for the great school we have made up teachers, parents, students, PTA, and patrons that work hard in making Canyon a great place to be. Our school motto is "...we're making our tracks" each of us will not only make your own personal tracks but support and help others with theirs; and together we'll make it a great year.

We are ready to go! There has been a lot of effort and hard work getting the school ready and prepared for this school year from our secretary, custodians, maintenance, teachers, PTA, and others. But even with a new pre-school, new roof, new office windows, shiny clean building, decorated classrooms, great teachers...the most important part of our school is our students and doing all we can to ensure they are safe, learn and grow. We hope you are ready to go as well...work hard, do your best, be on time ready to learn and I guarantee it will be a great year.

We welcome some great new staff members to Canyon Mrs. Blackhurst, Mrs. Reintjes, Mrs. Sederholm, Mrs. Fabis, and Miss. Findlay joining a strong Canyon team of educators. As a staff we thank you for the privilege to be here at Canyon Elementary and be a part of this wonderful community. We're looking forward to a great year and encourage your involvement in whatever capacity that might be. Don't

hesitate to contact the school if you have concerns or questions. Communication is a critical part of making it a great year. It's great to be a Cougar Cub!

Go Cougar Cubs!

David Harlan, Principal

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If there is information or questions not addressed by this handbook please contact the school 801-798-4610 or email julie.higginson@nebo.edu

Canyon School General Calendar 2013-2014

(Online School Calendar available at calendar.nebo.edu/Canyon -*updated weekly* and District Calendars available at www.nebo.edu/information/calendar). It is recommended you check on regular basis for all the scheduled events at the school!!

August 21	School Open House (2:00-3:00)
August 22	School Begins (8:25)
August 22-28	Kindergarten Assessment
August 29	Kindergarten Begins
September 2	Labor Day (No School)
September 18	SDD Day (Dismiss 12:00)
September 23	School Family Carnival
September 27	School Pictures
Sept. 30-Oct. 4	Green Ribbon Week (PTA)
October 3	School Fun Run/Walk
October 10-11	Fall Break (No School)
October 17	SEP Conferences
October 24	Term 1 Ends
October 28-Nov. 1	Red Ribbon Week (PTA)
November 1	Reflection Contest Deadline
November 6	SDD Day (Dismiss 12:00)
November 27-29	Thanksgiving Break
December 12	SEP Conferences
December 23-31	Christmas Break
January 1	New Year's Day
January 2	School Resumes
January 9	Term 2 Ends
January 10	Development Day (No School)
January 20	Martin L. King Day (No School)
February 6	Spring Pictures
February 17	Presidents Day (No School)
February 26	SDD Day (Dismiss 12:00)
February 28	Parents and Pastries
March 6	Final SEP Conferences
March 20	Term 3 Ends
March 21	P/C Comp Day (No School)
April 7-11	Spring Break
May 23	Last Day of Kindergarten
May 26	Memorial Day (No School)
May 27-30	Kindergarten Assessment
May 30	Last Day of School (12:00)

PTA Reflection Theme: "Believe, Dream, Inspire"

Canyon Faculty and Staff

Kindergarten

Darlynn Menlove – AM/PM Sessions
Mina Money – AM Session
Eileen Oxborrow– PM Session

First Grade

Suzette Harreld
Tammy Hutchings
Dawn Snell
Kelli Swensen

Second Grade

Jill Holt/Peggy Beatty
Katy Olson/McKell Cope
Jodi Marsh
Jenna Reintjes

Third Grade

Candice Brindley
Danika Nuttall
Hilary Sederholm

Fourth Grade

Nicole Cook
Jamie Hamblin
Angie Perkins

Fifth Grade

Scott Bates
Brenda Findlay
Liz Nielsen
Shauna Patrick

Sixth Grade

Jeanette Maughan
Sharlee Nuzman
John Sargeant

Resource

Amy Darrington
Kristen Money
Jill Clayson: Learning Tech

Facilitator

Sarah Blackhurst

Secretaries

Julie Higginson
June Hawkins

Head Custodian

Blake Ross

Speech

Alyssa Folker- Speech Pathologist
TBA-SLT

Counselor

Andria Lewis

Psychologist

Sarah Lemmons

Librarian

Debra Oldham

Reading Specialist

Jill Rucker

Lunch Staff

Angie Mattinson – Manager
Rita Brown – Clerk
Robyn Erdman
Amy Windsor
Jennifer Latham

Planning Time

Velena Humphreys-Art
TBA-Music
Paula Wilson-Computers
Staci Call-P.E.

