

# SPRING LAKE ELEMENTARY



## Parent Information Handbook 2021-22

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Payson, Utah 84651  
Phone: 801-465-6070  
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*For the most up-to-date news, information and announcements, visit our  
website at [www.springlake.nebo.edu](http://www.springlake.nebo.edu)*

# Spring Lake Elementary School

## Calendar Items

### 2021-2022

August 12th	Teachers First Day Back
August 17th	Back to School Open House 2:00-4:00 PM
August 18th	First Day of School (School starts at 9:15 AM)
August 25th	First Day of Kindergarten
September 6th	Labor Day - No School
September 20th	Staff Development Day - NO SCHOOL
October 7th	SEP Conferences (Book Fair)
October 14-15	Fall Break - No School
October 21st	Term 1 ENDS/Term 2 Begins
October 25-29	Red Ribbon Week
October 29	Halloween Parade
October 22nd	P/C Comp Day - No school
November 22/23	Turkey Trot & Gobble Off
November 24-26	Thanksgiving Break No School
December 17th	Last day before winter break
Dec 20 - Jan 3	Winter Break
January 3rd	School resumes
January 13th	SEP Conferences (Book Fair) - Term 2 Ends
January 14th	District Development Day - No School
January 17th	Martin Luther King Holiday - No School
February 14-18th	White Ribbon Week
February 21st	President's Day - No School
March 9th	Staff Development Day - No School
March 17th	Final SEP Conference (Book Fair) - Term 3 Ends
March 18th	Teacher Comp Day - No School
April 4th -8th	Spring Break - No School
May 20th	Last Day of Kindergarten - Kinder Graduation
May 27th	Last Day of School - Dismiss at noon

Spring Lake Elementary

# MISSION

EMPOWERING  
STUDENTS  
TO  
SOAR  
TO  
SUCCESS



Spring Lake Elementary

# VISION

At Spring Lake Elementary, students are empowered to learn and grow toward their maximum potential in a caring, safe, positive environment, supported by all members of the school community.



Spring Lake Elementary

# VALUES

CREATING A SAFE AND SUPPORTIVE LEARNING ENVIRONMENT

**PROVIDING ENGAGING, RELEVANT, INDIVIDUALIZED INSTRUCTION**

**HOLDING HIGH EXPECTATIONS WHILE PROVIDING HIGH LEVELS OF SUPPORT**

*Building meaningful partnerships with parents*

**SYNERGY**

**WHAT WE ACCOMPLISH TOGETHER IS GREATER THAN THE SUM OF WHAT WE ACCOMPLISH ALONE.**



We are deeply committed to the safety and well being of our students. For this reason, the following guidelines are in place and will be reinforced daily at school:

- ❖ School begins daily at 9:15 AM and dismisses at 3:30 PM except on Monday when we have “early out” and dismiss at 2:45 PM to provide teachers time to collaborate, look at data and plan instruction.
- ❖ Students should arrive no later than 9:10 AM so they will have time to get to class and be in their seat by the 9:15 bell. Any child who arrives after 9:15 AM will be marked “tardy” in our attendance system.
- ❖ If your child plans to eat breakfast at school, they should arrive early enough to get their tray and have time to eat (no later than 9:05 AM).
- ❖ If your child will be late or absent, please call to excuse them before 9:45 a.m. If you do not call by that time, our automated system will send you a reminder call and/or text.
- ❖ Students should not be dropped off at school earlier than 8:45 a.m.
- ❖ Students who arrive at school before 8:45 a.m. must “wait by the hawk” in the front lobby and remain seated around the perimeter in designated locations. Students may not wander in hallways or wait in atriums or classrooms unattended.
- ❖ At 8:50 a.m. breakfast is served in the cafeteria. Students should be finished eating by 9:10 a.m.
- ❖ Students should not be dismissed prior to 3:30 PM. If you need to check your child out of school, please come to the front office and sign them out. Secretarial staff can assist you with early check out.

## **Nebo School District Attendance Policy**

**School attendance has a direct impact on a student’s level of academic achievement and overall educational success. It is primarily the responsibility of parents to ensure consistent, punctual, daily attendance. Parents and school staff members share the responsibility to make earnest and persistent efforts to resolve attendance problems.** School and parents 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. Said policies, or a summary thereof, may be included in the school’s student handbook.

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) trancies 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 trancies 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) trancies during the 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 the district attendance policy.

School Official 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 meet the special needs of the student;
- considering alternatives proposed by the parent (JOI-Elementary Attendance Page 5 to 7 enlisting the assistance of community and law enforcement agencies, as appropriate and law enforcement agencies as appropriate, reasonable, and feasible; AND
- providing, upon request, a list of resources available to assist the parent in resolving the student's attendance problems.

A parent who is referred to appropriate legal authorities for 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.

## **Nebo School District Attendance Policy (Continued)**

Parents shall cooperate with school authorities and make earnest and persistent efforts to resolve attendance problems. Those efforts include the following:

- 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.

### **Absences and Tardies**

Whenever a student will be absent from school, please contact the office at (801) 465-6070 by 9:45 a.m. and inform us of the absence. If students have not been excused by 9:45 a.m. you will receive a computer generated phone call notifying you that your child is not in school. Students who arrive after 9:15 a.m. will be marked as tardy. We miss your child when they are absent and grow concerned if they are continually tardy. Children who frequently arrive late or regularly miss school often feel disconnected and quickly get behind on their school work. Please give your child the best opportunity for success by getting them to school on time and closely monitoring their attendance.

