



Santaquin Elementary
Parent Information
Handbook
2018-2019
School Year

Nebo School District Mission Statement

Our Mission is to provide each student with quality instruction, learning opportunities and educational environments which inspire classroom success, personal excellence, and responsible citizenship.

Santaquin Elementary's Mission

All Students will learn at high levels

Vision & Values

Everyone Caring

When we care about everyone:
All students are our students
We show interest in them and their successes

Everyone Improving

When everyone is improving:
We focus on "Us" and "We" instead of "I" and "Me" We have open minds and open communication

Everyone Involved

When everyone is involved: We work effectively together We share in the joy of all successes

Celebrate Success

As a school who celebrates success:
We communicate student achievements
We teach students to recognize, honor and celebrate their own successes



Santaquin Elementary

25 South 400 West

Santaquin, Utah 84655

Phone: 801-754-3611 Fax: 801-754-3612

Ilen Richins, Principal

Susan Hunter, Secretary

Custodian

July 30, 2018

Dear Parents,

On behalf of the faculty and staff I would like to welcome you to Santaquin Elementary School. Santaquin is truly a great place to live. The community of Santaquin embrace the values of caring and enriching the educational experience for everyone. We will have several new staff members new to Santaquin Elementary who are excited to be part of the great things that are happening here at Santaquin. New staff members are Shawnee McMullin, Maddie Inman, Haley Gurney, Stephanie Buckhave, Lynne Low, and . These teachers and staff members are remarkable and we are excited to welcome them to Santaquin Elementary.

The entire staff at Santaquin Elementary School is excited to meet you and your children together we will set educational goals in preparation for a successful school year. Class work for students **first through sixth grades** will begin Tuesday, August 21, 2018. Our starting and ending times will be the same as last year, class begins at 9:00 a.m. and ends at 3:15 p.m. **except for Monday**. On Mondays students will end their school day at **2:30 p.m.**

Our Kindergarten classes will start on Tuesday, August 28, 2018. This later start time for Kindergarten students is due to the state's testing program which occurs at the beginning of each year. This year Kindergarten testing will run from Tuesday the 21st through Monday the 27th. Your child's teacher will contact you with the time for this assessment.

I encourage you to be involved as a school volunteer this year. We value your capability as a parent and knowledge in your field of expertise. We have a very active PTA, School Community Council, and Volunteer program. The time you spend at the school may be as little as you would like, up to as much as your schedule allows. Many students simply need the repetition with math facts and the practice of reading with someone on a regular basis.

Besides being involved at the school it is important for each of us to assist our children with their academic efforts at home. Reading with your child continues to be one of the most powerful ways to help them improve their reading skills. We will continue to recognize students that read at home as a school.

The PTA is a valued partner at Santaquin Elementary School. Our PTA president this year will be Jamie Weight. I encourage you to support this program through your assistance in any one of the many activities we experience throughout the school year.

Sincerely,

Ilen Richins
Principal

School Hours

Kindergarten	A.M. Tues., Wed., Thurs., Friday	9:00-11:35
	<u>Monday</u>	<u>9:00-11:15</u>
	P.M. Tues., Wed., Thurs., Friday	12:40-3:15
	<u>Monday</u>	<u>12:00-2:30</u>
Grades 1-6	Tues., Wed., Thurs., Friday	9:00a.m.-3:15p.m.
	<u>Monday</u>	<u>9:00a.m.- 2:30 p.m.</u>

Bell Schedule

8:55 a.m. First Bell: Students are in seats ready to work

9:00 a.m. Tardy Bell: Morning Announcements

Lunch schedule

11:10 a.m.-11:45 a.m.....1st grade lunch

11:15 a.m.-11:45 a.m.....2nd grade lunch

11:35 a.m. - 12:10 p.m.....3rd grade lunch

11:40 a.m. -12:10 p.m.....4th grade lunch

11:55 a.m. - 12:30 p.m.....5th grade lunch

12:00 a.m. - 12:30 p.m.....6th grade lunch

3:15 p.m.School Dismissed

2:30 p.m. Dismissal Time on Monday Early-out Day

Students who arrive at school before 8:30 are to remain outside or in the front office area until the 8:30 bell rings.

Expected School Behavior

- Follow directions the first time given
- Keep your hands, feet, mouth, and objects to yourself

- Always be in the proper place
- Use all materials and equipment properly

Students who comply with expectations help us reach our mission.