Pre-School

Michelle Fabis
Annette Gebbert
Michelle Carter

Student Support

Jill Christianson
Kayla Cole
Andrea Pond
Kasey Chowdhary

Gayla Bass

School Schedule

First through Sixth Grades

8:25School Starts

8:30Tardy Bell

11:25-12:30.....Lunch Starts

2:45 School Ends

Wednesday is early out day - **School will end at 2:00**

Kindergarten Schedule

8:25 - 11:05Morning Sessions

8:25 - 10:45Wednesday (Early Out)

12:05 - 2:45Afternoon Sessions

11:40 - 2:00Wednesday (Early Out)

Food Services

Lunch Schedule: Students go out to lunch recess (approx. 12 min.) at their grade's assigned time; they then come into the lunch room to eat and finish their lunch time period.

1st Grades 11:25 - 11:55

2nd Grades 11:30 - 12:00

6th Grades 11:40 - 12:10

3rd Grades 11:44 - 12:14

4th Grades 11:57 - 12:27

5th Grades 12:00 - 12:30

Meal Prices:

Breakfast \$1.25 per meal

Lunch \$2.00 per meal

Reduced prices: Breakfast 30 cents lunch 40 cents

Adult prices are \$3.00 for lunch Breakfast is \$1.50

Breakfast is served from 8:00-8:25 (please arrange your students schedule to allow for time to eat and to be in class when school begins at 8:30). Please keep account balances current as we cannot allow accounts to accrue a negative balance. Calls and reminders will be sent home. It is our policy that no student will go hungry (a milk and roll will be provided if needed). Free and reduced lunch applications are available in the office

and at the district. Please call if you have any special considerations, questions or concerns. The district now allows you the option to track, pay, and access your children's lunch account online at www.nebo.edu/food-services and clicking the PayPams link.

Policies and Procedures

Canyon School is compliant and follows all District Policies and Procedures as enacted by the Board of Education. These are available online at www.nebo.edu/pubpolicy. You are encouraged to read and review these as needed. You are also invited to meet with the Principal to help clarify and get direction with any of our district and school policies.

Absenteeism and Tardiness

It is important for your child to be at school every day except in cases of illness. Please call and inform our office if your child will not be attending that day. The phone number for absences is 801-798-4610. Good progress at school is a result of regular attendance. If you anticipate an extended absence for your child, please make his/her teacher aware of the situation.

Students are expected to be in the classroom and in their seats when school begins at 8:30. When students come late to school, they lose valuable time, interrupt classrooms, and miss important teacher instructions. The first 15 minutes of class are critical to your student's progress. Students will be marked tardy when coming to class after the 8:30 bell. Those who are late must check into the office. In cases of frequent tardiness, parents will be notified (in some cases the parent is unaware that the problem is occurring). When a student is absent or tardy more than 10 days in any term, parents will be notified and the board attendance policy will be followed through an Attendance Concern Letter, Truancy Violation Letter and mandatory attendance meeting; and Truancy Violation Citation. Chronic attendance problems will be referred to the District Attendance Officer.

Arriving/Leaving at School

Students should arrive at school between 8:10-8:25 a.m. Students can wait in the east gym or outside on the playground before entering their classrooms. Teachers use this time before school to prepare for the day. On rare occasions when a child must come early, they will be asked to wait quietly in the gym. School is dismissed daily at 2:45 Wednesday's at 2:00. Students need to go directly home. The office telephone is for emergency use only...calling home to get permission to go home with a friend is not considered an emergency.

