

Rees Elementary



Staff Binder

Rees Elementary School Staff
2017-2018

Staff 2017-2018

Office

Adam Gull – Principal
Amy Darrington –Title I
Nikki Thomas– Secretary
Tracy Wiley – Secretary
Karen Smith - Counselor
Shalese Rogers--Inst. Coach

Custodial Staff

Jimmy Burraston
Rhyley Jarrett
Paige Sanford
Sid Whiting
Whitney Whiting

Kindergarten

Sarai Memmott
Julie Chidester
Brittany Anderson
Angie Sanchez-Tech
Laura Skelton-Tech

First Grade

Carla Nixon
Jacquelyn Searle
Annette Harvey
Kinsey Cornaby
Tammy Lewis-(Tech)

Second Grade

Mary Joy Dekker
Heidi Groneman
Heidi Wilzbach
Kalie Peck

Third Grade

Jen Saxon
Tonya Painter
Jill Darrington
Shaelee Nielson

Fourth Grade

Sasha Tew
Sherri Kelly
Mallory Wilson

Fifth Grade

Tammy Crandall
Tara Hunt
Jenny Luke

Sixth Grade

Nate Wright
Tim Mendenhall
Jen Gasser

Special Education

Rachelle Orton (Resource)
Karen Burton (Resource)
Rebecca Walker (Unit)
Rachel Watts (Speech)
Robin Huddleston (Psych)
Mary Erekson (Tech)
Jessika Jackman (Tech)
Nikki Metzger (Tech)

Preschool

Dixie Spresser
Sarah Blair-Tech
Melissa Andrew-Tech
LaVerne Hoseinzad

Skills Coaches

Patrice Nielsen
Kristi Hansen

ESL

Saida Christopherson

Title I

Larene Choate
Venece Reed
Beth Stone
Melin Fisk
Greta Henriksen
Caroline Pratt

Planning Time

Melinda George (Music)
Teresa Stewart (Computers)
Erin Renz (Art)
Kristine Davis (PE)
Cara Vakalala (Librarian)

