

# **Orchard Hills Elementary 2017 – 2018**

## **Cougar Pride Handbook**



[orchardhills.nebo.edu](http://orchardhills.nebo.edu)

Our Orchard Hills community is united in providing a positive environment where all learners are valued, demonstrate empathy and take responsibility to ensure a passion for learning.





Welcome to Orchard Hills Elementary  
Home of the Mighty Cougars  
168 E 610 S Santaquin, UT 84655

Principal: Mr. Ryan Murray

Secretaries: Mrs. Sue Miller & Mrs. Maureen Brereton

Main: (801) 754-3237      Fax: (801) 754-5106  
Lunch Clerk: (801) 754-5102

New Students entering our school will be required to provide  
copies of the following information BEFORE attending school.

- Birth Certificate
- Immunization Records
- Proof Of Residency
- Additional Documents

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Your student(s) may begin school on:

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Teacher: \_\_\_\_\_

Teacher: \_\_\_\_\_

Teacher: \_\_\_\_\_

Teacher: \_\_\_\_\_

## Drop Off / Pick Up Map



## Phone Numbers

Nebo School District.....801-354-7400  
 Payson Junior High.....801-465-6015  
 Payson High School.....801-465-6025  
 Bus Shop .....801-465-6005

### School Bell Schedule

Mon., Tues., Thurs., Fri.: 9:00 am – 3:15 pm  
 Wednesday (**early out**) 9:00 am – 2:30 pm

### Kindergarten Schedule

	<u>AM Class</u>	<u>PM Class</u>
Mon., Tues., Thurs., Fri.:	9:00 – 11:35 am	12:35 – 3:15 pm
Wednesday ( <b>early out</b> )	9:00 – 11:15 am	12:20 – 2:30 pm

Since there is no playground supervision provided either before or after school, students should not arrive on the school grounds **until 8:30 am**. They should also **return home promptly** following each school day. Students will not be kept after school without notifying a parent or another responsible guardian.

### Permission to Leave School Grounds / Student Checkout

When taking your child out of school before dismissal time, please sign the check-out log in the office. This may seem like an inconvenience, but it is required so we know, at all times, where our students are. **Students will remain in the office area until an adult signs them out.**

### Phone Calls

The phones at the school are frequently very busy. We have students wanting to call out, parents wanting to call in, teachers needing to call parents, etc. To reduce congestion of the school phone lines, telephone use is limited to important calls as judged by the teacher or school staff. ***We would like for students to call home from the classroom, if no answer, the student should leave a message with their name, so we know who to contact when parents return the call.*** If students call home, it should be for reasons of illness or other emergencies. **Calling home to get permission to go home with a friend is not considered an emergency.** Such arrangements should be made prior to coming to school, or after going home.

### Excusing an Absence

District policy requires parents/guardians to contact the school and provide the reason for the absence. Notification may be by telephone or by a signed note. It is preferable that parents contact the school prior to the absence. Parents should excuse absences within two school days following an absence. Students who have excessive absences and or tardies will be required to meet with the principal to discuss the problem. Parents/guardians will also be required to attend this meeting. Possible consequences include Truancy Citations and referral to

### Medications

It is the policy of Nebo School District that all medications be administered to children by their parents at home. This policy means that, only under exceptional circumstances, will the secretary or principal give children medication. An "Authorization for Student Medication" form (JHCD-P1) must be completed and signed by the parent and physician.

**This form must be updated by the parent and doctor each year.**



Tylenol may be given to a child at school only after verbal confirmation or written permission from a parent has been given to a school official. Never send any medicine with a child to school. An adult should bring the medication to the office.

### Money & Valuables

Teachers 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 (book orders, lunch money, picture money, etc.)

When you do send money, either cash or check, to school with your child, please send it in a sealed envelope with the following information on the outside:

1. Your child's name
2. Your child's teacher's name
3. What the money is intended for
4. Amount of money enclosed



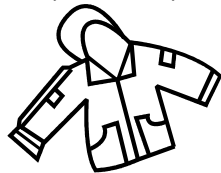
Valuable such as cell phones, jewelry, radios, iPods, mp3 players, toys, trading cards of all types, etc. **should be kept at home.** Student's cubbies and desks are not secure places. The school assumes no responsibility for damage or theft.

### Bicycles/Scooters/Skateboards/Rollerblades

All bicycles are to be put in the bike rack when arriving at school. Scooters, rollerblades, and skateboards are to be store in classrooms (scooters need to be folded). These items are not to be used during school hours. Students are to walk their bikes, rollerblades, scooters, and skateboards while on the school grounds and at the crosswalks. The school will not assume any responsibility for damage or theft of these items.