### **Accidents and Illnesses**

Whenever an accident or illness occurs that is of a serious nature, we do everything within our power to contact a parent. If this is unsuccessful, we will notify the person you have listed as the child's emergency contact in iCampus. Please keep current phone numbers updated in SIS for this reason. Under extreme emergencies, when we are unable to contact you or your emergency contact, we will take the necessary steps for helping your child which may include calling an ambulance. Under NO

circumstances will we send a child home unless the parent or person listed as the emergency contact gives permission.

## **Procedures for Incidents of Lice**

If it is suspected that your child has lice, the school nurse will be notified and a thorough check of the child will be completed in the nurses station to maintain privacy for the child. Siblings of the child will also be checked. If no lice is found, the child will return to class. If lice is detected, parents will be contacted and the child (or children) will be sent home from school to be treated. The remainder of the class (or classes) will be checked for lice by the school nurse. If no other cases of lice are detected, the child with the initial case will be kept at home for treatment and closely monitored by the school nurse until they are cleared and ready to return to school. Students can return to school when there are no live nits in the hair. If several cases of lice are found within the same class, parents will be notified via e-mail.

## **Arriving Early at School**

In order to ensure student safety, children should not arrive at school earlier than 8:45 a.m. (30 minutes before school begins at 9:15 am). Teachers do not arrive and are not supervising until after 8:45 a.m. If there are special circumstances that warrant an earlier drop off, parents must personally contact the school principal to make arrangements. Students who arrive prior to 8:45 a.m. must wait in the front lobby by our Hawk Mascot and remain seated in a designated area. Students may not play in the hallways, bathrooms, gym, or other areas of the school. Again, for safety reasons, this will be strictly enforced.

## **Bicycles, Scooters, Skateboards, Roller Blades and Heely's**

All bicycles and scooters are to be placed outside in the bike rack/scooter area upon arrival and are not to be used during school hours. Students should walk bikes while on school grounds and in the crosswalks. Scooters, skateboards, roller blades and Heelys or other shoes with wheels are not to be ridden or used on school property. We ask that students push or carry scooters and skateboards while on school property. It is recommended that students lock up bikes and scooters upon arrival.

## **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, a box, etc. It is certainly not required or expected that you send treats on your child's birthday. However, if you choose to do so, we will follow these guidelines, in order to be in compliance with Utah State Department of Health regulations. If homemade items are sent to school, they will not be served to other students and will be sent home with your child. Be sure to ask about any allergies (nuts, gluten, etc.) students in the class may have.

## **Bringing Gifts to School**

Birthdays are important days and we understand that parents are anxious to make their child feel special. Please note that gifts delivered at school (large balloon bouquets, flower arrangements, stuffed animals, wrapped gifts) will be kept in the front office and given to your child at the very end of the day. Having these items in class is distracting to other students and sometimes disruptive to the learning environment. In addition, some students are allergic to latex balloons. We appreciate your cooperation in this matter which also applies to holidays such as Valentine's Day.

## **Bus Students**

Students who ride the bus will be supervised by faculty members once the bus drops them off in the morning and until the bus arrives to pick them up in the afternoon. Supervisors will help the students board the busses. Bus students are responsible to demonstrate appropriate bus behaviors and to make sure they catch their bus on time.

## **Cell Phones and Other Electronic Devices**

Students are not permitted to use cell phones or other electronic devices (MP3 players, iPods, portable game consoles) during school hours (9:15 a.m. – 3:30 p.m.). We strongly discourage students from bringing electronic devices to school as the school will not be responsible if an electronic device is lost, broken or stolen. Students with cell phones must keep them on silent in their backpack or in a safe location in the classroom during the school day. We understand that many children use phones to contact parents before and after school and they are welcomed to do so. If a child is trying to use a cell phone in class to make calls, send texts or play games without permission, the teacher or an administrator may take the phone and contact a parent/guardian. The same policy applies for smart watches. The child may wear the watch, but should not be making calls, sending texts or playing games during instructional time. If there is an emergency, the child should immediately tell a teacher or trusted adult.

## **Financial Contributions to the School**

District funds are 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 donations we receive at the beginning of each school year. We have asked for a \$25 donation per child; however, your generous contributions to Spring Lake for any amount is greatly appreciated. Your contribution is confidential, tax deductible and important. All students will take part in every activity, regardless of donation.

## **Homework**

We recognize the importance of homework for students as an extension of learning. We will carefully explain homework so the student has an understanding of the expectation. We will hold students accountable for completion of assigned homework as a part of the class requirements. We thank you for the support you provide your student as he/she participates and completes homework and extension activities. Please work directly with your child's teacher if he/she is having trouble completing homework. Teachers have been asked to ensure the following in regards to homework assignments:

- Teachers should only send homework related to skills and concepts that have been previously taught, modeled and demonstrated by the teacher.
- Guidelines and procedures for homework should be thoroughly explained and reviewed with children.
- Projects sent home should have a clear educational purpose and should not be busy work.
- Teachers should make homework policies clear for parents at the beginning of the school year in their disclosure document and clearly communicate any changes throughout the year.

## Immunizations

Utah State Law requires all children enrolled in a public school to complete immunizations and have dates on file before admission to school. Our school nurse will review immunization requirements and contact parents if immunization records are incomplete. Parents will be given a window to complete immunizations and share the records with the school. Failure to comply with this requirement could result in your child not being able to attend. Please communicate with the school nurse or school principal if you have personal concerns regarding immunizations.