Students who chose not to comply may be asked to practice appropriate behavior, report to the office where parents will be called and made aware of the situation, or be part of our School's Skill Building Program. Students referred to this program will have the opportunity to learn strategies for making better choices and practice these strategies before returning to class.

Cost of School Lunch

School Lunch

Student Meals.....	\$2.00
Reduced Student Meals.....	\$0.40
Adult Meals.....	\$4.00
Extra Milk	\$0.50

Cost of Breakfast

Student Breakfast	\$1.50
Reduced Student Breakfast	\$0.30
Adult Breakfast	\$2.00

Lunch Options: School lunch is available the first day of school and is served every day of school. If you prefer, your child may bring a lunch from home. Please put the student name on the lunch container. All meals offer milk, fruits and vegetables and an occasional dessert. The monthly **Lunch Menu** can be found on the districts website at www.nebo.edu (click on Parents, Parent home page, lunch menu)

Breakfast Policy: Breakfast is available the first day of school and is served every school day. Students eating breakfast should begin eating no later than **8:40 a.m.** to ensure they will begin class on time.

Paying for Lunch: Please make payments for school lunch to Santaquin Lunch Department. Our lunch clerk is Barbara Doggins. Her phone number at school is 801-754-5224. If you send money or a check to school to pay for lunch, please place it in an envelope with the student’s name. You now have the quick and easy option of paying on line through **PayPams**. To pay on line simply select www.nebo.edu

- Parents
- paypams
- follow the steps you are given
- use a credit card to make payments

PayPams works with the Nebo school district lunch system so all of your children’s information will appear once you register one child. You will be able to check account balances and history for all of your children entered.

Lunch Charges: Nebo School District has a “no charge” lunch policy. Please do not ask to charge. When students have a low balance, they will receive a stamp to remind parents. If your student comes home with a stamp send money the following day.

Free/Reduced Meals: Online Forms can be found on the districts website at www.nebo.edu (click on parent tab and select the online application form) Confidentiality is strictly maintained. Please note that a new application must be completed each year to remain qualified and **qualifying may help us qualify for Title 1 status which brings significant funding** directly to the school.

Santaquin Elementary Calendar 2018-2019

Open House.....	August 20	School
Begins.....	August 21	
Kindergarten Begins.....	August 28	
*Labor Day-No School	September 3	
School Pictures.....	September 11	
Staff Development Day- Early Out 12:00 Noon	September 17	
*Fall Break.....	October 18-19	
SEP Parent Conferences	September 20	
Make-up School Pictures	October 16	
Term 1 Ends.....	October 26	
Term 2 Begins.....	October 29	
*Thanksgiving Break- No School.....	November 21-23	
*Christmas Break Begins ½ Day	December 21	
School Resumes	January 2	
SEP Parent Conferences.....	January 10	
Term 2 Ends.....	January 10	
*District Development Day/No School.....	January 11	
*Human Rights Day-No School	January 21	
Term 3 Begins.....	January 14	
*Presidents Day-No School	February 18	
Staff Development Day- Early Out 12:00 Noon	March	

Spring Pictures	March 7
SEP Parent Conferences.....	March 14
Term 3 Ends.....	March 14
*P/C Comp Day/No School.....	March 15
Term 4 Begins.....	March 18
*Spring Break-No School	April 1-5
Kindergarten Ends.....	May 17
Last Day of School- Early Out 12:00 Noon	May 24

Santaquin Elementary Policies and Procedures

Absences and Tardies

Few factors have greater influence on school success than regular attendance. Regular attendance means that students are in school, on time, every day unless it is absolutely necessary to be absent. When your child will not be in attendance, please notify the school (801-754-3611) by 9:15 a.m. This helps us confirm that each child is accounted for and allows us to prepare make-up work when needed. If we notice an undesirable pattern of attendance or tardiness, we will call to check on the problem. Families of students with excessive absences/tardies will be referred to the Nebo School District’s Attendance Officer. Our intent is to solve attendance and tardy problems so students can succeed.

Accidents and Illness

Whenever an accident/illness of a serious nature occurs, we make every effort to contact parents. If we are unsuccessful, we will notify your emergency numbers. Under extreme emergencies, when we are unable to contact these people, we will take appropriate steps to insure the necessary medical treatment is provided.