Home Reading Library

Jolynn Clegg

Lunch Department

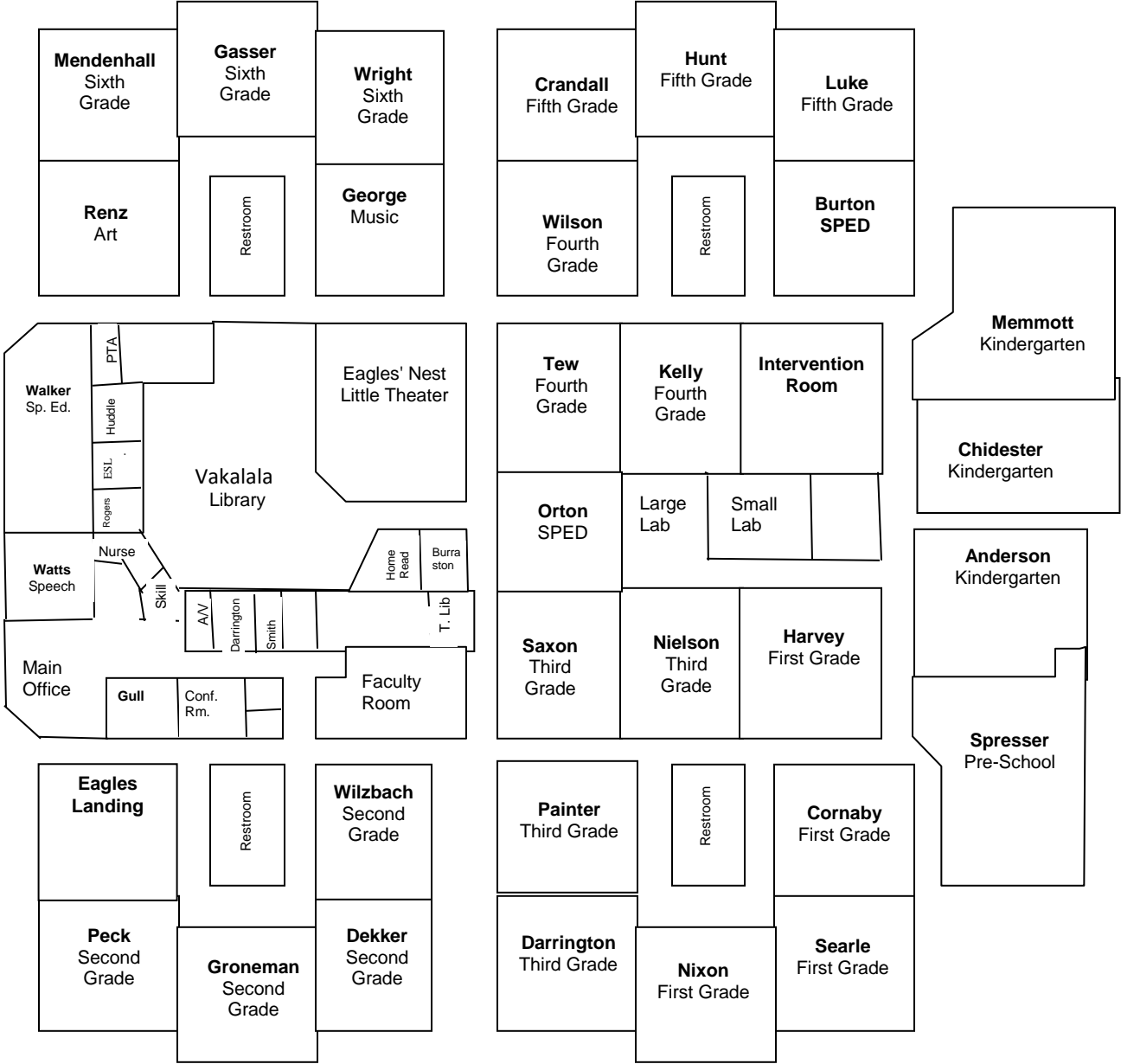
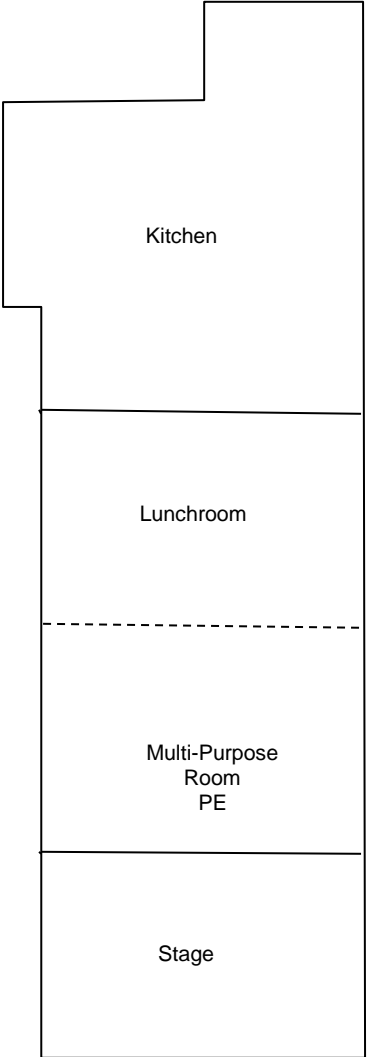
Danielle Fillmore-(Manager)
Cami Bingham-(Clerk)
Paula Snow
Marla Talbot
Danielle Kelsey
Lisa Cowan

PTA President

Crystal Hugel

Portable Classrooms

Rees Elementary Map 2017-2018



2017-2018 Extra Assignment Job Descriptions

Character Education/Prevention Specialist (Kinsey C.)

- 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 (Shaelee Nielson.)

- 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
- Provide training on UTIPS, UEN, & SIS Attendance & Gradebook

Curriculum Specialist (Heidi G.)

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

Fine Arts Specialist (MJ D. and Heidi W.)

- Leader of the Fine Arts Study Team
- Attend District D.A.R.T training

NEA/UEA Representative (Jen Gasser)

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

PTA Teacher Representative (Brittany A Julie C.)

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

Public Relations/ Webmaster (Amy D.)

- 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. Mallory W.)

- Organize marathon events throughout the year

Christmas Store Committee (Tim M, Sasha T, Tara H.)

- Organize and run a Christmas store for students.

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. Jen S.)

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

School Social Coordinators (*Tara H, Jenny L, Jen S, Dixie S, Jill D., Kalie P.)

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

Jump-a-thon Coordinator (Tim M., Kristine D)

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

Teacher Assistance Team (TAT) (Sarai M., Amy D. Rachel W, Rachelle O, Robin H. Karen A.)

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

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, Sherri K.)

- 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 monthly meetings

Leadership Team (Adam, Amy, Sarai M, Annette H, Heidi G, Tonva P, Sasha T, Tara H, Nate W)

- Meet monthly, or as determined, to discuss leadership needs
- Report info to grade level teams

Student Council Reps (Jen G, Tonya P.)

