

Rees Elementary



Faculty Binder

Rees Elementary School Staff
2016-2017

Staff 2016-2017

Office

Adam Gull – Principal

Amy Darrington –Title I

Nikki Thomas– Secretary
Tracy Wiley – Secretary
Lynn Adams –Psychol.
Roxanne Underwood - Counselor
Ellen Anderson–Inst. Coach

Custodial Staff

Jimmy Burraston
Megan James
Anna Bellows
Paige Sanford
Sid Whiting

Kindergarten

Sarai Memmott
Julie Chidester
Michelle Gale

First Grade

Carla Nixon
Jacquelyn Searle
Annette Harvey
Brittany Anderson

Second Grade

Angie Keisel
Mary Joy Dekker
Sasha Tew
Kinsey Williams

Third Grade

Michelle Spencer
Jen Saxon
Tonya Painter
Jill Darrington

Fourth Grade

April Smith
Brooke Anderson
Morgan Barber

Fifth Grade

Tammy Strunk
Tara Hunt
Jenny Luke

Sixth Grade

Nate Wright
Tim Mendenhall
Jen Gasser

Special Education

Rachelle Orton
Jocelyn Widmer
Mary Erekson
Jessika Jackman
Nikki Metzger

Preschool

Dixie Spresser

Speech

Rachel Watts
Kelsey Simmons

Librarian

Addie Draper

Skills Coaches

Patrice Nielsen

ESL

Saida Christopherson
Tammy Lewis

Title I

Larene Choate
Tammy Lewis
Venece Reed
Laura Skelton
Beth Stone

Planning Time

Karen Anderson
Melinda George
Teresa Stewart
Catrina Jones

Home Reading Library

Jolynn Clegg

Lunch Department

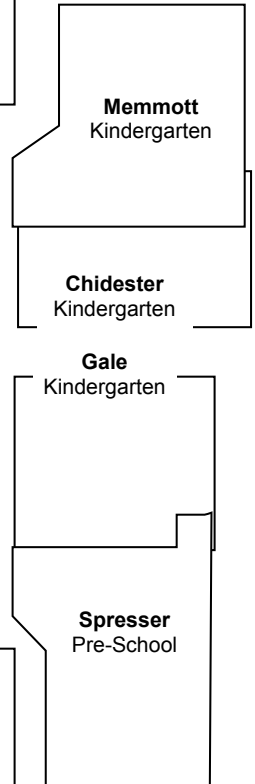
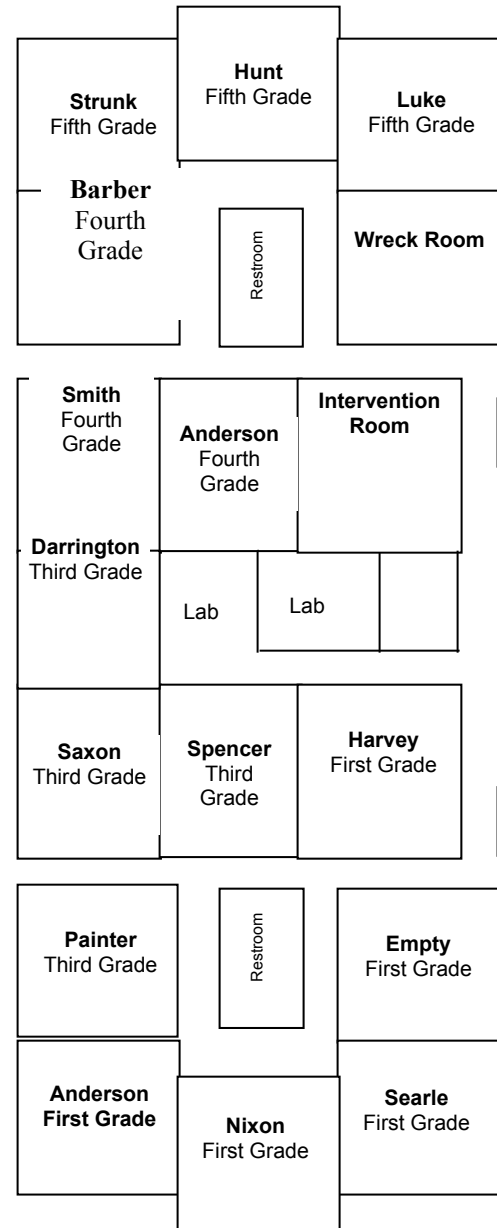
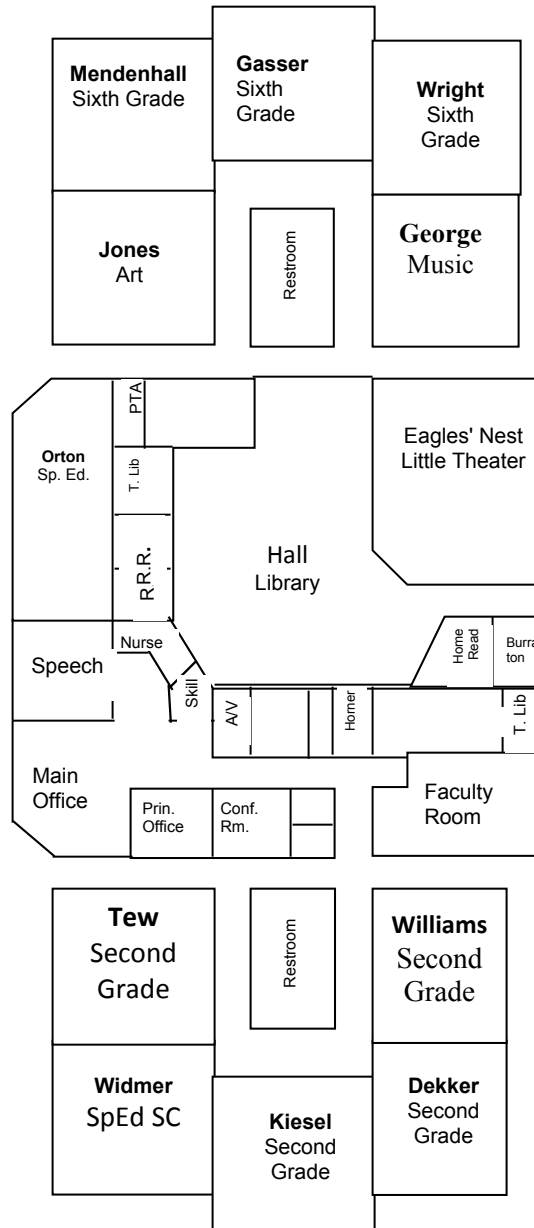
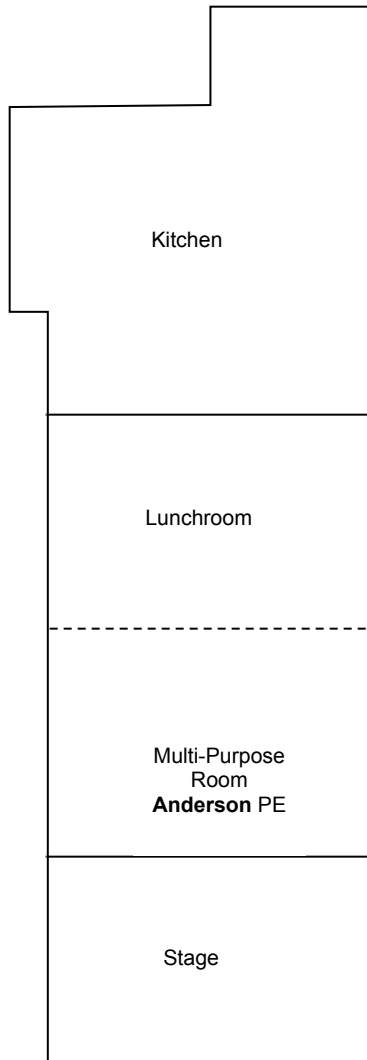
Danielle Fillmore
Sue Ann Whiting-Clerk

PTA President

Kristen Emery

Portable Classrooms