## Lost and Found

To help return lost articles, please put your child's name on everything he/she brings to school. Valuable and/or small articles are turned into the office. Larger items are placed on hooks just outside the lunchroom in the main hall. Lost articles that are not claimed will be donated to charity at the end of each term.

## Major Disasters

In the event of a major disaster affecting the entire community, students will be kept safely at school unless an evacuation has been ordered by law enforcement. We will follow our Standard Response Protocol for reunifying students with parents. Please see our SRP listed below. Unless otherwise notified, we will release students only to parents, guardians or those who have verified permission to pick up the child.

## Paying for School Lunch

**\*\*FOR THE 2022 SCHOOL YEAR, SCHOOL MEALS WILL BE FREE TO ALL STUDENTS - See below for typical guidelines.**

Rules of health and safety have been set up in the lunchroom to protect your student and to see that he/she has a pleasant experience at lunch (see Lunchroom Rules). We ask that all families work to keep a positive balance on lunch accounts. If your child owes lunch money, you will be contacted by our school lunch clerk as a reminder.

There are two ways to pay lunch money, online or by sending money with your child directly to school. Be sure to put lunch money in an envelope labeled with your child's name and grade. To receive additional information about our school lunch program, including the online payment system, PayPams, please visit the Nebo School District Food Services web page at <http://www.nebo.edu/food-services>. Applications for free/reduced lunch are available online at this district website. The completed applications must be returned, processed, and approved before students can receive free/reduced meals.

If you have any questions about student accounts or other lunch questions, we invite you to email our lunch secretary, Patty Malloy: [patty.malloy@nebo.edu](mailto:patty.malloy@nebo.edu) or call her at (801) 465-6058.

Lunch prices: Student-- \$2.00; Adult-- \$4.00; Reduced-- \$.40

Breakfast prices: Student-- \$1.50; Adult-- \$1.50; Reduced-- \$.30

## Medication

It is the policy of the Nebo School District that all medication be administered to children by their parents at home. This policy means that, only under exceptional circumstances, will a secretary or principal give children medication under appropriate regulations. An authorization for Student Medication form (JHCD-PI) must be completed and signed by the parent and physician before any school employee will give medication of any type to a student. This form must be updated by the parent and doctor each year. Parents must also bring the medication to the school (not sent it with

the child) in an appropriately labeled bottle. They will then count the medication with an authorized school employee to verify the number of pills or amount of medication being kept at the school. Medications are kept in a locked cupboard, students are required to come to the office to take the medication and a log is kept of all medication given to students.

## **Money and Valuables**

Teachers and other staff members cannot be responsible for a student's money and valuables. Therefore, we discourage students bringing pocket money to school, except for those times when there is a specific purpose; lunch, book orders, book fair, etc. When you do send money (either cash or check) with your child, please send it in a sealed envelope with the following information on the outside:

1. Child's name
2. Teacher's name
3. What the money is intended for
4. Amount of money enclosed

Valuables such as cell phones, iPods, Gameboys, jewelry, toys etc. should be kept at home. Student's cubbies and desks are not secure places. The school assumes no responsibility for damage or theft.

## **Phone Calls**

Telephone use is limited to important calls as judged by the teacher or school staff. When students call home, it should be for reasons of illness or other emergencies. Arranging playdates after school would not be an acceptable reason to call home. With almost 600 students at our school, we ask that playdates be pre-arranged by parents before school or after a child arrives home. Students will not be called out of class to come to the phone other than for emergencies. You may leave a message for your child or their teacher and it will be delivered.

## **Pets**

Pets are not permitted at school. Please do not permit pets to accompany or follow your child to school. Your child's teacher will contact you if they would like a pet sent as part of a study unit or for show-and-tell. Support pets are considered on a case-by-case basis and district guidelines are strictly followed. Contact the school principal if you would like a copy of the Nebo District requirements for support animals.

## **Playground and Hall Supervision**

Staff members are assigned to supervise students before, during and after school. Students will be supervised on the playground during recess and during the lunch hour. There will be teachers/lunch supervisors on duty any time students are on the playground. In order to maintain the safety and well-being of our student body, rules, procedures, and routines will be enforced and reinforced at all times.

## **School Community Council**

Spring Lake Elementary has a School Community Council (SCC) that meets monthly to discuss school related issues and coordinate efforts to meet those needs. The council is made up of parents (elected), school employees (elected), and the principal. If parents are interested in participating on the council, please contact Mrs. Jordan by August 15th so that your name can be placed on the ballot. An election will be held in late August. Parents who are elected are expected to serve 2 years

on the council. If you have questions, issues or concerns, please contact a member of our SCC or call or email the principal at (801) 465-6070 or [teresa.jordan@nebo.edu](mailto:teresa.jordan@nebo.edu). Visit our website for more information.

## **Student Checkout**

When parents/guardians need to pick up their students during school hours, they must come to the office and follow our student check out procedures. Parents must sign to release students from school.

## **Weather**

Children should arrive at school dressed for the weather of the day, so they can safely and comfortably enjoy mid-morning and lunch and afternoon recesses. In winter months, children should remember to bring shoes to change into from their snow boots. All healthy children will be expected to go out for recess except during extreme weather conditions (low wind chill factor, bad air quality, 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.

## **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 350 South Main Street, Spanish Fork, Utah, (801) 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 District Human Resource Department.