### Lost & Found items

To help return lost articles of clothing, etc., please put your child's name on everything he or she brings to school. When a student finds an item it should be turned into the office. Lost articles that are not claimed by the last day of school in May will be donated to a charitable organization.



the District Attendance Officer if the problem can't be resolved.

5. Students that live on the east side of 690 East and West of 880 East and are also located south of 450 South and west of 650 South will make their way to the corner of 690 East and 450 South then make their way to the corner of the of 450 South and 400 East then travel to the corner of 400 East and 610 South cross the crosswalk going west and stay on the sidewalk until they reach the school.
6. All students that live east of 840 East will travel to the corner of 840 East and 300 South. Students will then travel on the south side of 300 South to the corner of 300 South and 690 East turn west on 690 East and travel to the corner of 450 South. Students will then make their way to the corner of the of 450 South and 400 East, make their way to the corner of 400 East and 610 South cross the crosswalk going west and stay on the sidewalk until they reach the school.
7. Students located between 130 South and 450 East and 900 East and 690 East will travel to the corner of 300 South and 690 East. Students will then turn west on 690 East and travel to the corner of 450 South. Students will then make their way to the corner of 450 South and 400 East, then make their way to the corner of 400 East and 610 South cross the crosswalk going west and stay on the sidewalk until they reach the school.
8. Students that live on 580 East will make their way to the corner of 580 East and 300 South, stay on the north side of the road and travel to the corner of 300 South and 690 East. Students will then turn west on 690 East and travel to the corner of 450 South. Students will then make their way to the corner of the of 450 South and 400 East, travel to the corner of 400 East and 610 South cross the crosswalk going west and stay on the sidewalk until they reach the school.
9. Students that live on 400 South between 500 East and 600 East will make their way to the corner of 400 South and 690 East. Students will then turn west on 690 East and travel to the corner of 450 South. Students will then make their way to the corner of the of 450 South and 400 East, make their way to the corner of 400 East and 610 South cross the crosswalk going west and stay on the sidewalk until they reach the school.
10. Students that live between Highland Dr. and 400 South and also between 400 East and 500 East will travel to the corner of 450 South and 400 East. Students will then make their way to the corner of 400 East and 610 South cross the crosswalk going west and stay on the sidewalk until they reach the school.
11. Students that live between Highland Dr. and the west side of 400 East will travel to the corner of 450 South and 400 East. Students will then make their way to the corner of 400 East and 610 South cross the crosswalk going west and stay on the sidewalk until they reach the school.

## Safe Walk/Bike Route Plan

In accordance with state standards, Orchard Hills Elementary has identified school access routes for Orchard Hills Elementary students who live within the walk boundary established for the school. A map showing the identified routes can be viewed by following the link below.

[http://www.snapforschools.com/Map\\_update.aspx?isAdmin=1&EntityId=1116](http://www.snapforschools.com/Map_update.aspx?isAdmin=1&EntityId=1116)

The intent of a safe walk route plan is not to identify every school access route or to identify the more convenient school access routes; it is to identify the safer school access routes. Care has been taken to consult with local law enforcement, school PTA and School Community Council representatives, and the District's traffic safety committee in establishing these school access routes. Despite broad consultation and unanimous agreement from all parties involved in establishing this plan, no one, including the Nebo School District and Orchard Hills Elementary can guarantee that the agreed upon school access routes are or will ever be completely free from hazards.

Parents are encourage to walk or bike the school access routes with their child/children, to address specific concerns they may have, and to instruct their child/children to obey the laws and rules pertaining to pedestrian safety. If a parent feels their child/children should use a school access route that is not identified in this plan, it is a parent's prerogative.

As previously stated, the intent of a safe walk route plan is not to identify every school access route or to identify the more convenient school access routes. For this plan, school access routes leading to the school from areas where clusters of students live, have been identified and are described below.

### School Access Route Description:

1. Students living on the south side of 610 South and west of 400 East will use the sidewalk on the south side of the street and travel west until they reach the school. Students living on the north side of 610 South will use the crosswalk located just east of the school property and then travel west on the sidewalk until they reach the school.
2. Students that live in the area between 400 East and 600 East and also 560 South and 600 South will make their way to the corner of 400 East and 610 South and then cross the crosswalk going west and stay on the sidewalk until they reach the school.
3. Students that are located in the neighborhood south of 575 East and North of 450 South will make their way to the corner of the of 450 South and 400 East, students will then make their way to the corner of 400 East and 610 South cross the crosswalk going west and stay on the sidewalk until they reach the school.
4. Students that live on 690 East and south of 450 South will make their way to the corner of 690 East and 450 South then make their way to the corner of the of 450 South and 400 East then travel to the corner of 400 East and 610 South cross the crosswalk going west and stay on the sidewalk until they reach the school.