Rees Elementary Map 2016-2017



2016-2017 Extra Assignment Job Descriptions

Character Education/Prevention Specialist (\$) (Kinsey W.)

- Help Teach/Coordinate Monthly/Class Social Skill Instruction
- Assist Technicians with Monthly Social Skill Instruction
- Promote Second Step & Prevention Dimension
- Complete District Requirements

Community Service / Contribution Coordinator (Tonya P.)

- Coordinate Rees Serves and other Service Activities
- Coordinate all contribution efforts for the district (United Way, Kids Cause)
- Contribution Coordinator

Computer Specialist/School Technology Trainer (\$) (Rachelle O.)

- Mentor and provide training for computer lab technician
- Troubleshoot & provide on-sight technical assistance
- Enter all computer needs into district database
- Member of Technology Study Team

Curriculum Specialist (\$) (Michelle S.)

- Attend District meeting to discuss any new adoptions.
- Communicate new options to teachers.

Fine Arts Specialist (\$) (MJ D.)

- Leader of the Fine Arts Study Team
- Coordinate writing of and submitting fine arts grant
- Oversee implementation of grant plan
- Attend District D.A.R.T training

Gifted Coordinator (Jen G. / Brittany A.)

- Coordinate Gifted and Talented Program
- Provide in-service to staff members
- Provide strong communication to students, parents & staff
- Attend appropriate training

NEA/UEA Representative (Angie K. _____)

- Monthly meetings; report to faculty
- Elections, surveys, new membership

PTA Teacher Representative (Sasha T, Julie C.)

