REES ELEMENTARY SCHOOL

“By working together, Rees Eagles soar to new heights.”

- We believe students, families, school, and community share the responsibility as partners to communicate, support and work together to ensure a quality education for all students.

- We believe in building a learning environment for our students & staff that makes them feel safe, cared for, and accepted.

- We believe the development of the whole child (artistic, cultural, emotional, intellectual, physical and social dimensions) extends beyond the school experience and reflects a balanced, enriched, and joyful life supported in many environments through the process of experiencing, exploring, applying, analyzing, creating, and sharing!

- We believe that every student can reach individual academic excellence through engaging differentiated instruction and appropriate interventions.

- We believe students should be respectful, caring citizens who work together to encourage the love of learning, are responsible for their own behavior, and take satisfaction in their accomplishments.

**Rees School Pledge**

When I’m at Rees I do my best
On class work, homework, and the rest,

I honor other’s right to learn,
I raise my hand, and take my turn,

I treat others as I want to be,
I walk and talk most quietly,

I care for other’s property,
I treat it like it belongs to me,

For I am an Eagle, brave, strong, and free,
I know how to act **REES-pectfully**.
Dear Rees Elementary Students and Families,

July 25, 2012

Welcome to a brand new school year. It is exciting to be starting another new school year again. It is going to be a great year! I very much enjoy being the principal of Rees Elementary. We have such great kids that attend here and a wonderful, supportive community. Our vision for Rees Elementary School is to maintain a positive and welcoming climate to all who enter our building. I also seek an environment where students love to learn; where they feel respected, safe, and valued; and where they can build on the knowledge and talents they already possess. Our goal is to improve on the success we have had in the past and motivate students to consistently make good choices.

I feel extremely fortunate to have such a hardworking, professional group of educators who sincerely care about your children. We were able to hire some wonderful teachers this summer. I hope you will take the time to volunteer in their classrooms so that you can see the great teaching and learning that takes place. I am proud of Rees Elementary’s tradition of having wonderful, supportive parents that take the time to volunteer at our school. We are so much stronger when home and school work together.

This year the teachers at Rees Elementary will continue to work as teams to offer more time and support to every student that needs it. Our teachers have met together to create a “curriculum map” which indicates the “big rocks” in the curriculum they will be covering throughout the year. This means that academically all teachers on the same grade level are teaching the same core material throughout the year. Once the material is taught, the teachers have also, as a team, created a “common assessment” so that all students in the grade level are held to the same academic standard. Once the assessment is given at the end of the unit, the teachers as a team, review the results and for those students that mastered the concept being taught, enrichment activities are provided while for those students that need additional time and support, re-teaching classes are scheduled so they too can master the information. Our belief is that all students can master the grade level concepts, some may just need additional time and support.

We will continue our partnership with Ken Garff this year and the “Road to Success” reading program. Please help your child by making sure they read each night at least 20-30 minutes. Reading at home each night is such an integral part of your child’s success at school and later in life. This year the faculty at Rees is starting a two year training to help teach our students in math. It focuses on not just learning the various math formulas and trying to make them fit each problem but also to understand WHY each formula works. The learning will be a little more conceptual than procedural. We will also have a couple of nights where parents can come and get more information. Schools in Spanish Fork that have participated in this training have seen amazing success with their students mathematics ability and understanding and we are expecting similar results.

I appreciate the support that I have felt thus far at Rees and hope it will continue. I have an open door policy and want to hear from everyone that has concerns or praise about the job we do here. I hope you will feel welcome and comfortable visiting our school and talking with me. I look forward to another great year.