# SPECIALTY CLASSES

Students will be attending SPECIALTY classes throughout the year where they will be taught by faculty other than their teacher. Here is a description of each enrichment class your child will attend

<i>What</i>	<i>Who Attends</i>	<i>When</i>	<i>Teacher</i>
Art	1st - 5th Grade	Once per week (30 min)	Katie Gardner
Computers	K - 5th Grade	Once per week (30 min)	Alyse Lewis
Library	K - 5th Grade	Once per week (30 min)	Nichole Ralls
P.E.	K-5th Grade	Once per week (30 min)	April Jones
Health/Wellness	1st - 5th Grade	Once per week (30 min)	Catryna Faux

## **Art**

Using the Utah State Core Curriculum for Art, students will explore and create art using a variety of mediums. Visual art in many forms will be studied and practiced.

## **Computers**

Using the Utah State Core Curriculum for Computer Science, students will learn how to use a variety of software platforms to effectively navigate digital technology and use it to enhance learning.

## **Library**

Using the Utah State Core Curriculum for Library Media, students will learn how to use a library, be allowed to check out books and will learn to use digital library resources for finding information. They will also be taught mini-lessons on a wide variety of subjects to enhance their ability to READ TO LEARN.

## **PE**

Using the State Core Curriculum for Physical Education, students will engage in a variety of activities to get their body moving and stay physically strong. Students will play a variety of sports, learn a variety of games and will practice sportsmanship and teamwork.

## **Health & Wellness**

Using the Utah State Core Curriculum for Health Education, students will learn about healthy lifestyles, being physically and mentally strong and taking care of our physical, social and emotional health.

**[CLICK HERE TO REVIEW STATE CORE STANDARDS IN ANY OF THE ABOVE REFERENCED COURSES](#)**

# **SCHOOL-WIDE RULES**



## **Hawks S.O.A.R.**

- **Speak Kindly**
- **Observe the Rules**
- **Act Responsibly**
- **Respect Self and Others**

**We are committed to the safety, happiness and well being of *every child*. Administrators, teachers and staff will closely monitor behavior to ensure that students are following the rules and acting appropriately. Students who respect the rules and exemplify great behavior will be recognized and rewarded. Students who forget to follow the rules will be reminded and practice until the appropriate behavior can be demonstrated. The purpose of having rules is to keep children safe and ensure optimal levels of learning. Student behavior should never compromise safety standards, keep a teacher from teaching, or keep other students from learning.**

## **Assembly Rules**

- ❖ Enter and exit the gym in an orderly manner.
- ❖ Stay seated by the class at all times.
- ❖ Refrain from distracting others from the presentation or performance.
- ❖ Be respectful to those speaking or presenting.
- ❖ Respond to the “Magic Five” signal countdown.
  - 5 Sit flat on the floor (so everyone can see)
  - 4 Hands on your lap and to yourself
  - 3 Eyes looking at the speaker or presenters
  - 2 Ears listening
  - 1 Mouths quiet
- ❖ Have fun and enjoy the assembly!

## **Outside Recess/Playground Rules**

- ❖ Play in designated areas of the playground only.
- ❖ Students may not play in parking lots, the lunchroom dock area, or on the portables.
- ❖ Use playground equipment for its intended purpose.
- ❖ Fences are off limits. If a ball goes over the fence, a custodian or teacher will get it later.
- ❖ Report problems or concerns to an adult on recess duty immediately.
- ❖ Include everyone in games and activities. The answer to “Can I play?” is always “YES!”
- ❖ Students should not wander around in the hallways or loiter in the bathrooms to avoid going outside.
- ❖ Students should never push, pull, drag, carry, hit, kick or scratch another student.
- ❖ Line up quickly once the bell rings.

## **Hallway Rules**

- ❖ Walk, never run in the hallways.
- ❖ Stay in line with your class. Do not purposely fall behind.
- ❖ Classes should remain quiet in the hallways to avoid distracting other classes.
- ❖ Do not touch or disturb displays or anything hanging on the walls.

### **Lunchroom Rules**

- ❖ Enter and exit the lunchroom in an orderly fashion. No running or cutting in line.
- ❖ Sit in designated areas. No saving seats. Make room for others.
- ❖ Show respect to the custodian, lunch ladies, lunch workers, and other staff.
- ❖ Wait until your grade level has been excused before going outside.
- ❖ Students should never throw or make a mess with food. Bottle flipping is not permitted.

### **Restroom Rules**

- ❖ Students may not play, scream or shout in the bathroom.
- ❖ No climbing on top of or crawling under bathroom stalls.
- ❖ Only one student allowed in a bathroom stall at a time.
- ❖ Paper towels, toilet paper and soap should be used for their intended purpose.
- ❖ Students should honor the privacy of others at all times.

### **Bus Rules**

- ❖ Bus students are responsible for making it to the bus on time. Teachers will not hold bus students back in class after school and if students are having a problem making it to the bus they should promptly alert an adult.
- ❖ Good behavior should be demonstrated while waiting in line for the bus to arrive.
- ❖ No cutting in the bus line.
- ❖ Students should enter and exit the bus in an orderly manner. No pushing, pulling, shoving, etc.
- ❖ Students must:
  - stay in their seat
  - sit quietly throughout the ride
  - promptly obey all instructions from the bus driver
  - refrain from bothering others
  - treat bus equipment with respect

***Riding the bus is a privilege.*** Students who misbehave on the bus pose a risk to the driver, themselves and to other students. For this reason, good behavior on the bus is imperative. Students who violate the bus rules will first be given a verbal warning. If the behavior continues, a ticket may be given. When a student receives a ticket on the bus, parents will be contacted and a meeting with the principal scheduled to promptly address the situation and create a plan of success for the student. Subsequent misbehavior and tickets will result in the loss of bus privileges, meaning the child will no longer be permitted to ride the bus and parents will be responsible to transport their child to and from school.