- Attend monthly PTA board meetings
- Coordinate activities between PTA and staff
- Coordinate teacher membership in PTA

Public Relations/ Webmaster (\$) (Angie K.)

- Submit articles to newspaper & district, at minimum, every other week
- Assist other staff members and students to submit articles
- Coordinate with district on PR issues
- Document school activities with pictures and articles
- Manage Website

Marathon (Tammy C. Jocelyn W.)

-Organize marathon events throughout the year

Christmas Store Committee (April S., Jenny L., Tim M.)

- Organize and run a Christmas store for students.

UTIPS/UEN/SIS Specialist (April S.)

- Member of technology study team
- Provide training on UTIPS, UEN, & SIS Attendance & Gradebook
- Provide on-sight technical assistance

Wellness Specialist (\$) (Carla N.)

- Assist principal and SCC in implementing the Nebo Student Wellness Policy
- Be the primary author of the report to describe the school's compliance following the Nebo Student Wellness Policy and submit report to district
- Attend all wellness meetings
- Be an advocate and resource to employees / students for the Nebo Wellness program

Yearbook Specialist /Yearbook Assist. (Annette H., Morgan B.)

- Direct activities with staff and district in acquiring pictures, creating pages, and printing yearbooks

School Social Coordinators (*Tara H., Brooke A, Jenny L, Jen S., Dixie S., Jill D., Michelle G.)

- Work with the secretaries to plan monthly luncheons.
- Lead discussion with faculty groups on party ideas.
- Delegate responsibilities.

Jump-a-thon Coordinator (Tim M., Michelle S.)

- Assist the head jump teacher with planning and organizing our Jump-athon

Teacher Assistance Team (TAT) (Sarai M., Amy D.)

- Be involved in meetings as teachers bring student needs to TAT team.
- Meet monthly as needed.

Insurance Representative \$ (Jacquelyn S.)

- Go to district meetings and share information with teachers.
- Support teachers and staff with insurance needs.

Chess Club (Nate W.)

- Organize chess club for students.
- Get students information about district tournament.

Science Fair (Nate W., Sarai M.)

- Organize science fair for students.
- Get students and parents information about next level.

SCC (Tammy C., Carla N.)

-Be an active member on the SCC, attend montly meetings

SLO Team (Sarai, Annette, MJD, Jen S, April, Tara H, Nate W, Brittany A, Amy D)

Faculty Room

Fridge, Counter, Sink, Cupboard, Microwave, and Oven Clean-Out/ Clean-Up Schedule

2016-2017

*Please label and date any items you put in the refrigerator.
Unlabeled items will be thrown away when the refrigerator is
cleaned.*

August-September	Custodial / Office Staff
October	Kindergarten
November	First
December	Special Education, Multi
January	Second
February	Preschool, Fourth
March	Third
April	Fifth, Sixth
May	Everyone

Rees Elementary Lunch Schedule 2016-2017

Grade Level	Lunch Begins	Lunch Recess Ends
First	11:40	12:15
Third	11:45	12:20
Fifth	11:55	12:30
Second	11:50	12:25
Fourth/Sixth	12:05	12:40

Student Lunch Serving Schedule 2016-2017

Lunch worker calendar has been added to your calendars once you login to your Nebo Email – then go to “Calendars” and look for “Rees Lunch Working Calendar.”

Lunch Protocols:

1. We will have a peanut-free table again this year. Those students that are allergic will sit at this table. Any student eating SCHOOL lunch may sit at this table as well but no home lunch students may sit here unless they have the peanut allergy.
2. To start the year the lunch department would like 9 lunch workers to be sent. This may change as we determine greater or less need.
3. For the first **two weeks** of school these workers need to be at the lunch room at 11:20 (Wright’s class). After the initial two weeks all lunch workers need to be at the lunchroom at 11:30.
4. Lunch workers need to stay the same for each week rather than change daily. After 1 week you may change who is a lunch worker. Ideally we send those students that are complete on all assignments and work in small groups with those that are not caught up or are struggling. If someone is absent you may send a replacement.
5. Mrs. Whiting (lunch supervisor) will provide a student list the Friday before a class is to work. The teacher will indicate the 9 students that will work for the week in the lunchroom and give back to Mrs. Whiting by Monday.
6. As a reminder – if you need to use the kitchen for ANY reason please always check with Danielle Fillmore (new lunch boss). We wouldn’t want anyone using our classrooms without asking for permission first. Thanks.

Staff Lunchroom Procedures

Teachers will:

- Train students how to act responsibly.
- Lead class to the lunchroom at the correct time. Please don't go early.
- Remain with and supervise students in the lunchroom until all their students have received lunch.
- Be aware of students who have requested a lunch other than a regular lunch.
- Train and instruct students about the peanut-free table and show them where it is.