Sincerely,
Mr. Pitcher, Principal
REES ELEMENTARY SCHOOL SCHEDULE
2012-2013

First through Sixth Grades

8:00-8:55 a.m. ................................................................................................. Teacher Preparation Time
8:30 a.m. ........................................................................................................... School Doors are Unlocked/Opened
8:30 a.m. ........................................................................................................... Bus Arrival/Start Breakfast
8:55 a.m. ........................................................................................................... First Bell
9:00 a.m. .......................................................................................................... Tardy Bell/School Starts
11:40 a.m.-12:15 p.m. ..................................................................................... 1st Grade Lunch
11:45 a.m.-12:20 p.m. ..................................................................................... 3rd/5th Grade Lunch
11:55 a.m.-12:30 p.m. ..................................................................................... 2nd Grades Lunch
12:05 p.m.-12:40 p.m. ..................................................................................... Multi-Age Lunch
12:10 p.m.-12:45 p.m. ..................................................................................... 4th / 6th Grades Lunch
2:30 p.m. .......................................................................................................... Dismissal on Wednesday
3:15 p.m. .......................................................................................................... Dismissal on Monday, Tuesday, Thursday, Friday
3:30 p.m. .......................................................................................................... Bus departure
3:15-3:45 p.m. ................................................................................................ Teachers available by appt.

Kindergarten Schedule

Monday, Tuesday, Thursday, Friday
Morning: 9:00 - 11:35am
Afternoon: 12:40 - 3:15pm
Extended Day: 9:00am - 3:15pm

Wednesday
Morning: 9:00 - 11:15am
Afternoon: 12:15 - 2:30pm
Extended Day: 9:00am - 2:30pm

Preschool Schedule

9:00am – 11:15am: Monday & Wednesday; Tuesday & Thursday
11:15pm – 1:30pm: Tuesday, Wednesday, & Thursday

Crossing Guard Duty (Spanish Fork City Police)
400 N. 1000 E.    400 N. Hwy 51
Rees Elementary School Staff
2012-2013

Office
Ryan Pitcher – Principal
Jen Peterson – Title I
Cameo Johnson – Secretary
Tracy Wiley – Secretary
Nicole Soelberg – Psychol.
- Counselor
Lynne Lowe – Inst. Coach

Custodial Staff
Jimmy Burraston
Megan Cannon
Anna Bellows
Chad Shepherd
Paige Sanford
Sid Whiting

Kindergarten
Sarai Memmott
Patty Montgomery
Julie Chidester

First Grade
Sarah Ledingham
Carla Nixon
Jacquelyn Searle
Annette Harvey

Second Grade
Angie Keisel
Mary Joy Dekker
Pat Cannon
Amber Ostler

Third Grade
Michelle Barzee
Jen Saxon
Tonya Painter

Fourth Grade
Claudia Jex
Brittany Crowther

Fifth Grade
Ethan Deceuster
Ali Parrish

Sixth Grade
Nate Wright
Tara Hunt

Multi-Age
Jeff Ballard
Brenda Beyal
Tim Mendenhall

Special Education
Paula Thorstrom
Sherri Madsen
Tiffany Christiansen
Mary Ereksion
Caryn Tuescher
Lesa Warren

Reading Recovery
Tiffany Christiansen

Preschool
 Dixie Spresser

Speech
Jared Woodruff
Kimberlee Smith

Librarian
Stacey Hall

Skills Coaches
Patrice Nielsen
Nicole Madson

ESL
Saida Christopherson
Jessela Martinez

Title I
Larene Choate
CeCe Larsen
Tammy Lewis
Venece Reed
Darlene Stansfield
Mary Ann Steadman

Planning Time
Christena Cantrell
Melinda George
Teresa Stewart

Home Reading Library
Jolynn Clegg

Lunch Department
Danielle Fillmore
Sue Ann Whiting-Clerk

PTA President
Camille Hill
SCHOOL ATTENDANCE

School attendance has a direct impact on a student’s level of academic achievement and overall educational success. It is expected that students will have consistent, punctual, daily attendance. It is primarily the responsibility of parents to encourage daily, punctual attendance. Parents and school staff members share the responsibility to make earnest and persistent efforts to resolve attendance problems. School and parent responsibilities to resolve attendance problems are:

SCHOOL AND PARENT RESPONSIBILITIES:

School administration and personnel shall make earnest and persistent efforts to resolve attendance problems. Those efforts include, as reasonably feasible, the following:

Each school shall notify students and parents of this policy and any local school attendance and/or tardy policies and procedures.