**Emergency Management Plan  
Spring Lake Elementary School**

In the event of an emergency at Spring Lake Elementary that requires school staff to take action, the following procedures will be followed. This is considered our

# **STANDARD RESPONSE PROTOCOL**

All staff members and students will become familiar with the following emergency protocols through direct instruction, reviews, and regular emergency drills. This plan was developed using information from the I Love U Guys Foundation (iloveuguy.org) and is reviewed, approved and revised annually at the school level by the Spring Lake Leadership Team and Spring Lake School Community Council. Local law enforcement officials have advised us on and received a copy of this plan.



## **IN AN EMERGENCY, WHEN YOU HEAR IT, DO IT!**

**LOCK OUT:** The perimeter of the school is secured and monitored. Students kept inside. School continues as usual. A lock out is usually issued and lifted by law enforcement or local authorities.



**PROTOCOL:** LOCK OUT! LOCK OUT! Get Inside. Lock outside doors.

- STUDENTS:**
- 1) STAY OR RETURN INSIDE
  - 2) BUSINESS AS USUAL
- TEACHERS:**
- 1) BRING EVERYONE INDOORS
  - 2) LOCK OUTSIDE DOORS
  - 3) INCREASE SITUATIONAL AWARENESS
  - 4) BUSINESS AS USUAL
  - 5) TAKE ATTENDANCE

**LOCK DOWN:** An immediate threat exists inside the school. Teachers lock down their classrooms and determine the appropriate next step which may include: run, hide, fight.



**PROTOCOL:** LOCK DOWN, LOCK DOWN! Locks, lights, out of sight.

- STUDENTS:**
- 1) MOVE AWAY FROM SIGHT
  - 2) MAINTAIN SILENCE
  - 3) DO NOT OPEN THE DOOR
- TEACHERS:**
- 1) LOCK INTERIOR DOOR (USE MAGNET STRIP)
  - 2) TURN OUT THE LIGHTS
  - 3) MOVE AWAY FROM SIGHT
  - 4) DO NOT OPEN THE DOOR
  - 5) MAINTAIN SILENCE
  - 6) INCREASE SITUATIONAL AWARENESS
  - 7) TAKE ATTENDANCE AND NOTE TIME

**EVACUATE:** Evacuate students and staff to the announced location. Evacuation procedures and locations determined by event.



PROTOCOL: EVACUATE, EVACUATE! Proceed to (location).

STUDENTS: 1) BRING YOUR PHONE  
2) LEAVE UNNECESSARY ITEMS BEHIND  
3) FOLLOW INSTRUCTIONS

TEACHERS: 1) LEAD EVACUATION TO THE LOCATION  
2) SUPERVISE AND TAKE ATTENDANCE  
3) NOTIFY IF MISSING, EXTRA OR INJURED

On-site sheltered (in classrooms/gymnasium), On-site unsheltered (East Field)  
Off-site Sheltered (Payson High School Gymnasium), Off-Site Unsheltered (PHSchool Football Field)  
Secondary evacuation site: 1494 S. 930 W. (Double LDS Church buildings off 1400 S.)

**SHELTER:** Hazard and safety procedures to be followed as determined by the event:



PROTOCOL: SHELTER FOR (EVENT), SHELTER FOR (EVENT)

TORNADO: EVACUATE TO SHELTER AREA  
EARTHQUAKE: DROP, COVER, HOLD ON  
HAZMAT: SEAL THE ROOM, EVACUATE TO SHELTER AS DIRECTED  
TSUNAMI: GET TO HIGH GROUND

TEACHERS: 1) LEAD THE SAFETY STRATEGY  
2) SUPERVISE & TAKE ATTENDANCE  
3) NOTIFY IF MISSING, EXTRA, INJURED

**HOLD!** Students are held in classrooms and the hallways are cleared. Hold is usually initiated and lifted by school or district administration.



PROTOCOL: HOLD! HOLD! Hold in your classroom. Clear the halls

STUDENTS: 1) REMAIN IN CLASSROOM UNTIL "ALL CLEAR" ANNOUNCED  
2) BUSINESS AS USUAL

TEACHERS: 1) CLOSE AND LOCK CLASSROOM DOOR  
2) BUSINESS AS USUAL  
3) TAKE ATTENDANCE

# Spring Lake Elementary REUNIFICATION PLAN

Please read through the following information for guidelines on reunification:



In the event of an emergency, natural disaster or critical incident, it may become necessary to evacuate students to a safe location away from the school. In that case, it is the aim of Spring Lake Elementary to successfully reunite children with their families as quickly as possible.

In order for us to most successfully reunify families, we ask that parents become familiar with the following:

## REUNIFY

- 1) The school will report all events to local law enforcement and to district officials and will take direction from these organizations. We will work together toward the goal of successful reunification.
- 2) The school will communicate information to parents as quickly as possible. Communication could include text messages, email, phone calls and notifications. In an emergency, please check these lines of communication frequently and follow the directions given. Please keep phone numbers and email addresses updated in the schools Aspire/SIS system.
- 3) Teachers have been trained and understand that they are to supervise students and stay with them until they can be successfully reunified with their parents. At evacuation sites, students will be kept with their teacher and with their grade level.
- 4) It is imperative that we maintain continued safety at an evacuation site. For this reason, students will primarily only be released to their parents or legal guardians unless extreme circumstances require an exception. Parents will be required to show their ID at evacuation sites and may be asked to fill out a Reunification form.
- 5) Parking at evacuation sites can be tricky. Do not park your vehicle in a manner that blocks other vehicles from leaving. Follow the “Park to Leave” method. Thoughtfully consider how you can most successfully exit the evacuation site.
- 6) During an evacuation there will be two teams: A Transport Team and A Reunification Team.
  - a) The Transport team (consisting of district officials, teachers, staff, bus drivers and law enforcement officers) will take attendance, load students on buses, provide transportation to the reunification site, supervise and work to notify parents of the location for reunification.
  - b) The Reunification Team (consisting of school staff, district staff, law enforcement and first responders) will aid in organizing the reunification site, directing parents to appropriate locations, directing traffic (law enforcement), verifying parent identification, organizing students so they can easily be found and providing emotional support for students and parents.
- 7) Successful reunification requires that all parties involved do what they can to remain calm. Please do not shout at school or district staff or law enforcement. We all have the same goal and are working to reunite families as quickly as possible.

## Building Evacuation (Fire and Other Hazardous Situations)

### On-Premises Evacuation Procedures:

1. Students will be led out of the building by a teacher using the primary/secondary evacuation routes.
2. Classroom lights will be turned off and door closed but not locked. Teacher will take the Evacuation Folder that includes instructions, current class list and red/green papers.
3. Teachers will lead their class to the designated location on the east field behind the school. Students will line up and teacher will quickly take roll. If any students are missing, teacher will hold up red card. If all students are accounted for, they will hold up a green card. Administration will help locate any missing students.
4. Resource teachers and other support staff working with students will evacuate the building with students and once outside return them to their teachers.
5. Classes will assemble in the primary (secondary, if required) premises gathering location.
6. Information/directions will be provided by Emergency Officials/School Administrators. In the case of an emergency drill, administrators will clear classes to return to the building.

### 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:

***LDS church located directly west of the school at 586 W. 1750 S.***  
Teachers will lead students to the west parking lot, gather in grade level groups and follow the protocols outlined for on-premise evacuation.

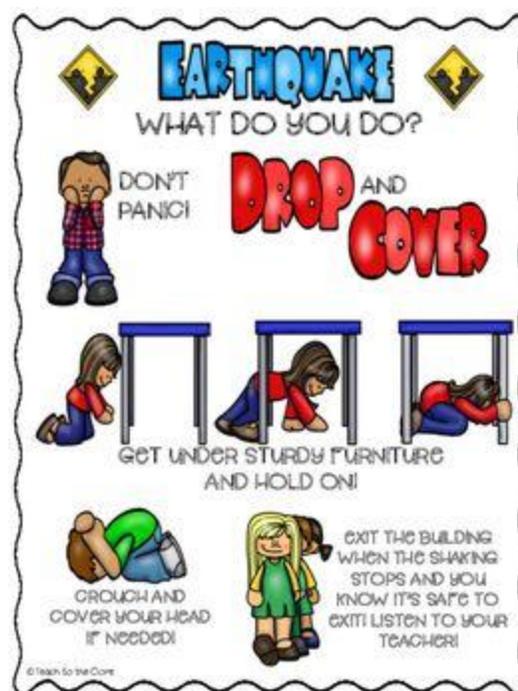
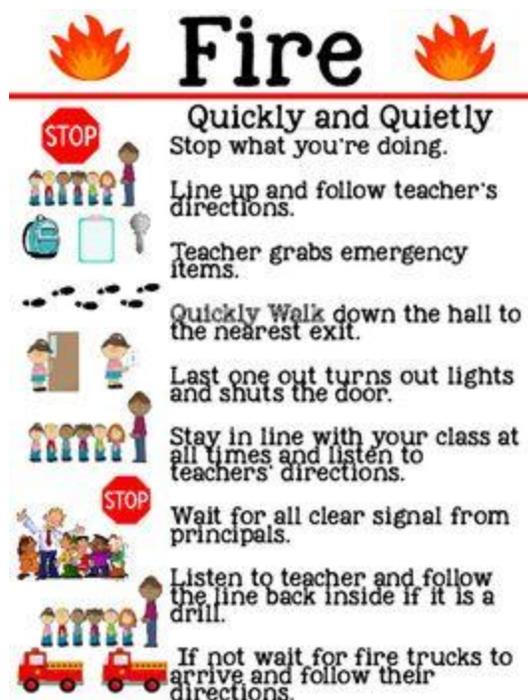
#### Secondary Off-Premises Evacuation Location:

In the case of a serious event, children will be transported by bus to the **Double LDS Churches located at 482 W. 1400 S.** and reunification protocols will be followed.

## Earthquake

### **Procedures: At the first indication of ground shaking:**

- All students and staff will move away from windows, shelves, heavy objects, and furniture that might fall.
- All students and staff will take cover under desks or tables and cover heads with hands and arms.
- Staff members 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 increased safety, all students and staff will evacuate the building following the "Building Evacuation" procedures.
- Staff will be trained and will follow procedures from the following website: [www.shakeout.org](http://www.shakeout.org)



### Lock Out

If a threat exists outside the building but not in the direct vicinity of the school, teachers and students will be notified using school procedures and all exterior doors will be locked and monitored so that no one can enter the building. Parents will be notified via Blackboard (formerly Parent Link). Please make sure your contact information is always updated in SIS so that you can be contacted in case of an emergency. During a lock out, no one will be allowed in or out of the school. Students are not in immediate danger and school will remain in session. Parents should refrain from coming to the school during a lock out. Teachers and staff follow Standard Response Protocol guidelines.