- Meet with student council to plan school activities
- Coordinate Spirit Week/Kindness Week and communicate with staff
- Attend SC training day

- Communicate with teachers and artists to ensure needs are met
- Purchase and prepare supplies for artists
- Coordinate student sessions
- Plan Family Arts night
- Write and submit grant

Faculty Room Clean Up Schedule 2017-2018

THIS NEEDS TO BE DONE EVERY FRIDAY!!!

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

Please be mindful that this is a common area, not your own personal kitchen. If you make a mess, PLEASE clean it up and put it away.

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 |
| January | Second |
| February | Preschool, Fourth |
| March | Third |
| April | Fifth, Sixth |
| May | Everyone |

Rees Elementary
Lunch Schedule 2017-2018

| Grade Level | Lunch Begins | Lunch Recess Ends |
|--------------------|---------------------|--------------------------|
| First | 11:40 | 12:15 |
| Second | 11:45 | 12:20 |
| Third | 11:50 | 12:25 |
| Fifth | 11:55 | 12:30 |
| Sixth | 12:00 | 12:35 |
| Fourth | 12:05 | 12:40 |

Rees Elementary Lunch Workers 2017-2018

****Please send 9 students on MTWF and 11 students on Th.**

****Please send students to the lunchroom at 11:30 each day.**

****Please allow ALL students in your class an opportunity to be a lunch worker throughout the year.**

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Tuesday August 23rd: Wright (*Please send at 11:20 this week) Monday August 28th: Mendenhall</p> <p>Tuesday Sept. 5th: Gasser Monday Sept 11th: Luke Monday Sept 18th: Hunt Monday Sept. 25th: Crandall</p> <p>Monday Oct. 2nd: Wilson Monday Oct. 9th: Kelly Monday Oct. 16th: Tew Monday Oct. 23rd: Wright Monday Oct. 30th: Mendenhall</p> <p>Monday Nov. 6th: Gasser Monday Nov. 13th: Luke Monday Nov. 20th: Hunt Monday Nov. 27th: Crandall</p> <p>Monday Dec. 4th: Wilson Monday Dec. 11th: Wright Monday Dec. 18th: Tew</p> | <p>Tuesday Jan 2nd: Kelly Monday Jan 8th: Mendenhall Tuesday Jan 16th: Gasser Monday Jan 22nd: Luke Monday Jan 29th: Hunt</p> <p>Monday Feb. 5th: Crandall Monday Feb 12th: Wilson Tuesday Feb 20th: Kelly Monday Feb 26th: Tew</p> <p>Monday March 5th: Wright Monday March 12th: Mendenhall Monday March 19th: Gasser Monday March 26th: Luke</p> <p>Monday April 9th: Hunt Monday April 16th: Crandall Monday April 23rd: Wilson Monday April 30th: Kelly</p> <p>Monday May 7th: Kelly Monday May 14th: Tew Monday May 21st: Wright</p> |
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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. Lunch workers need to stay the same for each week rather than change daily. If someone is absent you may send a replacement. Please let the lunchroom know who the lunch workers will be from your classroom on the FRIDAY prior to your assignment.
3. As a reminder – if you need to use the kitchen for ANY reason please always check with Danielle. 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.
- ***Please refer to and teach the SOAR lunchroom rules to your class.*
- 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.
-

Cafeteria Rules



Assembly Seating

| Stage | |
|------------|------------|
| Spresser | Memmott |
| Anderson | Chidester |
| Nixon | Harvey |
| Searle | Cornaby |
| Walker | Groneman |
| Wilzbach | Peck |
| Dekker | Nielson |
| Painter | Saxon |
| Darrington | Kelly |
| Tew | Luke |
| Wilson | Hunt |
| Crandall | Mendenhall |
| Gasser | Wright |

It is important to start assemblies and other activities in the auditorium on time. However, sometimes the featured guests are late. **In order to not waste classroom teaching time, we will call you down for assemblies when we are ready to start.** Please do not have students bring chairs unless it is announced otherwise.