School personnel and teachers will monitor and record the daily attendance of students.

Whenever possible, a representative of the school will make a daily phone notice of absences via a computerized or a personal calling system. Parents are responsible to have a current phone number on file at the school.

A Concern Letter shall be mailed to the parent of a student who has five (5) truancies during the current school year. The letter is to inform the parent of their student’s attendance problems, request help in solving the attendance problems, and to inform the parent of possible school action if the truancies continue.

A Notice of Compulsory Education Violation may be served upon a parent, via personal service or certified mail, whose student is at least six (6) years of age but younger than fourteen (14) years of age and who has ten (10) truancies during the current school year.

Parents who fail to respond to a school’s request for assistance and support in resolving attendance concerns may be referred for a Compulsory Education Violation to the appropriate legal authorities in accordance with Utah law. Parents may contest the Notice of Compulsory Education Violation in accordance with due process procedures set forth in Section 10 of this policy.

School officials will meet with parents following the issuance of a Notice of Compulsory Education Violation. During the meeting, the parents and school shall consider the following in an attempt to solve the attendance problems:

- providing appropriate counseling services to the student; making any necessary and reasonable adjustments to the curriculum and/or schedule to meet the special needs of the student; considering alternatives proposed by the parent; enlisting the assistance of community and law enforcement agencies.

A parent who is referred to appropriate legal authorities for a Compulsory Education Violation may, upon referral by the Utah County Attorney’s Office, be given the option or alternative to participate in the Nebo Attendance Court program. It is expected that parents will fully comply with all terms, conditions, and directives imposed by the Nebo Attendance Court.

Parents must ensure that their student attends school as required by Utah law.

Parents are required to timely notify the school when the student is absent for an excusable reason as set forth in this policy. When a parent knows that their student is going to be absent for two (2) or more consecutive days, the parent should contact teachers regarding the student’s assignments before the absence occurs.

Parents are encouraged to communicate and/or meet with teachers and other school authorities in order to find solutions to attendance problems. Parents are also encouraged to monitor their own student’s attendance by accessing the SIS through the District’s website. Each school will provide SIS access information and instructions to the parents.
Rees 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 (798-4055) 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 Carol Barker, 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 the necessary steps for hospitalizing your child. Under no circumstances will we send a child home unless the parent or person listed as emergency contact gives us permission.

Rees Website

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

Bicycles and Scooters

All bicycles are to put in the bike rack on arrival at school. Scooters must be folded up and stored in classrooms. They are not to be ridden or dragged on the carpet. 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. The school will cooperate in investigations of theft or damage during school hours, but cannot be responsible for bikes or scooters left overnight or not secured with a lock. We strongly encourage children to lock their bikes to the bike rack.

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, preferably individually wrapped in cellophane paper, etc. 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. The book could contain the name of the child donating the book along with the date.

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. Do not ask students to meet you in front of the school. Students will remain in the office area until an authorized adult signs them out.

Cousins and Friends from Out-of-Town

Occasionally out-of-town cousins and friends come to visit your home during the school year. According to the Nebo School District policy, only students enrolled in our school are permitted to attend. Therefore, visiting relatives or friends are not allowed to attend Rees Elementary School during their stay at your home.
**Dress Code**

Clothing should be modest, neat, and clean. Modesty includes covering shoulders, midriff and back. Short shorts, shirts, and skirts; tank tops; halter-tops; or inappropriate messages on clothing do not meet the district modesty standards. Hair may not be colored (extreme colors like colors of the rainbow) & any extreme cutting of the hair. Because certain fads and extremes of dress and hair styling tend to attract improper attention to the individual and sometimes interfere with the normal educational process, all students are expected to conform to the standards of dress outlined above.