Santaquin Website

For up to date information, including the monthly Newsletters, lunch menu, fun and educational internet links, and calendar items, please check our website at <http://santaquin.nebo.edu/>.

Bicycles and Scooters

All bicycles and Scooters are to be placed in the bike and scooter racks on arrival at school. Bikes, scooters, and skates (shoe skates/roller blades) are not to be used during school hours. Students should walk bikes and scooters while on school grounds and crosswalks. We strongly encourage children to lock their bikes to the bike rack and scooters to the scooter racks.

Birthday Treats

Utah State Department of Health regulations (R392-100-2 Food Care) prohibit the serving of homemade treats to children at school. If treats are brought to school for activities such as birthdays, class parties, special rewards, etc. they should be commercially prepared items. It is

certainly not required or expected that you send treats to school. An alternative to birthday treats may be giving a book to the school's library or classroom.

Checking Students In and Out

If parents need to pick up their children during school hours, **they must come into the office and sign the check-out log.** This may seem like an inconvenience, but it is necessary so we know at all times, where our students are. Students will remain in the office area until an authorized adult signs them out.

Dress Code

Clothing should be modest, neat, and clean. Modesty includes covering shoulders, midriff and back. Short shorts or skirts, or inappropriate messages on clothing do not meet the district dress code standards.

Emergency Contact Numbers

Many times during the school year it becomes necessary to contact parents during the school day. Please update your contact information regularly on line at www.nebo.edu, parents, SIS grade/attendance, login to SIS, update student information, or with the secretaries in the office. All numbers are kept confidential and are for school use only.

Emergency Evacuation

Santaquin Elementary School has an emergency plan in place for natural and manmade disasters, such as, earthquakes, fires, dangerous intruders, etc. We regularly practice implementing these plans throughout the school year. In the event of a major disaster affecting the entire community, students will be held at school. Teachers and staff members will also remain at school to care for the students. We will release students only to authorized responsible adults or family members.

Our first option for a meeting area if the school grounds are not safe is the church building located at 500 West 30 South. Our second option is the City Office Building located at 300 West Main. KSL Radio AM 1160 is our Emergency Broadcast System. It will announce if the school is closed due to inclement weather, safety concerns, etc.

Financial Contributions to our School

Your help is welcomed in offering educational programs and materials for our students. Planning for the year will be based on the donations we receive at the beginning of each school year. The suggested contribution amount for Santaquin School is \$20.00 per student. Your contribution is confidential, tax deductible and very important. All students will take part in every activity planned, regardless of donations. Additional ways you can contribute include box tops, and registering your card for free with Smiths Earn and Learn. We appreciate your help.

Immunizations

In compliance with state law, all students enrolled in a public school must have a completed immunization form on file before admission to school. If you have any questions concerning this regulation, please contact Utah County Health Department at 801-370-8725.

Items Brought to School by Students

Students are not to bring items to school that will distract from learning. Items that could cause injury are also prohibited. Pets are only allowed to come to school for Show and Tell if special arrangements are made with the teacher.

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 tiny articles are turned into the office. Larger items are placed in the hallway next to the lunchroom. Lost articles that are not claimed by the last school day before the Christmas break and the last day of school in May will be donated to a charitable organization.

Medication

School personnel cannot give children medication unless a Medication Administration Release Form has been completed and signed by a parent and physician. These forms are available in the office and must be updated each year. In the circumstances where medication will be administered at school it must be sent and kept in its pharmacy container. All medication must be stored in the front office. Medication cannot be kept in backpacks, desks, classrooms, etc.

Recess and Proper Dress

Children need fresh air and exercise. Children should arrive at school dressed for the weather of the day. All children are expected to go outside for recess except in extreme conditions. If your child cannot participate for health reasons, please send a note.

School Community Council

Santaquin Elementary School Community Council (SCC) consists of parents and teachers. The SCC meets six to eight times a year to discuss needs related to the school and coordinate efforts to meet those needs. This includes writing the Trust Land Plan, School Improvement Plan. The SCC also compiles an annual performance report of the school to be sent to the Nebo School Board. If you are interested in serving on the SCC please pick up an application in the school's office.

Science Fair

Santaquin Elementary students have the opportunity to participate in a district science fair. Students will be given the information from the district as soon as the school has received this information.