2017-2018 Planning Time Schedule

| | Monday | | | | | Tuesday | | | | | Wednesday | | | | | Thursday | | | | | Friday | | | | | | | | | |
|-------------|----------------------------|----|-----|-------|---------|----------|----|-----|-------|---------|-----------------|----|-----|-------|---------|------------------------|------|-----|-------|---------|------------------------|----|------|-------|---------|--|--|--|--|--|
| | Computer | PE | Art | Music | Library | Computer | PE | Art | Music | Library | Computer | PE | Art | Music | Library | Computer | PE | Art | Music | Library | Computer | PE | Art | Music | Library | | | | | |
| 9:00-9:30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9:30-10:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10:00-10:30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10:30-11:00 | | | | | | | | | | | 4 | | 4 | K | 4 | | | | | | | | | | | | | | | |
| 11:00-11:30 | | | | | | | | | | | 4 | 4 | K | K | 4 | | | | | | 4 | | | 4 | 4 | | | | | |
| 11:30-12:00 | | | | | | | | | | | Prep | 4 | 4 | Prep | 4 | | | | | | Prep | 4 | Prep | 4 | 4 | | | | | |
| 12:30-1:00 | 2 | 2 | 2 | Prep | 2P | 1 | 1 | | 1 | 1 | 2 | K | 2P | 2 | 2 | 3 | Prep | 3 | 3 | 3P | 5 | 1 | 5 | 5 | 1 | | | | | |
| 1:00-1:30 | 2P | 2 | 2 | 2 | 6 | 1 | 6 | 1 | 1 | 1 | 2 | 2 | W | K | 2P | 2 | 3P | 3 | 3 | 3 | 1 | 5 | 1 | 5 | 5 | | | | | |
| 1:30-2:00 | 6 | 2P | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 6 | 6 | K | C | K | K | 3 | 3P | 3 | 3 | 3 | 5 | 1 | 5 | 1 | 5 | | | | | |
| 2:00-2:30 | | | | 6 | W | 3 | 3 | 3P | 3 | Prep | K | K | A | 6 | K | 6 | 6 | W | Prep | 6 | 5 | 5 | 1 | 5 | 1 | | | | | |
| 2:30-3:00 | | | | | | | 3 | 3 | 3P | 3 | | | | | 6 | | 6 | 6 | W | | | 5 | 5 | | 5 | | | | | |
| | Computers - Teresa Stewart | | | | | PE- | | | | | Art - Erin Renz | | | | | Music - Melinda George | | | | | Library- Cara Vakalala | | | | | | | | | |

Updated 8/6/17

Intervention/Title 1 Days

ACADEMIC SCHOOL YEAR CALENDAR 2017-2018



M T W T F

| | | | | | |
|-----|----------|------------------|----------|----------|----------|
| AUG | 14 | 15 | | | |
| | | SCHOOL REOPENING | K Assess | K Assess | K Assess |
| | 22 | 23 | 24 | 25 | |
| | K Assess | K START | | | |

M T W T F

| | | | | | |
|-----------|-----------|---|---|---|----|
| SEPTEMBER | | | | | 1 |
| | LABOR DAY | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 | 10 |

M T W T F

| | | | | | |
|---------|----|----|----|------------|-------------|
| OCTOBER | 20 | 21 | 22 | 23 | 24 |
| | 25 | 26 | 27 | 28 | 29 |
| | 30 | 31 | 32 | FALL BREAK | |
| | 33 | 34 | 35 | 36 | Term 2 Ends |

M T W T F

| | | | | | |
|----------|----|----|----|----|----|
| NOVEMBER | 37 | 38 | 39 | 40 | 41 |
| | 42 | 43 | 44 | 45 | 46 |
| | 47 | 48 | 49 | 50 | 51 |
| | 52 | | | | |
| | | | | | |

M T W T F

| | | | | | |
|----------|----|----|----|----|----|
| DECEMBER | | | | | 57 |
| | 58 | 59 | 60 | 61 | 62 |
| | 63 | 64 | 65 | 66 | 67 |
| | | | | | |

M T W T F

| | | | | | |
|-----|-----------|----|----|----|----|
| JAN | NEW YEARS | 68 | 69 | 70 | 71 |
| | 72 | 73 | 74 | 75 | |

M T W T F

| | | | | | |
|-----|----|----|----|----|----|
| JAN | 76 | 77 | 78 | 79 | |
| | 80 | 81 | 82 | 83 | 84 |
| | 85 | 86 | 87 | | |

M T W T F

| | | | | | |
|----------|-----|-----|-----|-----|----|
| FEBRUARY | | | 88 | 89 | |
| | 90 | 91 | 92 | 93 | 94 |
| | 95 | 96 | 97 | 98 | 99 |
| | 100 | 101 | 102 | 103 | |

M T W T F

| | | | | | |
|-------|-----|-----|-----|-----|--|
| MARCH | | | 107 | 108 | |
| | 109 | 110 | 111 | 112 | |
| | 113 | 114 | 115 | 116 | |