**Electronic Devices**

Students are not permitted to use cell phones or other electronic devices (Mp3 players, iPods, cd players, portable game consoles) during school time. We strongly discourage students from bringing these electronic devices to school. In the event that a student chooses to use a cell phone or other electronic device during school time, the electronic device will be confiscated and will only be given to a parent/guardian.

**Equal Opportunity**

Rees will provide equal educational opportunities, services, and benefits to all students without regard to race, color, creed, sex, religion, handicap, or national origin.

**Emergency Contact Numbers**

Many times during the school year it becomes necessary to contact parents during the school day. Please complete one General Information Card for your family. This card will be available in the office for use in times of illness or serious accident. Please notify the school of any changes in address or phone numbers as soon as possible. All numbers are kept confidential and are for school use only.

**Behavior Incentive Activities**

Throughout the year, the school will provide four end-of-term reward activities for students who have successfully fulfilled requirements. These requirements include students: demonstrating appropriate behaviors by not getting too many school behavioral tickets, returning all library books (if necessary, pay $ for lost books), and completing classroom requirements. These opportunities have enabled the school community to recognize students for their commitment to excellence. We appreciate the support we feel from our school community as we work together to provide activities to recognize students’ accomplishments.

**Financial Contributions to our School**

District funds are very limited. Your help is needed to offer an enriched educational program for our students. These funds will provide for field trips, assemblies, outdoor education activities, and much more. Planning for the year will be based on the donations we receive at the beginning of each school year. We have asked for a $20.00 donation per child; however, your generous contributions to Rees School for any amount is greatly appreciated. Your contribution is confidential, tax deductible, and important. All students will take part in every activity planned, regardless of donation. We appreciate your support!!

**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 n’ 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 in to the office. Larger items are placed in a box in the main hallway next to the music room. 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.

**Lunchroom Policies and Procedures**

The following rules of health and safety have been set up in the lunchroom to protect your child and to see that he or she has a pleasant experience at lunch:

- Enter the lunchroom in an orderly manner (walk)
- Use appropriate voices and manners
- Stay seated until you are finished eating
- No throwing food, popping bags or shooting food through straws
- Clean the eating area when leaving
- No food or drink should be taken from the lunchroom

We ask that all families work to keep positive balances in lunch accounts. When accounts are nearing a zero balance, a red stamp is placed on the student’s hand by the lunch secretary to serve as a reminder to pay lunch money. If you have questions about student accounts or other lunch questions, please call SueAnn Whiting, our lunch secretary, at 801-798-4002.

**Lunch Prices:**
- Students --$2.20
- Adult--$3.00
- Reduced--$0.40

**Breakfast Prices:**
- Students--$1.25
- Adult--$1.50
- Reduced--$0.30

Applications for free/reduced lunch have been mailed and are available at the school or the district office. The completed applications must be returned and processed before students can receive free/reduced meals.

**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.

**Moving or Contact Information Change**

If you will be moving from our school boundaries it is normal procedure for your children to attend their new school. Please let us know as soon as possible so that we can get all the necessary information to your child’s new school. Also, if during the year you change your phone number, please let us know so we can update your information card here at the school.

**Permission to Leave School during School Hours**

At no time should students leave the school campus during school hours without notifying the office and the teacher.
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

Rees Elementary School Community Council (SCC) consists of parents, teachers, business partnerships, and other community members. 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 Trust Land proposals and a 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 office.

Student Safety

The policy at Rees Elementary to assist in student safety is to have all entrance doors locked the entire day except the front entrance. We understand this makes for some longer walking distances but feel it is an important step to prevent unwelcome visitors from entering the building. The only times these doors will be unlocked is if there are adult supervisors outside. They will be locked again as these supervisors return to the building. In order to keep students safe at school, the following procedures will in-serviced to each teacher and practiced:

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.

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 in to from their snow boots. All healthy children will be expected to go out for recess except during 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.