Bicycles, Skateboards, Scooters, Roller Blades and Toys

All bicycles are to be put in the bike rack on arrival at school; scooters can be kept in the classroom coat rooms. Bikes, Wheelies, and Scooters are not to be used

during school hours. Students should walk bikes and scooters while on school grounds and at the crosswalks. Canyon Elementary is not liable for theft or vandalism. Please report acts of vandalism or theft at school to the office. Police will be called as appropriate or required. **Skateboards, roller blades, or toys should not be brought to school.**

Birthday Treats

Birthdays are a special day for our students. Please schedule and make arrangements with the teacher (the teacher will appreciate the chance to arrange the date and time to minimize disruption of the class.). Many parents are concerned with students having too many sweets at school. Utah State Department of Health regulations (R392-100-2 food care) prohibits the serving of homemade treats to children at school. The regulation states: *Food shall be obtained from sources that comply with all laws relating to food and food labeling. Home prepared foods are prohibited. If treats are brought to school for activities such as birthday treats, class parties, and special rewards, they should be commercially prepared items preferably individually wrapped in cellophane paper, a box etc.* Also consider sending a non-sweet or activity as an alternative. It is certainly not required or expected that you send treats to school. However, if you choose to do so, we would greatly appreciate your following these guidelines so that we will be in compliance with Utah State Department of Health regulations.

Citizenship Policy

Canyon Elementary believes that the behavior of students attending our school should reflect standards of *good citizenship* demanded of members in a democratic society. *Self-discipline* (responsibility for and willingness to accept the consequences of one's actions) is one of the important, ultimate goals of education and the mark of a mature individual.

We believe that for students to learn in a positive safe school they must:

- A. Respect authority. This includes conformance to school rules and procedures and those provisions of civil law that apply to the conduct of minors.
- B. Citizenship in a democracy and school requires respect for the rights of others.
- C. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others should be maintained.
- D. Respect for real and personal property.
- E. Pride in one's work and achievement within one's ability is expected of all students.

All of our students have excellent behavior the vast majority of the time. **Therefore, our main emphasis is to encourage positive student behavior through positive incentives, school and classroom procedures, verbal reinforcement, "Cub Tracks" awards, reward tower, cougar cub den, teacher contacts with home, etc.**

Periodically, there are students who choose not to follow our school rules. These students will receive verbal reminders, receive citizenship Cub Cautions, in-class or in-

school suspension, and /or participate in Skill-Building, and student/parent/principal conferences, behavior plans, and student contracts.

The Canyon Elementary citizenship plan and procedures will follow and support the Nebo District Board of Education Policies regarding safe schools (we invite you to read/review these online at www.nebo.edu/pubpolicy. Section J contains the polices on Conduct and Discipline, Safe School Environment, Prohibition of Bullying in addition to others regarding a wide range of student issues.

Here are the expectations of student behavior at the school.

Citizenship:

1. Be at school every day, on time, and prepared to learn.
2. Follow directions of teachers and other adult supervisors.
3. Be kind, considerate, and respect the rights of other students.
4. Follow the “Bully Blockers” program to CAST the bully away and resolve conflict.

Playground:

1. Use common sense and good judgment on the playground.
2. Be responsible and use equipment properly.
3. Play only in designated areas (remain on school grounds at all times).
5. When the bell rings, line up in your designated area.

Hallway

1. Use the halls for traveling from place to place, not as a place to play or meet friends.
2. Do not wander and stay out of halls before and after school, during lunch, and recess times.
2. Walk in the halls and use inside voices.
3. Do not bother classes or touch class displays.
4. Help keep hallways free from litter.

School Assembly:

1. Keep voices at a low volume and hands/feet to yourself.
2. Be a good supportive audience (no calling out, booing, and negative gestures).
3. Enter and exit orderly and quietly (carry do not push or drag chairs).

Lunch Room:

1. Stay seated while eating.
2. Speak quietly.
4. Do not share, take, or throw food.
5. Clean up after yourself.

Bathroom:

1. Respect school property. Use supplies and equipment the right way.
2. Use quiet voices.
3. Have permission to be in the bathroom.
4. Clean up after yourself.

Positive Student Incentives

Treasure Tower: Tokens can be redeemed for a variety of prizes from the Treasure Tower located in the front office.

Cub Tracks: Given to recognize student accomplishments and following school procedures. Cub Tracks can be redeemed for Treasure Tower tokens, chance to spin the Cougar Cub Wheel each term, or a Cougar Den Pass.

Cougar Den Passes: Access to activities and resources located in the Cougar Den

Citizenship Activities: Events sponsored on a grade or school level to recognize good citizenship as measured by those with a S "Satisfactory " or better citizenship grade for the term.