M T W T F

| | | | | | |
|-----|-----|-----|-----|-----|-----|
| MAR | 117 | 118 | 119 | 120 | 121 |
| | 122 | 123 | 124 | 125 | 126 |

M T W T F

| | | | | | |
|-------|-----|-----|-----|-----|-----|
| APRIL | | | | | |
| | 127 | 128 | 129 | 130 | 131 |
| | 132 | 133 | 134 | 135 | 136 |
| | 137 | 138 | 139 | 140 | 141 |

M T W T F

| | | | | | |
|-----|----|-----|-----|-----|-----|
| MAY | | 143 | 144 | 145 | 146 |
| | 7 | 8 | 9 | 10 | 11 |
| | 14 | 15 | 16 | 17 | 18 |
| | 21 | 22 | 23 | 24 | 25 |



**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)

On Premises Evacuation Procedures:

- Students will be led out of the building by teacher using the primary/secondary evacuation routes. Teachers will take their evacuation folder with current class list and red and green papers.
- Teachers will lead classes to assigned places on the North Field and have students line up. Teachers will account for all students. Teachers will hold up the green paper if all students are accounted for, or a red paper if students are missing. Office staff will get the names of any missing students and use the radio to locate them.
- Resource teachers and technicians working with students will evacuate the building with students and once outside take them to their regular classroom.
- 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 <ul style="list-style-type: none">• Secondary Off-Premises Evacuation Location Maple Mountain High School 51 N. 2550 E. Spanish Fork, Utah, 84660 Phone #: 794-6740 Principal: DeAnn Nielsen |
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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:

1. If you hear, "LOCKDOWN" over the intercom or an administrator announces the lockdown in person:
 - a. Everyone is to stay where they are.
 - b. Classroom teachers are to:
 - Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
 - Lock your door.
 - Lower or close any blinds.
 - Place students against the wall, or other secure area of the room so that the intruder cannot see them looking in the door.
 - Look for the 'Safe Corner'.
 - Turn out lights and computer monitors.
 - Keep students quiet.

****Note:** All staff members should locate and hold on to their roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary. Cell phones may also be helpful to have in emergency situations.

- c. Physical education classes being held in the gym should move into a secure location, lock all doors, and find a safe area.
- d. Planning time teachers should keep current classes with them and follow the procedures for classroom teachers in section b.
- e. Any students in the cafeterias should stay in the cafeteria and move to a secure location, lock doors and find a safe area.
- f. If students and teachers are outside the school building, they should stop, drop, and remain still.
- g. You will be directed where to relocate depending on the situation.
- h. If teachers and students are in the bathrooms, they should move to a stall, lock it and stand or bring their feet up on the toilet.
- i. Anyone in the hallway should move to the closest classroom immediately.
- j. Nurses/cafeteria workers/support staff should stay in the area they are in, secure the doors, and turn out the lights.
- k. Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.

2. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will slide identification under the door or use keys to enter your classroom.

3. When possible, an administrator will signal all personnel if the lockdown has been lifted.

4. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will divide and keep in communication with cell phones.

LOCKOUT:

Procedures

- Similar to a lockdown only instead of an imminent threat this is a perceived or precautionary threat.
- The lockout will be announced using the intercom. It will be straightforward; Example: “We will be going to lockout mode”
- Classes and school will be conducted as usual except for the following exceptions:
- Lock your door
- Continue with regular classroom activities (Remember classroom is kept secure). Students are not to be left unattended in halls and playgrounds..
- All outside school doors will be locked and monitored.
- Open door only to a police officer and follow his instructions
 - If told to evacuate take your Emergency Folder and Roll
- Open door if Principal announces an “All Clear”
- If students are outside and teacher receives a “Lockout” message immediately reenter the building to their classroom and secure the room.

| Primary Evacuation Site Map | | | | |
|-----------------------------|--------------------------------------|---------------------------|-----|------|
| FENCE | | | | HILL |
| | 3rd | | | |
| | 2nd | | 6th | |
| | 1st | | 5th | |
| | K | | 4th | |
| | Pre | | | |
| | Walker | | | |
| | | Sped and Office Personnel | | |
| | North Parking Lot School Building | | | |
| | | | | |

| Secondary Evacuation Site Map | | | | |
|-------------------------------|------------|---------------------------|-----|------|
| | HILL | | | HILL |
| | 3rd | | | |
| | 2nd | | 6th | |
| | 1st | | 5th | |
| | K | | 4th | |
| | Pre | | | |
| | Walker | | | |
| | | Sped and Office Personnel | | |
| | Playground | | | |
| | | | | |