Rees Elementary Lunch Schedule 2012-2013

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Lunch Begins</th>
<th>Lunch Recess Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>11:40</td>
<td>12:15</td>
</tr>
<tr>
<td>Third/Fifth</td>
<td>11:45</td>
<td>12:20</td>
</tr>
<tr>
<td>Second</td>
<td>11:55</td>
<td>12:30</td>
</tr>
<tr>
<td>Multi-Age</td>
<td>12:05</td>
<td>12:40</td>
</tr>
<tr>
<td>Fourth/Sixth</td>
<td>12:10</td>
<td>12:45</td>
</tr>
</tbody>
</table>
Rees Elementary School Rules

**School-Wide Rules**
We show REESpect by:
- Being courteous to self, others, and property in language and actions.
- Keeping hands, feet, and objects to self.
- Walking and talking quietly.
- Being where we’re supposed to be.

**Hallway Rules**
In the hallways, we show REESpect by:
- Walking and talking quietly (No Running or Playing Around).
- Using a hall pass.
- Treating building with respect.
- *Looking* at work hanging up.

**Assembly Rules**
During assemblies, we show REESpect by:
- Entering and leaving appropriately.
- Being polite and courteous.
- Showing appreciation appropriately.

**Lunchroom Rules**
In the lunchroom, we show REESpect by:
- Eating own food then leaving lunchroom.
- Staying seated in our own space.
- Keeping hands to ourselves.
- Not making excessive noise.
- Not running, throwing food, or playing games.
- Cleaning up area before leaving lunchroom.

**Playground Rules**
On the playground, we show REESpect by:
- Using equipment properly.
- Playing safely in assigned areas.
- Finding playground helper when in need.
- Treating other students with kindness.

**Restroom Rules**
We show REESpect by:
- Entering restrooms quietly.
- Using restrooms appropriately.
- (Go, Flush, Wash)
- Leaving the restroom clean.

**Classroom Rules**
Established by individual teachers and their students.

**Bus Rules**
We show REESpect by:
- Following all rules of bus drivers.
- Waiting for the bus in an orderly manner.

*All of our students have excellent behavior the vast majority of the time. Therefore, our main emphasis is to encourage positive student behavior through verbal reinforcement, positive recognition, positive contacts with home, etc.*

Periodically, students choose not to follow school rules. These students will receive verbal reminders and/or warnings, lose valued time, be placed in skill-building, receive a school behavior ticket (to be signed by parent), receive in-class or in-school suspension, and/or participate in student/parent/principal conference. For severe infractions, the principal will work with parents to coordinate an out-of-school suspension.
Rees Elementary School Discipline Policy

Statement of Philosophy

A community can only thrive when individuals follow rules, respect other people’s rights and act responsibly. We believe this can best be facilitated through the development of a mutually respectful and supportive relationship between teacher, student and family.

Prohibited Acts By Students

Rees School adheres to Nebo School District and State policies which prohibit certain student behaviors. These are reviewed each fall with the staff and students. District policies are available at the school and district offices. They include, but are not limited to:

- Safe School Violations: Arson, Burglary, Stealing, Battery (fighting), Bullying, Criminal Mischief, Intimidation, Verbal Abuse, Damage to either Personal or School Property, Illegal Activities, Possessing Weapons or a Facsimile.

- Harassment: Harassment includes, but is not limited to the following:
  1. Derogatory, demeaning, or offensive jokes, teasing, or comments of sexual nature.
  2. Graphic remarks or sexual comments about an individual's body.
  3. Sexually suggestive or obscene telephone calls, letters, notes or invitations.
  4. Sexually suggestive or obscene pictures, cartoons, posters, or objects.
  5. Grabbing, pinching, or touching of private areas.
  6. Deliberate cornering, shouldering or bumping in hallways.
  7. Sexual gestures, unwanted pats, or hugs, or any unwanted touching.
  8. Any form of sexual threat, intimidation, or exploitation.
  9. Spreading of sexual rumors.
 10. Actual or attempted sexual assault, molestation, or rape.
 11. Sexist remarks or gender-based stereotyping.
 12. "Pantsing" male or female students, flipping up girls' dresses, etc.