Student Use of Phone

School phones are for school business. Students will be allowed to use the phone when ill, in case of an emergency, etc. Students will need a phone pass from their teacher to use the phone. Students will be denied the use of the phone to arrange after school plans. Please let your walking students know in advance if you would like them to walk or wait for a ride on rainy, snowy, and/or cold days. I strongly discourage students from bringing cell phones to the school. The use of cell phones can be disruptive to the educational process and are items that are frequently stolen or lost.

Going to and from School (please see the drop-off and pick-up and walking routes maps)

1. Parents with walking students will teach their children the safest and most direct route to take to and from Santaquin School. Children should be taught to walk with a sibling or friend, walk on sidewalks where available, look before crossing streets, cross at corners or marked crosswalks, and refuse all offers from strangers.
2. Parents who drive their children to and from school will use the drop-off and pick-up zone along the west side (front) of the school. Vehicles enter at the North end of the drop off zone and exit at the South end. Please drive slowly, watch out for pedestrians, and have children exit the car from the side nearest the school.
3. Students who ride the bus will be dropped off and picked up on the south side of the school in the Bus Loading Zone. Students are expected to go directly to their bus line when they are dismissed from class, and follow the directions of the loading supervisor. Nebo School District Transportation policy will be followed for bus safety.
4. This plan minimizes the interference and safety hazards of the past by having the parent vehicle traffic separated from the bus traffic.
5. Supervisors will be stationed at the cross walks on 400 West, and at the bus loading zone at high traffic times after school.

Santaquin Teaching and Staff Assignments 2017-2018

Secretaries Susan Hunter ,Tracy Hamilton

K Keeley Holt ,Ashley Love

1st Becca Dooley, Willetta Hogan, Maddie Inman, Shawnee McMullin

2nd Megan Camper, Jane Wright, Stephanie Ostler

3rd Marlayne Harward, Laura Snelgrove, Haley Gurney

4th Mariajose Zaugg, Phil Ekker

5th Hannah Camit, Melanie Miller, Stephanie Buckhave

6th Judy Rawle, Annalyn Greer, Brian Griffith

Special ED

Jennifer Prince

Custodians

Denese McCarty, David Packard, Tassie Bettis, Michael Montague

Lunch Ladies

Barbara Doggins, Becky Whiting, Pamela Waters, Cherise Mikesell

Speech

Shea Urie, Karlee Barlow

Intervention Specialist

Jennilyn McKenna, April Simister

Skill Building

Jayden Draper

Psychologist

Morgan Bulkley

Computers

Carla Carter

PE

Celesta Nielson

Nurse

Laurie Kay

Curriculum Coach

Lynn Lowe

PTA President

Jamie Weight

ESL

Isabel O'donnell

Counselor

Vicki Lyons

Library

Misty Rindlisbacher

Principal

Ien Richins

St. Supervision

Amee Mandelin, Michelle Zamora

TrustLands Plan 2018-2019

Goal

The percent of students in grades 1-3 performing on grade level or making typical progress will improve from 60% to 63%.

Academic Areas

- Reading

Measurements

DIBELS

Action Plan Steps

Action Plan(s):

1. Full-day kindergarten will be provided for the lowest entering kindergarten students.
2. Attendance and punctuality will be monitored.
3. Anecdotal notes and running records will guide individual and small group instruction.
4. One-on-one reading tutoring and parent volunteers will be provided to students reading below level using the University of Utah Program using intervention specialists. Grade levels may incorporate reading instruction during LIA (Latinos in Action), Reteach and Enrich and/or Inclusion.
5. Computer software and hardware will be purchased to help identified readers: Success Maker for grades 3-6; Imagine Learning, Waterford software for the lower grade language learners as well; as a tool for ESL students grades K-6, and Myon for grades K-6.
6. Fiction and non-fiction leveled books will be purchased with Trustlands funds and provided to all K-2 students and selected 3-6 students on a daily basis from the take-home library and used for classroom instruction.
7. Reading time outside school will be encouraged and monitored using the It Pays to Read Incentive Program.
9. All students will receive balanced literacy instruction by highly qualified teachers.
11. Teachers will collaborate on best practice for the improvement of reading instruction for individual struggling students.
12. The school library will provide summer hours for students to read and check out books.
13. Reading will continue to be encouraged through Literacy nights, Book Store, PTA Book Fairs, Parents and Pastries, Scholastic Book orders and incentives.
14. Celebrate Dr. Seuss Week in March with literacy activities.
15. Recognize student work in the area of writing on a regular basis and incorporate writing activities or contests. Work will be displayed throughout the school.
16. Technology such as chrome books, document cameras, and projection systems will be purchased to enhance student interaction with electronic literature and instruction.
17. Certified and Classified staff members will participate in professional development such as workshops, conferences, and school focused observations facilitated by the use of substitute teachers.