Classroom Incentives: Unique to each classroom and grade level to both recognize and encourage positive student behaviors and provide an optimal learning environment.

Consequences

Cub Cautions: Issued when a behavior expectation is ignored, disobedient, disrespectful, or disregarding the rights of others. When a student receives a Cub Caution slip the following will occur (this will reset each term):

First Caution- Student meets with their teacher and fills out the Cub Caution Form (This is what happened...This is what I did...A better choice I can make next time is...).

Copy will be sent home.

Second Caution -In addition to the above, 10 minutes of recess detention, parent will be notified, Citizenship grade is reduced.

Third Caution-In addition to the above, lunch detention, will not attend citizenship activity for that term.

Fourth (or more) Caution-In addition to the above, in school suspension for one day, Parent/Principal Conference that could include prolonged recess/lunch detention, student behavior contract, and loss of class and school privileges.

The number of Cub Cautions will have a direct impact on the citizenship grade for each student.

Severity Clause-This will supersede these outlined consequences and will be handled based on the incident and in compliance with District and School Board Safe Schools Policy

Cousins and Friends at School

Occasionally out-of-town cousins or friends visit during the school year. According to the Nebo District Policy, only students enrolled in our school are permitted to attend. Please do not ask us to make an exception; you are asking us to break school district policy.

Dress Standards

Canyon follows the district dress code. Students should be dressed in apparel that does not interfere with the normal education process. Clothing shall be modest, neat, clean, in good repair, and shall include shoes. Clothing shall not be worn which

displays obscene or suggestive words or pictures. Modesty shall include covering shoulders, midriff and back. Short shorts (they must cover more than half of the thigh), biking shorts, tank tops, halter or crop tops, extremely short skirts or dresses do not meet the modesty standard in our school. Biker shorts are not considered appropriate school attire. "Saggy, baggy" pants will not be allowed. Hat and caps shall not be worn during regular school hours. All students must maintain their hair in a clean and well-groomed manner. Hair that is fashioned in odd or extreme styles and/or that is colored with vibrant, unnatural looking colors which draws undue attention, distracts, disrupts, and/or interferes with the learning atmosphere at school, school activities or events is prohibited.

(Student Dress and Grooming Standards Policy #JDG)

Elementary Counselor and Psychologist

Both of these individuals work to support and provide assistance to the staff and students of Canyon Elementary. The counselor works primarily with the general student population while the Psychologist works with students needing specific services as required in Special Education. Work is conducted in four main areas:

1. Series of Life Skills Lessons presented in every classroom.
2. Work with individual or groups of students to support their growth and positive behaviors.
3. General interaction and supervision/observations of students.
4. Testing and evaluation

Parent requests and permission is required for this team to work with or see students on a regular basis.

Emergency Events

In the event of an emergency or disaster affecting the entire community, students will be held at school and follow the appropriate district emergency plan (available upon request). All teachers and staff members will also remain at school to care for the students. Unless otherwise notified, we will release students only to responsible adults or family members. If we need to evacuate the school we would go to East Meadows Elementary (1287 S 2130 E) or the Church Stake Center (on 1240 South).

The District's ParentLink system will be used to notify parents this can be in the form of an automated phone call, text, or email. For this information to reach you it is important that you keep your contact information current within the online SIS system, information and announcements posted on the District Web Page www.nebo.edu. **KSL RADIO FM 102.7 AM 1160** will be a secondary source of notification.

Financial Contributions to School

Thank you for your generous contributions. They are appreciated and allow for additional enrichment, activities within the curriculum, and classroom supplies. These contributions are not required and the contribution is confidential, tax deductible, and important. In addition we recognize many parents provide supplies from home. While not required we appreciate the support and service this provides our school. Some of our grades provide suggestions of supplies they will be using during the school year. The legislature recently enacted legislation regarding school supplies. We want you aware that any supply lists by the school will be in full compliance with the law. The law reads that ... *items on this list will used during the regular school day. They may be brought from home on a voluntary basis, otherwise they will be furnished by the school.*

Food Services

Meal Prices:

Breakfast \$1.25 per meal

Lunch \$2.00 per meal

Reduced price breakfast 30 cents lunch 40 cents

Adult prices are \$3.00 for lunch Breakfast is \$1.50

Breakfast is served from 8:00-8:25 (please arrange your students schedule to allow for time to eat and to be in class when school begins at 8:30). Please keep account balances current reminders will be sent if there is a negative balance. Free and reduced lunch applications are available in the office. Please call if you have any special considerations, questions or concerns.