### Lock Down

If an immediate threat exists in the school, teachers and students will be notified and will immediately lock down all classroom doors and quickly cover all windows. Students will take cover, hide or may be quickly evacuated from the school if it is safe to do so. All staff who are able will notify 911. By carefully assessing situations, teachers may choose to either run, hide or fight depending upon the circumstances. If you would like to review our school lock down procedures in further depth, please contact Mrs. Jordan directly via phone or email. During and after a critical incident, students may need to be evacuated to a secondary location for safety purposes. Please read through and follow the Spring Lake Elementary Reunification plan for detailed information on reunifying your family after an evacuation.

1. Upon learning of lockdown, teachers should quickly scan hallways and direct any stray students or staff into the classroom immediately.
2. Teachers should lock doors, cover all windows, turn off lights and computer monitors and grab Emergency Folder/Clipboard in case evacuation becomes necessary. Teachers should grab their cell phone (or monitor access to the phone in the classroom)
3. Teacher should move students to the most secure areas of the classroom and maintain quiet. If conditions remain safe, students and teachers should remain in the classroom. Teachers should assess safety and may consider putting objects or barriers in front of doorways to block or obstruct entrance into the classroom.

4. If more immediate danger exists, teacher may consider looking for evacuation routes and should evacuate quickly when it is safe to do so.
  - Physical education classes being held in the gym should move to a predetermined secure location, lock doors and cover windows.
  - Planning time teachers should keep current class with them and follow procedures for classroom teachers listed above.
  - If students are in the cafeteria, adult supervisors should immediately lock doors and cover windows and move students to a predetermined secure location. If necessary, staff may evacuate students out exterior doors, into or through the kitchen.
  - If students are on outside recess, supervising teachers should move students to predetermined secure location and remain still until the situation can be assessed and students evacuated from the grounds.
  - If a student or teacher is in the bathroom and is not able to get safely into a nearby classroom, return to the stall, lock it and stand on the toilet or bring feet up off the floor. Remain, quiet and exit bathroom when safe to do so.

## **SPRING LAKE ELEMENTARY: Drop off and Pick Up Policy**

*Be part of the solution!*

Here are some easy steps you can take to improve the drop off and pick up zones at our school and keep our students safe:

**#1** Proceed with caution as you approach, enter parking lots and depart from our building. Please go slow and watch for children.

**#2** Bus loading and unloading zone is for buses. No vehicles in bus lanes for any reason at any time during the day.

**#3** Drivers pulling into the pick up/drop off zone must remain in their vehicle and pull completely forward to allow other cars to pull in behind. If a parent needs to get out of the car for any reason, parking in a parking space is required.

**#4** Never encourage a child to cross in front of other cars for any reason. Please exit your vehicle and help children load safely.

**#5** Stick with established routines. Walkers should be encouraged to walk. Bus students should be riding the bus daily. This cuts down on traffic congestion before and after school.

**#6** If you need to pick up your children, you may want to establish a specific spot to meet that may be away from the main line of cars coming in and out.

**#7** Proceed with caution in the neighborhoods surrounding the school. Don't assume a child or group of children will stop or look both ways at a crosswalk.

**#8** Our school is lucky to have a crossing guard to help students safely cross Saddle Brooke Drive. Students should show respect and follow the directions of our crossing guard.

# Spring Lake Elementary: Notes on Bullying

In order for our teachers and staff to effectively address and respond to incidents of bullying, it is important for our school community to have a clear understanding of what bullying is and also what it is not.

## **Bullying can be defined as follows:**

The **repeated actions** or threats of action directed toward a person by one or more people who have or are perceived to have **more power or status** than their target in order to **cause fear, distress or harm**. Bullying can be physical, verbal, psychological or any combination of these three.

## **Here's a definition to use for younger, elementary age children:**

When a person or a group behaves in ways—on purpose, over and over—that make someone feel hurt, afraid or embarrassed.

It is important to distinguish bullying from other unkind, mean and harmful behavior. Calling someone a name or pushing someone once, being rude or having an argument with someone may not be bullying. Of course, these behaviors should be addressed but may have different consequences and interventions, which is why the distinction is critical. To be defined as bullying, we look for evidence of three components: (1) repeated actions or threats, (2) a power imbalance and (3) intention to cause harm.

## **Plan of Action**

Accusations of bullying will be taken seriously and will be investigated by school administration once a cause to investigate has been established.

This includes:

- 1) Gathering testimony from the students involved or those who witnessed events as appropriate for the situation.
- 2) Talking with supervisors and staff who may have insight regarding the event(s).
- 3) Gathering any physical evidence (for example, video surveillance footage, written notes, weapons, etc).

It is important for students to know, understand and take responsibility for their role in the negative interactions that take place at school. It is common, when a child makes an accusation of bullying, that the investigation reveals that the accuser was also engaging in negative behaviors leading up to the incident (name calling, chasing, teasing, excluding, physical aggression, etc.) Here are some questions to ask when a child reports an incident of bullying:

- 1) What happened? When? Where did this happen? Who was involved?
- 2) How many times has this happened?
- 3) Did you tell a trusted adult about what happened?
- 4) What events led up to the incident?
- 5) What were you (and others) doing before/during/after the incident?

Once it has been established that bullying occurred, the following actions may be taken or consequences imposed.

