

# **Orchard Hills Elementary School**



## **School Information Handbook 2022 - 2023**

**Orchard Hills**

## Mission Statement

All students learn at high levels and feel success academically and socially.

## Orchard Hills

## Vision Statement

All teachers will provide high quality, individualized instruction so all students make at least one year of growth in reading and math.

## Orchard Hills

# Values Statement

At Orchard Hills we value:

- \*Celebrating academic, behavior and social/emotional growth
- \*Being present and engaged in learning
- \*Building relationships and connecting with families and community



**Orchard Hills**

**Cougar Call**



**Together  
Orchard Hills  
is better!**

# School Information Handbook

This handbook has been prepared to assist families in understanding the policies and procedures at Orchard Hills Elementary School. The handbook will be updated yearly so you will be aware of changes from year to year. Please familiarize yourself with the information in the handbook and feel free to contact me anytime if you have questions. I sincerely hope this handbook will be helpful to you and your family as we work together to make this a great year at Orchard Hills Elementary School.

Mrs. Huntsman  
Principal

## *Nebo School District Non-Discrimination Policy*

*It is the policy of Nebo School District not to discriminate on the basis of sex, race, color, national origin, religion, disabilities, or any other legally protected class(es) as defined by applicable state and federal law, in its educational programs, activities, admissions, access, treatment, or employment practices. Questions, concerns, complaints, and requests regarding this nondiscrimination policy should be directed to the Director of Human Resources at the Nebo School District administration office, located at 350 South Main Street in Spanish Fork, Utah (801-354-7400). Additionally, concerns may be directed to the Denver Office for Civil Rights, U.S. Department of Education. 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582.*

*Telephone: 303-844-5695; Fax: 303-844-4303; TDD: 877-521-2172*



## **Kindergarten Schedule**

### **Monday--Early Out Day**

AM Kindergarten - 9:15 A.M. to 11:30 A.M.

PM Kindergarten - 12:30 P.M. to 2:45 P.M.

### **Tue/Wed/Thur/Fri**

AM Kindergarten - 9:15 A.M. to 11:50 A.M.

PM Kindergarten - 12:50 P.M. to 3:30 P.M.

## **1st-5th Grades Schedule**

### **Monday--Early Out Day**

9:15 AM to 2:45 PM

### **Tue/Wed/Thur/Fri**

9:15 AM to 3:30 PM

### **Daily Bell Schedule**

9:10 A.M. ....First Bell  
9:15 A.M. ....School Begins /Tardy Bell  
11:30 to 12:05 P.M.....EEC Lunch (eat first)  
11:30 to 12:05 P.M.....3rd Grade Lunch (lunch bell 11:50)  
11:40 to 12:15 P.M.....2nd Grade Lunch (lunch bell 12:00)  
11:45 to 12:20 P.M.....5th Grade Lunch (lunch bell 12:05)  
11:50 to 12:25 P.M.....4th Grade Lunch (lunch bell 12:10)  
11:55 to 12:30 P.M.....1st Grade Lunch (lunch bell 12:15)  
2:45 P.M. ....School Dismissed (Monday--Early Out)  
3:30 P.M. ....School Dismissed (Tues-Fri-Schedule)

# Orchard Hills Elementary Policies & Information

## ABSENCES & TARDIES

Regular attendance means that students are *in school, on time, every day* unless it is absolutely necessary to be absent. Few factors have a greater influence on school success than regular attendance. Absences cannot be excused beyond three days after the absence. Please notify the school (801-754-3237) when your child is absent. When a student is absent and/or tardy for three consecutive days, the teacher may contact the parents to determine needs. When a pattern of absences and/or tardies develops, the teacher will notify the principal, who will then take responsibility for assisting the parents and child in correcting any further problems. This assistance may include involvement of the school nurse or counselor, notifying the Nebo School District truant officer, or initiating a referral to the Division of Family Services and/or Juvenile Court. Our intent is to solve attendance and tardy problems as quickly as possible.

## ACCIDENTS AND ILLNESSES

Whenever an accident or illness occurs and is of a serious nature including all head injuries, we will contact a parent. If we cannot contact a parent, we will notify the emergency contacts that you listed in Aspire (Student Information System). In extreme emergencies when we are unable to contact anyone, we will take the necessary steps to get emergency care for your child.