The district now allows you the option to track, pay, and access your children's lunch account online at www.nebo.edu/food-services and clicking the PayPams link.

Homework

Homework is a teacher-planned learning activity, which takes place largely outside of the student's regular school hours. It should reinforce classroom learning and expand on a student's school experience. Homework is considered an important part of the instructional program. Parents are encouraged to set aside a regular time each evening to discuss any papers their child may have brought home from school and to talk with their child about the day's events. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing for tests, etc. Teachers may offer specific suggestions for evening activities.

Whenever students are absent, parents may request that homework be sent with a sibling, relative, or neighbor. Request for homework assignments should be made in the morning. Parents are asked to make requests early in the school day so time may allow for materials to be organized to be sent home. Parents are encouraged to look for the classroom folder sent home that in addition to any homework might contain other importing items from the school.

Lost But Not Found

To help return lost articles of clothing, etc., PLEASE put your child's name on everything he/she brings to school. Valuable and/or tiny articles are turned into the office. Larger items are placed in a box that is located in the south/east commons. Lost articles that are not claimed by the last day of school before the Christmas holiday and the last day of school in May will be donated to a charitable organization.

Medication

It is the policy of the Nebo School District that all medication be administered to children by their parents at home. This policy means that, only under exception and certain circumstances will a secretary or principal give children medication following appropriate regulations. An *Authorization for Student Medication* form (JHCD-P1) must be completed and signed by the parent and physician. These forms are available in the main office.

Permission to Leave School

When taking your child out of school before dismissal time, please stop at the office to check out your student. Students should never leave the school campus during a school day without notifying the office.

Phone Calls

The telephone use is limited to important calls as judged by the teacher or school staff. If students call home, it should be for reasons of illness or other emergencies. Calling home to get permission to go home with a friend is not considered an emergency

Playground and Hall Supervision

There is supervision on the playground during the morning recess and during the lunch hour. There will be supervisors on duty any time students are on the playground.

PTA

Thanks for being a part of the Canyon P.T.A. through volunteering, room parent, and committee membership. If you're not currently involved we invite you to contact one of the Board members if you have a desire to give just a little the PTA would love your involvement. They can't do it without you. Please contribute to that success by becoming an active member. Dues are \$5.00 a person, given to any P.T.A. Board Member, or brought to the school office. The P.T.A. is working hard to make this an outstanding educational year for students, parents, and teachers.

This year's PTA board will be:

This year's PTA board will be:

Chelsi Crockett: President; Cora Barrett: President Elect; Karen Ferrara: Secretary;

Erin Muirbrook: Treasurer; Lori Cable: Assistant Treasurer; Denise Schaefermeyer : Vice President over Membership; Jill Brown: Vice President over Volunteers
Reflections Theme “The Magic of a Moment...”

Safe Walking Routes

In accordance with state standards, Canyon Elementary has identified school access routes for students who live within the identified walking school boundaries of the school. A map showing the identified routes can be viewed by following the link below or accessing it from Canyon’s website at (canyon.nebo.edu). http://www.snapforschools.com/Map_view.aspx?EntityID=1038 The intent of a safe walk/bike route plan is not to identify every school access route or to identify the most convenient route; it is to identify the safer school access routes (sidewalks, stop signs, cross walks, crossing guards to name a few route considerations). Care has been taken to consult with local law enforcement, school PTA and Community Council representatives, the District traffic safety committee in establishing these routes. Despite broad consultation and agreement from all involved parties in establishing this plan, no one, including Nebo District or Canyon Elementary can guarantee that these access routes are or will ever be completely free from hazards.

For this reason parents are encouraged to walk or bike the school access routes with their child/children, to address specific concerns they may have, to instruct their child/children to obey the laws and rules pertaining to pedestrian and biking safety, and select the route that best meets their need. If a parent feels their child/children should use a school access route that is not identified in this plan, it is a parent’s prerogative.