- Drug Alcohol/Tobacco Offense
  (Questions? - See Nebo District Parent Information Guide policy #JFCH/JFCI)

- Dress and Grooming Violations: All students are expected to conform to the standards of dress and grooming set forth by the district.

- Questions? - See Nebo District Parent Information Guide policy #JFCA)
**Intervention Procedures**

1. When students violate a policy, appropriate interventions will take place according to individual classroom plans or school and district procedures.

2. Behavior Tickets will be issued to students by school staff members when behaviors are committed that violate school rules and policies. These tickets will serve to strengthen two-way communication between school and home as we work together to help students make appropriate choices and demonstrate appropriate behaviors.

   When a student receives a ticket, he/she will be expected to take a copy of the ticket home and have a parent sign it. The ticket must then be returned to the school office within two school days. The office staff will keep track of the number of tickets a student receives. If a student receives more than two tickets in a term, or if a student does not return any ticket with a parent signature, the student will not be allowed to attend the reward activity at the end of the term. Students will receive a clean start to begin the new term. Our desire is for all students to meet the requirements to attend these activities.

3. When severe discipline incidents occur, the child is immediately referred to the principal, parents are contacted, and the child is placed in a remedial or corrective discipline plan, which may include the following options:
   A. School Behavior Ticket (to be signed by parent and returned by student)
   B. Counseling
   C. In-school suspension (Skill Building or Detention)
   D. Out-of-school suspension or home counseling
   E. Parent conferences or parent attendance at school
   F. Transfer to an alternative class or placement
   G. Academic, behavioral or medical evaluations
   H. A more restrictive educational setting
   I. Actions determined to be criminal will be reported to the Pupil Services Department and/or law enforcement authorities.
   J. Etc.

**Due Process**

All students are entitled to appropriate due process in all matters of school discipline.

**Positive Recognition**

Positive alternatives or rewards for students who are not causing discipline problems or who are making substantial improvements will be regularly provided.

**Staff In-service**

Each staff member will receive in-service yearly on the school’s discipline plan, classroom management, and crisis intervention.
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: Troy Peterson

- 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.
1. **The walking routes on the street system within the school boundaries:** We encourage parents to walk the route to school with your child prior to the start of school. (See Map)

   Bus Areas -- There are 2 main busing areas: 1) All students living NW of a diagonal line running from 600 North Main to 1100 North at SR 6, including all students living north of 800 North and west of SR 6; 2) Students living north of 800 North on Highway 51 will continue to be bussed due to being designated hazardous routes.

   A. Students living south of 400 North, east of 900 East, and west of Highway 6 should cross 400 North at the crosswalk at 1000 East and 400 North. They should then proceed east to Rees Avenue and turn north.

   B. Students living between 400 North and 800 North, and west of 800 East, should cross 800 East at the 4-way stop at 400 North and 800 East. They will then continue to proceed east to Rees Avenue and turn north.

   C. Students living between 800 East and Highway 6 should walk to 400 North and proceed east to Rees Avenue and turn north.

   D. Students living north of 400 North and between SR51 and Highway 6, should cross SR51 at the crosswalk of SR51 and 400 North. They should then proceed east to Rees Avenue and turn north.

2. **The school location:**

   A. Rees Elementary is located at 574 North Rees Avenue (1420 East). Rees Avenue is the only access road to the school.

3. **Existing traffic controls:**

   A. Traffic Controls effecting Rees Elementary include stop signs at 400 N. & 800 E.; 800 N. & 800 E.; Highway 51 & 400 N.; and 1420 E & 400 N. Other traffic signals are in bussing areas. The school parking lot is marked with traffic control signs and the fluorescent green curbs indicate no parking and bus loading zones.

