

Welcome to Canyon Elementary

Canyon Elementary has a great tradition for excellence in education. We have a wonderful faculty and staff who are dedicated to creating a positive learning environment for children. We feel fortunate to have great students with supportive parents that make what we do each day rewarding.

This handbook has been prepared to assist families in knowing the policies and procedures at Canyon Elementary. It will be updated yearly and therefore should be studied to acquaint you with changes made. Please make yourself familiar with the information in this handbook. This handbook certainly does not contain everything pertaining to our school. Please feel free to talk with us anytime you have a question. I hope this handbook will be helpful to you and your family as we work to make this a great year at Canyon Elementary.

Mission:

To provide students with essential skills and knowledge that enable them to progress as lifelong learners.

Vision:

- **Canyon will be a safe and supportive environment where all students respect and value themselves and others.**
- **Employees will foster a collaborative culture that focuses on student learning.**
 - **Students will make consistent academic growth each year.**

Values/Shared Commitments:

- **Prioritize PLC (Professional Learning Community) collaboration time to focus on student data/learning.**
- **Communicate success criteria so students can work towards goals and take ownership of their learning.**
- **Be examples of, as well as teach, reinforce and hold students accountable for knowing and following the Canyon TRACKS character traits (trustworthy, respectful, attitude, committed, kind and strong).**

Nebo School District

Non-Discrimination Policy, admissions, access, treatment, or employment practices” and any person who feels a need to challenge the district’s adherence to that policy may do so by directing their concern to the principal or departmental director, then if not satisfied, to the district compliance officer, Mr. Ken VanAusdal, at 350 S. Main, Spanish Fork, Utah. Call 801-354-7400.

“It is the policy of the Nebo-School District not to discriminate on the basis of sex, race, color, national origin, religious creed, or handicap in its educational programs, activities, or services. In compliance with the American Disabilities Act, qualified individuals needing reasonable accommodations (including auxiliary aid and services) should contact the Principal or the Nebo School District ADA coordinator, Mr. David Gneiting, Telephone 801-354-7400 or Utah Relay System 1-800-346-4128. Please inform us at least 3 days prior to the activity.

General Information A-Z

Absences and Tardies

It is in the best interest of students to develop good habits of attendance and punctuality. However, it is very important to keep a child home if he/she is sick or has the following symptoms:

- Fever of 100.4 F or higher
- Cough
- Shortness of breath
- Decrease in sense of smell or taste
- Sore throat
- Muscle aches and pains

Parents must call and excuse absences within five days of the absence. Please call the office and not your child's teacher.

Accidents and Illnesses

Whenever an accident or illness occurs and if of a serious nature, we do everything within our power to contact a parent. If this is unsuccessful, we will notify your emergency contact person. Under extreme emergencies, when we are unable to contact these people, we will take the necessary steps for hospitalizing your child. Under no circumstances will we send a child home unless the parent or person listed as the emergency contact gives us permission.

Arrival and Departure

Students should arrive at school between 8:15 and 8:40. That is when we have adequate supervision to keep them safe. They should return home promptly following each school day. When a teacher needs your child to stay after school, you will be notified. Please help us by not having your student arrive too late or too early each day. When arriving, students should go to the gym to sit and wait for excusal to their classrooms at 8:30.

Bicycles and Scooters

All bicycles are to be locked in the bike rack on arrival at school. Bikes are not to be used during school hours. Students should **walk** bikes and carry scooters while on school grounds and at the crosswalks. Students should be able to fold up scooters before bringing them into the classroom. The school will cooperate in investigation of theft or damage during school hours, but cannot be responsible for bikes left overnight.

Birthday Treats

Utah State Health regulations prohibit the serving of homemade treats to children at school. Treats should be commercially prepared items (preferably individually wrapped), or non-edible items (i.e. pencils, stickers, erasers, etc.). It is certainly not required or expected that you send treats to school, however, if you choose to do so we would appreciate you following these guidelines so that we will be in compliance with the Health Department regulations. Please be mindful that often students have nut-allergies and avoid those types of treats if possible.

Cell Phones and Other Electronic Devices

Students are not to bring items to school which will distract themselves or others from learning. We **strongly discourage** students from bringing cell phones to school. If a parent gives permission for a cell phone, it must be turned off and stored in the student's backpack. All audio-type devices are not allowed at school (i.e. ipods, mp3 players, cd players, etc.) We do not want any student to lose or have electronics stolen while at school. If students use a cell phone during school hours without permission, it will be taken by the teacher and returned at the end of the day (or after multiple times it will be taken to the office to be picked up by a parent).