18. Trustlands will fund Reading tutors to assist students with reading interventions.

Expenditures

Category	Description	Estimated Cost
		Total: \$28,000
Salaries and Employee Benefits (100 and 200)	Reading tutors will assist identified students with reading interventions.	\$15,000
Professional and Technical Services (300)	Certified and Classified staff members will participate in professional development such as workshops, conferences, and school focused observations facilitated by the use of substitute teachers to increase the quality of tier one instruction.	\$4,000
Textbooks (641)	Instructional literature such as text books and leveled books will be purchased for guided reading to increase the number of instructional books needed to meet the large range of student literacy needs.	\$4,000
Technology Related Hardware/Software (< \$5,000 per item) (650)	Technology such as chrome books, document cameras, and projection systems will be purchased to enhance student interaction with electronic literature and instruction.	\$5,000

Goal #2

Goal

The percent of students in grades 4-6 performing on grade level or making typical progress in mathematics will improve from 77% to 79%.

Academic Areas

- Mathematics

Measurements

The SAGE tests will be used to measure proficiency for mathematics state standards for grades 3-6.

Action Plan Steps

Action Plan(s):

1. In grades 3-6, students will use a computer based assessment programs in preparation for end of year testing.
2. Grade-level teams of teachers will map the core curriculum and correlate the core with the mathematics textbook.

3. Grade-level teams will collaboratively use team-made common formative assessments to identify areas where students have not yet achieved mastery.
4. Grade-level teams will provide more time and support for students who have not yet achieved mastery of mathematics core standards, as reteach and enrich and/or peer tutoring.
5. Mathematics materials will be purchased for hands-on learning and additional practice.
6. Each grade-level will recognize students for math-fact mastery.
7. Parents will be informed regularly of student progress.
8. Technology such as i pads, chrome books, document cameras, and projection systems will be purchased to enhance the electronic instruction of math content.
9. Trustlands will fund tutors to assist with math instruction for identified students.
10. Certified and classified staff will participate in professional development through workshops, conferences, and focused observations facilitated by the use of substitute teachers.

Expenditures

Category	Description	Estimated Cost
		Total: \$27,000
Salaries and Employee Benefits (100 and 200)	Tutors will assist with math instruction for identified students.	\$15,000
Professional and Technical Services (300)	Certified and classified staff will participate in professional development through workshops, conferences, and focused observations facilitated by the use of substitute teachers to enhance tier one instruction.	\$4,000
General Supplies (610)	Hands on instructional materials (judy clocks, base ten blocks, colored counters) will be purchased to engage students in mathematical computations	\$4,000
Equipment (Computer Hardware, Instruments, Furniture) (730)	Technology such as i pads, chrome books, document cameras, and projection systems will be purchased to enhance the electronic instruction of math content.	\$4,000

Goal #3

Goal

The percent of students in grades 4-6 performing on grade level or making typical progress in science will improve from 63% to 65%.

Academic Areas

- Science

Measurements

The SAGE summative tests will be used to measure proficiency for science state standards for grades 4-6.

Action Plan Steps

Action Plan(s):

1. Science materials for K-6 will be purchased to conduct experiments and for classroom instruction.
2. Grade-level teams of teachers will map the core curriculum and correlate the core with the district recommended resource materials.
3. Grade-level teams will collaboratively use team-made common formative assessments to identify areas where students have not yet achieved mastery. Extra time and support will be provided as needed.
4. A Science Fair will be held for all 4-6 grade students to participate in.
5. Engineering technology (robotics and coding hardware, i pads, chrome books) will be purchased to enhance hands on science experiences.

Expenditures

Category	Description	Estimated Cost
	Total:	\$6,000
General Supplies (610)	Experiment materials (circuit boards, science fair project boards, robotics kits, engineering program kits, coding materials) will be purchased to support hands on learning by all students.	\$3,000
Equipment (Computer Hardware, Instruments, Furniture) (730)	Engineering technology (robotics and coding hardware, i pads, chrome books) will be purchased to enhance hands on science experiences.	\$3,000

Goal #4

Goal

Santaquin Elementary teachers will integrate arts lessons with other core subject areas. This goal supports our Reading, Math and Science goals (See Goals #1, #2, #3).