4. **School crossings:**

   A. There will be a crossing guard at the intersection of 1000 East and 400 North.

   B. There will be a crossing guard at the intersection of Highway 51 and 400 North.

   C. There will be a pedestrian arm to assist students across the railroad tracks.

5. **Loading/unloading areas for bus students & parent drop off area (See Map):**

   A. The parking lot is marked with signs indicating exits and entrances. All traffic in the school parking lot and bus lane enters from the south and exits to the north. These areas are patrolled before and after school by faculty members.

   B. Students may be picked up on the west side of Rees Avenue. These students should cross Rees Avenue at the crosswalk in front of the school. A crossing guard (faculty member) will continue to assist students across the street.

   C. Bus loading area is well marked 15 feet from the curb and is patrolled by a faculty member before and after school.
Rees Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A for No Child Left Behind Act of 2001, and students agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school, parents, and students will build and develop a partnership that will help all students achieve Utah State’s high standards.

SCHOOL RESPONSIBILITIES

Rees Elementary School Staff will:

- Provide high-quality curriculum and instruction by highly qualified teachers and para-professionals in a supportive and effective learning environment that enables students to meet the state’s student academic achievement standards.

- Provide a safe environment conducive to student learning.

- Provide additional instruction and interventions for students not meeting state’s standards.

- Ensure that high quality on-going professional development activities are available to staff and that these activities increase teacher capacity in making instructional decisions.

- Involve parents in the development of goals and expectations for students, and help build the capacity of home supports to assist students achieve high standards.

- Provide parents with reports / information on their student’s progress.

- Provide opportunities for parents to participate in the educational processes of their student.

School Representative’s Signature ___________________________ Date: __________
PARENT RESPONSIBILITIES

As a parent / guardian I will support my child’s learning in the following ways:

- Ensure that my child attends school regularly.
- Monitor my child’s homework assignments.
- Read to/with my child for twenty minutes daily.
- Volunteer in my child’s classroom as time permits and participate in school activities.
- Promote positive use of my child’s extracurricular time.
- Stay informed about my child’s education and communicate with the school by promptly reading all notices from the school and responding, as appropriate.
- Attend parent-teacher conferences and other meetings about my child’s education.

Parent Signature ____________________________________________ Date ___________

STUDENT RESPONSIBILITIES

As a student, I share the responsibility to improve my academic achievement and achieve the state’s high standards and will:

- Attend school on time regularly and be prepared to work hard and learn.
- Complete all assignments and homework to the best of my ability and will ask for help when needed.
- Read at least 20 minutes every day outside of school time.
- Show respect and cooperate with all individuals in the school.
- Give my parent / guardian all notices and information received by me from my school every day.

Student Signature ____________________________________________ Date ___________
Parent Involvement Policy
Rees Elementary School

The Rees Elementary School Parent Involvement Policy has been developed by regular education teachers, Title I paraprofessionals, parents, counselor, administrator, and staff developer.

The staff members of Rees Elementary believe a critical dimension of school and student achievement is parental involvement. Listed below are school and parent responsibilities and distribution information to promote and strengthen communication and parent involvement at Rees Elementary.

**School Goals and Responsibilities**
- Develop sound educational policies and procedures
- Provide a rich learning environment that provides for the needs of students
- Use the Nebo Standards of Effective Teaching to evaluate teaching and student learning
- Establish curriculum maps and essential learning outcomes
- Use common assessments, benchmarks, and Dynamic Indicators of Basic Early Literacy Skills (DIBELS) to monitor student learning
- Provide high-quality instruction for all students
- Provide strategic interventions for struggling students
- Provide parents with a description of the curriculum and assessment measures used to monitor student progress
- Provide materials and training to help parents work with their children to improve their children’s achievement.
- Provide timely information to parents and students