- Canyon is located at 1492 E 1240 S. Students may access the school from west side of 1700 E at two locations, alley way entrance on 1410 S, and south side of 1240 S.
- Generally, we will be using 1240 South, 1560 East, 1700 East, 1400 East, and 1100 East as collector streets for students walking to school with an emphasis to use the cross walks and crossing guard at the intersections of 1240 S 1560 E and 1240 S 1400 E. Use sidewalks, crossing at controlled intersections, and crosswalks where available.
 - Students west of 1400 East would be wise to use 1240 S, 1400 E and 1100 E using the crosswalk at the intersection of 1240 S 1400 E
 - Students south of 1240 S and east of 1400 E would be wise to use either 1700 East or 1400 East to enter the school at the entrance points along 1700 E, 1410 S, or the front of the school .
 - Students north of 1240 S and east of 1400 E would be wise to use 1560 E, 1700 E, and 1240 S crossing at the crosswalk at the intersection of 1560 E 1240 S.
- There are no traffic lights affecting walking routes at Canyon. There are appropriate controlled intersections, stop signs, sidewalks, and crosswalks. The parking lot is well marked with traffic control signs and lanes.
- Loading and unloading areas are well marked. Enter through the west and exit on the east entrances; use the drop off lanes (to pick up/drop off students) and keep the outside through lanes open to keep traffic flowing (form waiting lines if needed).

- Another option is to set up a pick-up/drop off points along 1240 S, 1700 E, 1400 E, or 1410 S to avoid the congestion of the school zones. Do not pick up or drop off student across the street forcing them to cross through on-coming traffic.
- It is critical that parents rehearse the best safe walking route with your child until you are sure they understand.

Sincerely,

The Canyon Elementary School Community Council

Transportation

School Community Council

Canyon Elementary has a School Community Council which meets monthly to discuss school related issues and coordinate efforts and act in an advisory capacity to address the academic and physical needs of Canyon Elementary. The council is made up of school employees (elected), parents (elected), Facilitator, and the principal. Elections are held each fall during first week of school beginning at the school's Open House. If you're interested in becoming involved serving on the council contact any member of the Council or the front office. Parents are invited to attend any of the meetings to give input and address issues that pertain to Canyon Elementary. The purpose of the School Community Council is to build consistent and effective communication among parents, employees and administrators, allowing them the opportunity to be actively involved in their children's education, and helping to establish and implement educational goals for their school. The School Community Council helps to formulate the School's Safe Walking Routes, Improvement Plan, and Trustland Plan and Budget.

School Fees

No elementary school child may be charged for anything that takes place or is used during the regular school day. That includes textbooks, classroom equipment and supplies, musical instruments, field trips, assemblies, and snacks which are not part of the school lunch program. Fees can only be charged for programs which take place before or after school or during school vacations (or for things used in those programs). But all of those fees must be waived for eligible children. Please refer to the School Fees Notice provided at registration.

SIS (Student Information System)

SIS is a great resource for parents to stay updated on your student's attendance, progress reports, grades, assignments, and school progress. In addition you can now access and update and verify your students Contact Information. It is critical that this information is current and updated as this is what the school uses in cases of emergency

and who is authorized to checkout your student from school. You will need to login or create a SIS account login if you have not done so (The district has sent out a letter to this affect) by following these steps:

1. Go to www.nebo.edu and click on the Parents Menu
2. Select the [SIS Grades/Attendance](#) link
 - a. Login with your user name or password. If you have forgotten contact the school.
 - b. To create and login and password: Enter your child's student number and birthday. Create a new password. (The student number is the same as the child's school lunch number). If you do not know this number contact the school.
3. Select the [Update Student Contact Information](#) link and update information as needed (click the pencil icon in the top right corner to update information then click Save.
4. Select the [Verify](#) link (July-August) to let us know that the information is correct.

Weather

Children should arrive at school dressed for the weather of the day so they can safely and comfortably enjoy recesses. In winter months, children should remember to bring shoes to change into from their snow boots. All healthy children will be expected to go out for recess except in extreme weather conditions (wind chill, rain, snow, etc.).

If your child cannot participate in recess for health reasons, please send a note to this effect. If it is to be a prolonged indoor stay (longer than 3 days) please send a note from the doctor.