Lunchroom Rules

- Eat their own food and then they will leave lunchroom
- Keep hands to themselves
- Clean up after themselves before they leave. Please teach and remind your students to clean up after themselves.

Assembly Seating

Stage	
Gale	Memmott
Searle	Chidester
Anderson 1	Harvey
Dekker	Nixon
Williams	Keisel
Spencer	Tew
Painter	Saxon

Darrington	Smith
Anderson 4	Barber
Crandall	Hunt
Luke	Mendenhall
Gasser	Wright

It is important to start assemblies and other activities in the auditorium on time. In order for this to happen, classes must start moving into the auditorium at least 5-10 minutes before the scheduled start time. Please do not have students bring chairs unless it is announced otherwise.

EMERGENCY MANAGEMENT PLAN REES ELEMENTARY SCHOOL

In the event of an emergency at Rees Elementary School or near the school that requires school staff to take action, the following procedures will be followed.

All staff members and students will become familiar with the following emergency procedures through direct instruction, reviews, and regular emergency drills.

Building Evacuation (Fire and Other Hazardous Situations)

Premises Evacuation Procedures:

- Students will be led out of the building by teacher using the primary/secondary evacuation routes.
- Teachers will account for all students. If a student is missing, the office staff will be notified to assist with locating the student.
- Classes will assemble in the primary (secondary, if required) premises gathering location.
- Information / directions will be provided by Emergency Officials / School Administrators.

Off-Premises Evacuation

- If situations/circumstances necessitate that students and staff be evacuated to an off-premises location, coordinated efforts will continue amongst school and district officials and staff, municipality authorities, and district transportation personnel to maintain student and staff safety and to ensure communication.
- Primary Off –Premises Evacuation Location
Diamond Fork Junior High School
50 North 900 East
Spanish Fork, Utah, 84660
Phone #: 798-4052
Principal: Brenda Burr
- Secondary Off-Premises Evacuation Location
Maple Mountain High School
51 N. 2550 E.
Spanish Fork, Utah, 84660
Phone #: 794-6740
Principal: John Penrod

Earthquake

Procedures:

- All students will get under desks and cover heads with hands and arms.
- Teachers will protect themselves by standing in a doorway or getting under a table. The teacher will continually assess the situation and will act in the best interests of all students.
- Students will remain under the protection of the desks until receiving the “All Clear” notification.
- If evacuating the building brings about increased safety, all students and staff will evacuate the building following the “Building Evacuation” procedures.
- Further instructions and information will be provided.

Lock Down

Procedures:

- Teacher shuts blinds, turns off lights, locks doors, and moves students to a section of the room where they cannot be seen from outside the room.
- If all students are accounted for, a card is placed in the window of the door that indicates that all students are inside the classroom.
- If a student is missing or unaccounted for or an extra student is in the room, the teacher will notify the office staff, and the names of missing / additional students will be shared. The office secretarial staff will work to identify the location of all students and report back to teachers.
- The principal and custodian will contact the authorities and address the situation which necessitated the lock down.

Print out at the beginning of the year packet.

- Daily Re-teach and enrich schedule
 - Planning Time schedule
- Technician reading tutor schedule
 - Extra assignments page
 - School Supervision Assignments
- Planning Time and Title 1 Days schedule
 - Field Trip Form
 - Rees Sign off page below

REES ELEMENTARY SCHOOL
STAFF SIGN-OFF SHEET

Please sign-off that you have read and are familiar with the following policies:

- Computer, Email & Internet Use [Key Issues]
- Legal Liability Protection for School District Employees [Key Issues]
- Utah Public Officers' and Employee's Ethics Act [Key Issues]
- Ethics for Testing [Key Issues]
- Prohibition of Bullying, Hazing, and Retaliation
- Employee Discrimination and Harassment [Key Issues]
- Non-Discrimination of the Basis of Gender
- Scope of Employment [Key Issues]
- Employee/Student Standards of Conduct
- Information and Communication Technology/Social Networking
- Alcohol and Drug-Free Workplace
- Family and Medical Leave Act of 1993 [Key Issues]
- Custodial/Non-Custodial Parent Rights [Key Issues]
- Child Abuse or Neglect [Key Issues]
- Section 504 of the Rehabilitation Act of 1973 [Key Issues]
- Recognizing Constitutional Freedoms in schools
- Student Conduct and Discipline [Key Issues]
- Safe School Environment
- Student Discrimination and Harassment [Key Issues]
- Student Electronic Devices
- Student Dress and Grooming
- Appropriateness of Instruction and Instructional Materials
- Classroom Use of Visual Media Resources
- Administering Medicines to Students

I have read the above policies from the Nebo School District and Rees Elementary School and have become familiar with them.

Signature: _____ Date: _____