**Parent Responsibilities**
- Parents will participate in school literacy, mathematics, and arts nights. Parents will also participate in SEP Conferences to receive information and training about how to work with their children to improve academic achievement.
- Parents will have opportunities to participate in school decision making regarding the education of their children through direct communication with principal, teachers, and other staff members, School Community Council meetings, PTA board meetings and parent-teacher conferences.
- The school will provide opportunities for conferences, as scheduled in the yearly calendar and as requested by parents to formulate suggestions and make decisions regarding the education of their children.
- Parents will participate in the classroom instruction, tutoring, and other school activities that involve his/her child.
- Parents will volunteer in the classroom and help with school sponsored programs/activities.
Distribution Information

- The Parent Involvement Policy for Rees Elementary will be included in the Title I Compliance Folder located in the school office. A copy of this policy will be sent home to parents in English and Spanish. This policy will also be included in the family handbook provided at the beginning of the school year during registration.
- Information related to school and parent programs will be communicated through the school and PTA monthly newsletters, school and teacher notes, at Back to School Night, and during monthly School Community Council meetings.
- Classroom teachers will provide achievement test information to parents during Student Education Plan (SEP) conferences, parent/teacher meetings, and through printed information.
- The Student-Parent-School compact outlines how students, parents, and the school will share in the responsibility for improved student achievement. This information will be communicated to each family during SEP conferences and parent/teacher meetings.

Meetings

- Parent meetings and conferences will be held at various times to meet the needs of families. Interpreters will be provided as needed.
- Parents will be invited to schedule meetings to share ideas for school improvement to bring about increased student achievement and educational success.

The school and family working together add tremendous strength in helping students achieve essential learning outcomes and experiencing educational success. We believe parental involvement has the greatest impact when parents, students, and the school share responsibilities for the growth and development of each student.

NEBO SCHOOL DISTRICT
NON-DISCRIMINATION POLICY

"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, admissions, access, treatment or employment practices" and any person or student 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, Mrs. Ann Anderson, at 315 South Main Street, Springville, Utah. Call 354-7400.

In compliance with the Americans with Disabilities Act, qualified individuals needing reasonable accommodation (including auxiliary aids and services) should contact the Principal or the Nebo School District ADA coordinator, Tel. 354-7400 or Utah Relay System 1-800-346-4128. Please inform us at least 3 days prior to the activity.
School Lunch

Cost of School Lunch

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Meals</td>
<td>$2.00</td>
</tr>
<tr>
<td>Reduced Student Meals</td>
<td>$0.40</td>
</tr>
<tr>
<td>Adult Meals</td>
<td>$3.00</td>
</tr>
<tr>
<td>Extra Milk</td>
<td>$0.25</td>
</tr>
</tbody>
</table>

Cost of Breakfast

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Breakfast</td>
<td>$1.25</td>
</tr>
<tr>
<td>Reduced Student Breakfast</td>
<td>$0.30</td>
</tr>
<tr>
<td>Adult Breakfast</td>
<td>$1.50</td>
</tr>
</tbody>
</table>

Breakfast Policy

Breakfast is available the first day of school and is served every school day. Students eating breakfast should be to school at least 15 minutes before the bell rings.

Paying for Lunch

Nebo School Lunch is a separate entity from the school. Please make payments for school lunch to Rees Lunch Department. Our lunch clerk is SueAnn Whiting. Her phone number at school is 798-4002. If you send money or a check to school to pay for lunch, please place it in an envelope with the student’s name.

Free/Reduced Meals

Applications for Free or reduced lunch are handled at the District Office, 315 South Main. For more information call 354-7438.

Rees Elementary Lunch Schedule 2012-2013

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Lunch Begins</th>
<th>Lunch Recess Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>11:40</td>
<td>12:15</td>
</tr>
<tr>
<td>Third/Fifth</td>
<td>11:45</td>
<td>12:20</td>
</tr>
<tr>
<td>Second</td>
<td>11:55</td>
<td>12:30</td>
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<tr>
<td>Multi-Age</td>
<td>12:05</td>
<td>12:40</td>
</tr>
<tr>
<td>Fourth/Sixth</td>
<td>12:10</td>
<td>12:45</td>
</tr>
</tbody>
</table>

NEBO SCHOOL DISTRICT

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