### Birthday Treats

Utah State Department of health regulations (R392-100-2-food care) prohibits the serving of homemade treats to children at school. The regulation states:



*"Food shall be obtained from sources that comply with all laws relating to food and food labeling. Home prepared foods are prohibited. If treats are brought to school for activities such as birthday treats, class parties, special rewards, etc., they should be commercially prepared items preferable individually wrapped in cellophane paper, a box, etc."*

It is certainly not required or expected that you send treats to school. However, if you choose to do so, we would greatly appreciate the following of these guidelines so that we will be in compliance with Utah State Department of Health regulations.

### Dress Standards

Nebo School District's dress standards are as follows:

- *Hair shall be neat, clean and well groomed. The coloring of hair with unnatural looking colors to include costume spray will not be tolerated.*
- *Clothing shall be modest, neat, and clean, in good repair and shall include shoes. Modesty shall include covering shoulders, midriff and back. Short shorts, tank tops, halter, crop tops, or belly shirts, extremely short skirts or dresses do not meet the modesty standards in our schools. Hats and caps shall not be worn during regular school hours.*

***If a student's dress or grooming interferes with the normal education process, he/she will be asked to change or remove whatever is in question.***



### Recess and Proper Dress

Children should arrive at school dressed for the weather of the day so they can safely and comfortably enjoy recesses – this especially includes the winter months. It is expected that all healthy children will go out for recess except under extreme conditions.

### Lunch

Applications for Free and Reduced-Price Meal Benefits are available online, at the District Office or at the school. **You must apply each school year for benefits.** Meal Benefit Applications are processed for benefit eligibility at the Nebo District Office site in Spanish Fork by an authorized Food Service Representative beginning mid July.

Food Services Secretary: (801) 354-7439 or Fax (801) 354-7495.  
Mailing address: 350 S Main, Spanish Fork, UT 84660



**Registering and Updating your student SIS Information online**

1. Go to [www.nebo.edu/parents](http://www.nebo.edu/parents)
2. Scroll down a little and click on "Aspire SIS" link on left of screen
3. Click "Login to SIS" (orange box)
4. If you do have a username / password, proceed. If you don't, click on "Request a Username." Put in Student ID # (this is their lunch number) and Birth Date. Entering one child will pull up all of your children. Confirm info and create your own username/password. Now you can login!
5. Once you have logged into SIS, click "Update Student Information"
6. Check on information by clicking on the pencils. Add emergency contacts, e-mail addresses, ethnicity, health info., etc.
7. Make sure to hit "Save" and "Verify". You are done!

For your convenience, write your username and password and SIS #'s here:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Child #1: \_\_\_\_\_

Child #2: \_\_\_\_\_

Child #3: \_\_\_\_\_

Child #4: \_\_\_\_\_

**Parent Teacher Conferences / SEP's**

These will be held three times each year and all three appointments will be the same set time for each student / teacher. The following THURSDAY'S are set for SEP's:

October 26th, 2017

January 11th, 2018

March 15th, 2018

Student / Time: \_\_\_\_\_

Student / Time: \_\_\_\_\_

Student / Time: \_\_\_\_\_

Student / Time: \_\_\_\_\_

**YOU CAN NOW SIGN UP FOR SEP'S ONLINE**

**Orchard Hills School Safety / Traffic Standards**

When walking to and from school, ALWAYS use caution when crossing any street.

1. Meet brothers, sisters, cousins, and friends at the flag pole.
2. Walk with a friend.
3. Obey traffic signs.
4. Take the safest and most direct route to and from school.
5. Walk on sidewalks where available.
6. Look before crossing streets.
7. Cross at corners or marked crosswalks.
8. Refuse all offers from strangers.



**Riding the Bus to and From School**



No food or drink is allowed on Nebo School District buses. Students are expected to act appropriately. If students are unruly or do not follow the bus rules, they may be excluded from bus riding privileges. Non bus students are not allowed to ride the bus.

**Bus Loading / Unloading**

Buses enter from the southwest into our bus area. Students enter and exit from the front doors to the bus area. Students are expected to go directly to their buses when school is dismissed. Nebo School District Transportation policy will be followed for bus safety. There is **NO PARKING** in the bus loading/unloading zones.

**Parent Pick Up and Drop Off**

Parent pick up / drop off is according to the map in this handbook. Students are to use the main entrance to exit and enter the school. There is **NO PARKING** in the bus loading/unloading zones.

Pickup up students in drive located on the east side of school.