Academic Areas

- Fine Arts

Measurements

Grade-level or class performances or presentations will be held at least one time a year. Measures used in Goal #1, #2, #3 will be used to determine progress.

Action Plan Steps

Action Plan(s):

1. Students will receive core instruction in visual arts, music, drama, and dance. Visual art will be presented within the building.
2. Teachers will help students prepare and perform a class or grade level performance for peers or parents tied to the core curriculum.
3. Students will be encouraged to enter the Reflections contest.
4. Fine Arts materials will be purchased from Trustlands funds to meet the needs of all students. These may include musical instruments, modeling clay, paint, puppetry cloth, dance music, and dance lesson plans.

Expenditures

Category	Description	Estimated Cost
		Total: \$3,000
General Supplies (610)	Fine Arts materials will be purchased to meet the needs of all students as they are instructed by certified and classified teachers. These may include musical instruments, modeling clay, paint, puppetry cloth, dance music, and dance lesson plans.	\$3,000

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
	Total: \$64,000
Salaries and Employee Benefits (100 and 200)	\$30,000
Professional and Technical Services (300)	\$8,000
General Supplies (610)	\$10,000
Textbooks (641)	\$4,000
Technology Related Hardware/Software (< \$5,000 per item) (650)	\$5,000
Equipment (Computer Hardware, Instruments, Furniture) (730)	\$7,000

Funding Estimates

Estimates	Totals
Estimated Carry-over from the 2017-2018 Progress Report	\$8,363
Estimated Distribution in 2018-2019	\$61,045
Total ESTIMATED Available Funds for 2018-2019	\$69,408

Estimates	Totals
Summary of Estimated Expenditures For 2018-2019	\$64,000
This number may not be a negative number Total ESTIMATED Carry Over to 2019-2020	\$5,408

Increased Distribution

The 2018-2019 distribution in this plan is an estimate. If the actual distribution is more than the estimate, how will additional funds be spent to implement the goals described in the plan?

Additional funding for the 2018-2019 school year will be used to support goal number one to purchase additional leveled books for guided reading instruction and chrome books to increase literacy interaction through the use of technology.

Publicity

- Letters to policy makers and/or administrators of trust lands and trust funds.
- School newsletter
- School website

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
7	0	2	2018-03-08

Amendment

Need to amend this school plan?

[ADD AMENDMENT](#)

Please Note

Comments will only be visible for users that have logged in.