Checking Students In and Out

When students leave the school grounds during the school day they need to be signed out by a parent/guardian. We will release students only to legal guardians or emergency contacts listed on the student information card. When your child needs to leave school early or is late, please stop in the office and check the student in or out. As much as possible and except for emergencies, please allow your child to stay until the end of the school day. This will also help decrease the number of non-employees in the building.

Cousins/Visitors at School

Occasionally out-of-town cousins or friends visit during the school year. According to Nebo School District Policy, only students enrolled in our school are permitted to attend.

Dress Standards

The district's dress standard for elementary students is as follows: "In general, clothing must cover from one armpit to the other down to mid-thigh on the front, sides, and back, with no viewable underwear, and must connect from front to back over the shoulders with at least a wide strap. Hats and caps shall not be worn during regular school hours." Hats/caps may be worn on a few exceptions during the such as field trips, field day, or spirit days. Other than designated days, they are not allowed. The standard for shorts and skirts is defined as half the thigh is covered. If students are not dressed according to district policy, they will be asked to call home to change.

Emergency Evacuation

In the event of a major disaster affecting the community, students will be held at school and be released only to family members or those listed as emergency contacts on the student information card. In the event of a disaster, school staff will remain at the school and care for the students. Students will participate in drills to help prepare for emergencies.

Exterior Doors Will Be Locked

For safety reasons only the main front entrance doors will be unlocked during the school day. Anyone who enters the school during school hours must check in at the front office and to access other areas of the school, they will be "buzzed through" the new security doors. The other exterior doors will remain locked during the school day. Parents who walk or drive their children to school are encouraged to have a meeting place pre-arranged with their students.

Financial Contributions

Your generous contributions to Canyon Elementary are appreciated. Planning for the year is based on the donations we receive at the beginning of each school year. The money we receive from you is used to buy supplies and to fund field trips and special classroom projects. Your contribution is confidential and tax deductible. All students will participate in every activity regardless of donation. Donations can be paid at the front office at any time (unless already completed during the registration process).

Immunizations

Utah State Law requires all children enrolled in a public school to complete immunizations and have dates on file before admission to school. This is particularly relevant to kindergarten and first grade students. The school nurse will ask you to keep your child home until immunizations are complete.

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 items are turned into the office. Larger items are placed in the lost and found area. Lost articles that are not claimed by the last day of each term will be donated to a charitable organization.

Lunchroom

Students should be respectful while in the lunchroom, eat their lunch, and clean their area when they leave. Students will sit by grade levels and have fifteen minutes to eat at which time they will be excused to go outside for recess. Tables will be sanitized between each group of students sitting there. No food should be taken from the lunchroom (unless it is an "outside" eating day...typically Wednesday Pizza Day in good weather). A nut-free table is provided for those with nut allergies. Students without nut allergies may only sit at that table if eating a school lunch.

Medication

School personnel cannot give children medication unless a Medication Administration Release Form has been completed by the physician. These forms are available in the office. Students may be given a non-aspirin pain reliever when given permission by the parents.

Pets

Please do not permit pets to accompany or follow your child to school. Your child's teacher will contact you if they would like a pet sent as part of a unit of study or for show-and-tell.

Phone Use

Telephone use is limited to important calls as judged by the teacher or school staff. Students should only use the office phone to make such phone calls. If students call home, it should be for reasons of illness or other emergencies and students must have a phone pass from their teacher. Calling home to get permission to go home with a friend is not considered an emergency. Students will not be called out of class to come to the phone other than for emergencies.

Playground and hallway supervision

Staff members are assigned supervision duty. Supervision before and after school will focus on the crosswalk north of the school as well as in the hallways and lunchroom where students wait if arriving before 8:30. Staff members will supervise students on the playground during lunch break. Teachers will supervise students during morning recess.

School Rules and procedures

Students will be expected to follow all school rules and procedures. Discipline for breaking rules may include: a staff member reminding the student of the school rules, student filling out a reflective "Think Sheet" with plan to improve, sent to skill building to improve behavior skills, or a parent may be contacted by the principal for a meeting or further action depending on the nature of the misbehavior. See the "school rules and expectations" page for more information.

Weather conditions

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 (low wind chill factor, severe rain or 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.

Withdrawal – Transfer

Should it be necessary to withdraw your child during the school year, please notify the office and his/her teacher as soon as possible. Checking out properly will do much to help with a smooth transition from one school to the next. Checking out includes the return of books, and other school materials, and making sure your school lunch account is current. Permanent records will be released only to the appropriate school upon their request.