- 1) Parents will be notified and staff will work closely with the children involved to resolve the conflict. This could include visiting with the school counselor or psychologist to build positive interactions and teaching conflict resolution strategies.
- 2) The involved children may be more closely monitored and have planned check-ins with teachers or staff.
- 3) The offender may be more closely monitored during the school day by administration and staff. This could include sitting in a designated seat on the bus, sitting at a certain table in the lunchroom, being required to play only in specified areas of the playground, checking in with teachers and staff throughout the day, etc.
- 4) Loss of privileges may occur (staying inside for recess for a period of time, losing the privilege to ride the bus, having internet access and use of school technology taken away, etc.)
- 5) In some cases, in-school or out-of-school suspensions may be imposed. In these cases, the incident is documented in our Aspire system, is reported to the state, and becomes part of the child's behavior profile on SIS.

It is important for our students to feel empowered to stand up to and stop bullying at any level. It is our intention to promote positive self-esteem, kindness and empathy at school in an effort to take a stand against bullying.

The full district Nebo District policy (JDD – Prohibition of Bullying, Hazing and Retaliation) can be found at this link:

<http://www.nebo.edu/pubpolicy/J/JDD.pdf>

## Spring Lake Elementary Cold and Inclement Weather Procedures

With the more severe weather conditions of winter we wanted to review our procedures to both reassure and help parents and patrons prepare and plan for the coming months.



- We recommend that students arrive at school no earlier than 8:45 a.m.
- **Children should arrive at school dressed for the weather of the day so they can safely and comfortably enjoy recesses as they will be expected to go outside most days.** Students may only be in supervised areas during recess (not wandering the halls or remaining in the bathrooms because they are not dressed for the weather). Children may bring shoes to change into from their snow boots. All healthy children will be expected to go out for recess except in extreme weather conditions (wind chill, rain, snow, etc.).
- Please label all coats, jackets, hoodies and other gear with your child's name so that items can be easily returned when dropped or misplaced.
- If your child cannot participate in recess for health reasons, please send a note to the front office. If it is to be a prolonged indoor stay (longer than 3 days) please send a note from the doctor.
- Students will remain inside in extreme weather conditions such as: very cold temperatures (below 20 degrees), heavy rain or snowfall, and unhealthy air/inversions (we check air quality daily).
- Please be considerate and safety conscious as you drop off and pick up students at school. The winter months see an increase in the number of cars. Remember to continue pulling forward in the pick up lane to allow more cars to pull in. Use caution in the parking lots and never encourage your children to do something unsafe to get to your vehicle (run in front of cars or cross in unsafe areas).
- In the event of a major weather event (severe storm, power outage, snow day late start...) The District's ParentLink system will be used to notify parents in the form of an automated phone call, text, or email. For this information to reach you it is important that you keep your contact information current within the Aspire SIS system. Information will also be posted and updated on the district web page [www.nebo.edu](http://www.nebo.edu). If we need to evacuate the school we would go to the LDS church directly across from the school to the west. All teachers and staff members would then remain at school to care for the students. Unless otherwise notified, we will release students only to responsible adults or family members.

# Spring Lake Lunch Schedule and Protocols 2022



The following protocols will be in place during lunch for the 2022 school year:

- Every student will either sanitize or properly wash their hands with soap & water before coming to the lunch room. Teachers will model, teach and reinforce this practice.
- Students will be seated in the lunchroom as they arrive and should not save seats. If a child wishes to wait for a friend, they may stand and wait until the friend has also obtained their lunch and then sit down together.
- All classes should access the lunchroom by entering the middle doors to the gym.
- The amount of students in the lunchroom at one time will be limited. Students should remain seated while eating.
- A more quiet atmosphere will be promoted in the lunchroom as students will be encouraged to simply eat, clean up after themselves and head outside to play.
- Students who bring a home lunch should be able to open and access their own food (wrappers, lids on drinks, gogurts, etc.) so that others don't have to touch their food before they can eat it.
- To keep all students safe, sharing food is prohibited.
- Students will exit the lunchroom via the 5th grade atrium out to the playground for recess. When lunch recess ends, students will line up in an area designated by their teacher on the first day of school.
- Students will not have to punch their lunch number on the keypad. This will be taken care of by the lunch ladies and by using features in our new iCampus system.
- The sharing table and condiment table will be discontinued temporarily. Once the threat of COVID is passed, we will resume this practice of letting students put any commercially prepared, sealed food items they don't plan to eat on the "sharing table" for others to have.

## Lunch Schedule 2021

1st Grade	Eat Lunch	Clean/Transition	Recess
	11:00-11:15	11:15-11:20	11:20-11:35
2nd Grade (93 students)	Eat Lunch	Clean/Transition	Recess
	11:10-11:25	11:25-11:30	11:30-11:45
3rd Grade (89 students)	Eat Lunch	Clean/Transition	Recess
	11:20-11:35	11:35-11:40	11:40-11:55
4th Grade (92 students)	Eat Lunch	Clean/Transition	Recess
	11:30-11:45	11:45-11:50	11:50-12:05
5th Grade (114 students)	Eat Lunch	Clean/Transition	Recess
	11:40-11:55	11:55-12:00	12:00-12:15

The times listed above are guidelines. Students can stay and finish eating as needed.

### **Lunchroom Rules for Students**

- Wash hands with soap and water before eating.
- No sharing or trading food.
- Remain seated throughout the 15 minute lunch period.
- Throw everything away as you exit.
- No touching other students or their food items.
- Students will be dismissed one table at a time.
- Always walk in the lunchroom.
- Raise your hand if you need help from an adult.
- Eat quietly, no shouting or screaming.
- Enjoy your lunch!
- Wash your hands and face (if needed) after eating.