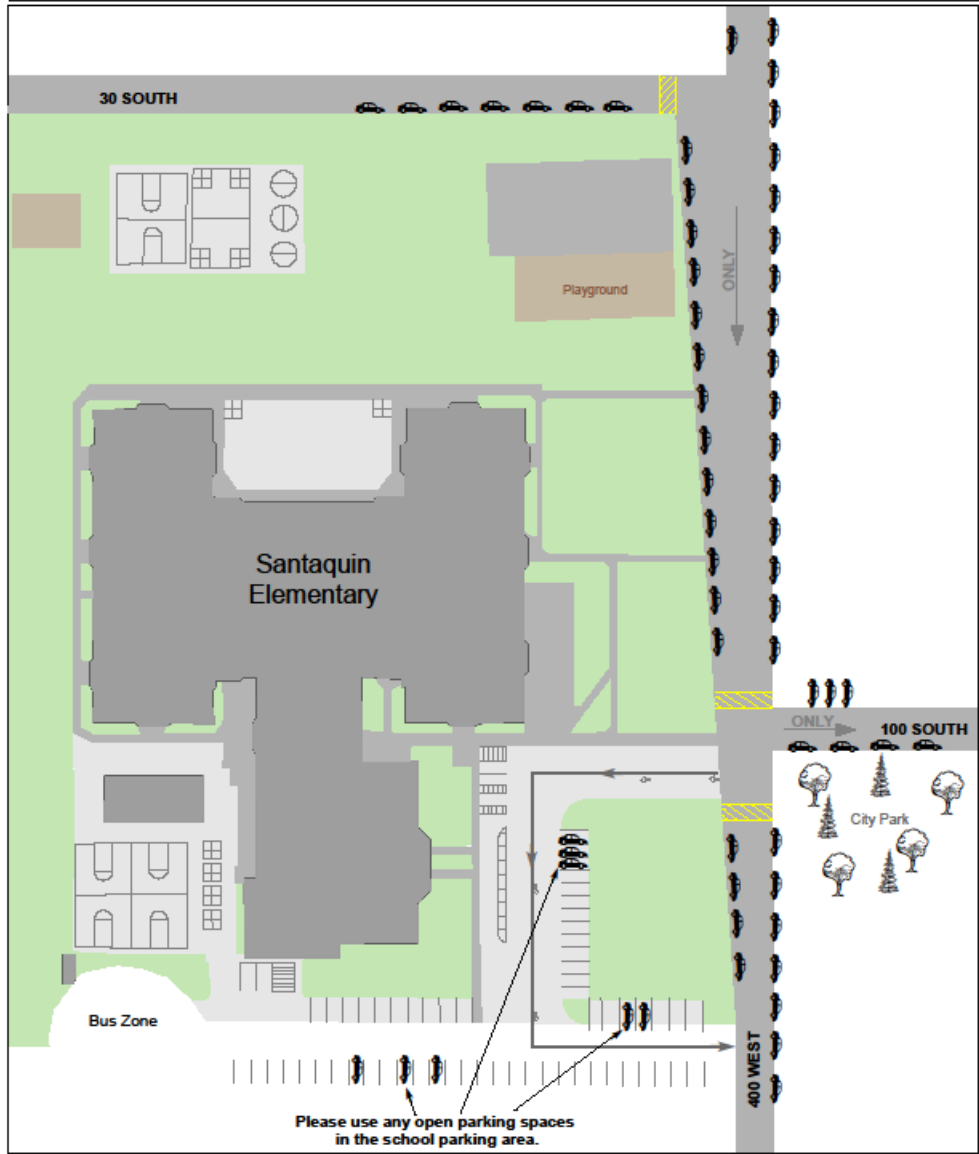
Comments

Date	Name	Comment
2018-05-29	Paula Plant	In each goal please include each expenditure descriptions in the Action Plan. Every goal has expense not listed in the Action Plan. This is an audit requirement that every expenditure be included in the A describing how/why that expenditure is needed to implement the plan.

Date	Name	Comment
2018-06-14	John Allan	Need changes

Santaquin School Student Pickup Map and Procedures

For student pickup after school, parents may park and wait in areas marked with cars. If you need to access Main Street after picking up your child, please drive along 100 South to 200 West or further east for access. Please do not park in the bus zone or crosswalks. Students should cross the street only at designated crosswalks.



Student Safety Mornings and Afternoons at Santaquin Elementary

- **Mornings:**

Students will play outside where they can be supervised by assigned teachers.

- At 8:55 students will enter their classroom through their outside door.
- If students arrive after 8:55 but before 9:00, they will enter through the front doors of the school and go straight to class. If they arrive at 9:00 am or later, students need to check in at the office.
- If students have a need to be in the hallway before school begins (have a large project, teacher appointments, etc....) they are welcomed and encouraged to do so.
- If students eat breakfast they will be allowed to enter either the front doors or the south west doors behind the school at 8:30 to eat and then go outside.
- If students arrive at school before 8:30 they will wait in the entrance of the school by the office until either they go to eat breakfast or they go outside.
- Inside days will be determined by the **office staff** depending on the weather guidelines. If it is 20 degrees or below, raining more than a sprinkle, snowing more than just a little, or the air quality is bad it will be an inside morning. Otherwise students will be outside and should be dressed appropriately for the weather.
- Air quality will be based on the information provided from this websites- **Purple Air and Air.Utah.gov**
- **Inside mornings will be in the gym**, the teachers that have duty that day will go into the gym at 8:30 instead of outside.
- If students or parents need to meet with a teacher in the morning please prearrange this meeting with the teacher just in case they have morning duty.

After School-

- Teachers will dismiss students through the outside doors unless students have a specific need to go through the hallway.
- Teachers will be assigned areas at the school to supervise students from approximately 3:15 until 3:30.
- Please remind your students to stay on the sidewalks and use the crosswalks rather than crossing through the parking lot before and after school.
- Thank you so much for your support as we implement these changes to help keep students safe.