## BICYCLES & SCOOTERS

All bicycles and scooters are to be locked in a bike rack upon arrival at school. Bikes and scooters are not to be used during school hours. Students should walk bikes and scooters while on school grounds and in crosswalks. Students should ride single file on the sidewalks not in the streets. The school will cooperate in investigation of theft or damage during school hours but cannot be responsible for bikes and scooters left overnight. Students are not allowed to play at the bike racks during the school day.

## BIRTHDAY TREATS

If you choose to send treats to school, please follow the guidelines listed below so that we will be in compliance with the Utah State Department of Health. **Utah State Department of Health regulation (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 preferably individually wrapped in cellophane paper, a box, etc.*

## BULLYING

Bullying is not tolerated at Orchard Hills Elementary School. A review of this policy is done at the beginning of the year in an assembly. If a student bullies others, he/she will get a "Think Time" and/or "Lunch Detention" and be referred to the principal. School policies will be reviewed, a behavior plan implemented, and parents informed. If the behavior continues the student may be suspended from school.

## BUS NOTES

Occasionally, a walking student may need to ride home on a school bus with a bus student. This is highly discouraged by our transportation department due to liability concerns unless there are "emergency circumstances." **Requests for this one-time bus privilege are not for birthday parties, music lessons, scouts, babysitting, going to play at a friend's**

**house, etc. These should be worked out between parents using their own form of transportation.** If the parent and principal deem that an “emergency circumstance” is needed, the walking student will need two things in order to ride the bus: 1-a note from the parent with the parent’s signature and the reason for riding the bus, and 2-a gold ‘**One Time Bus Riding Privilege**’ form, signed by the school principal. Without these two forms, the bus drivers will not allow a student to ride the bus. Students should get the principal’s form early in the day, not right before the buses are ready to depart.

## **CHESS CLUB**

The Orchard Hills Chess Club is open to all students Kindergarten through 5<sup>th</sup> grade. It is held on Thursdays from 3:35-4:15 with a starting date to be determined. Chess etiquette is expected. The Club is limited to 16 students. There is a cost of \$5.00 per student. Watch for more information once school starts.

## **CHOIR**

The Orchard Hills Choir is offered to 3rd-5th grade students Tuesdays and Thursdays after school from 3:40-4:15 in the Cougar Den. This is a great opportunity to be part of a school group. Choir members are expected to attend every class on time. There are two sessions offered with a cost of \$15.00 per session. Session 1 will begin in September with a performance in December. Session 2 will begin in February with a performance in May.

## **DRESS STANDARDS**

Nebo School District’s dress policy <https://www.nebo.edu/pubpolicy/J/JDG.pdf> -- Clothing shall be modest, neat, clean, and in good repair and shall include shoes. Hats and caps (for boys and girls) shall not be worn during regular elementary school hours. For the safety of our students and to prevent wear and tear on our flooring, we do not allow “heelies” (shoes with wheels on the bottom of the shoe). Students who violate any of the dress standards will be asked to call home and have their parents bring a more suitable article of clothing to wear.

## **EMERGENCIES**

We practice monthly emergency drills for the sole purpose of keeping students safe. We have procedures in place for emergencies in the case of evacuation, earthquake, shelter-in-place, lockout and lockdown. These are the definitions of each emergency situation: Evacuation—when there is a need to evacuate the building due to fire, flood, electrical issues, etc; Earthquake—when the ground is shaking; Shelter-In-Place--when there is a chemical/biohazard threat; Lockout—when there is criminal activity identified outside of the school but near school grounds; Lockdown—when there is a threat of violence identified on school grounds or inside the building. In case of an emergency, parents will be notified if/when students can be picked up.

## **FAMILY & FRIENDS FROM OUT-OF-TOWN**

Occasionally out-of-town cousins or 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. Visiting relatives or friends are not allowed to attend Orchard Hills Elementary School during their stay at your home.

## **FINANCIAL CONTRIBUTIONS TO OUR SCHOOL**

Legislative and district funds are limited at our school. Your help is needed to offer educational programs for our students. Planning for the year will be based on the donations we receive at the beginning of each school year. The suggested contribution amount for Orchard Hills is \$25.00 per student. Your contribution is confidential, tax deductible and very important to our school. All students will take part in every activity planned regardless of donations.



## **HOMEWORK**

The Board of Education recognizes the importance of homework for students as an extension of learning from school. Homework should be purposeful, reasonable in amount and designed specifically to meet the needs of the learner. Assigned homework should be carefully explained so the student has an understanding of expectations. Students should be held accountable for completion of assigned homework as a part of class requirements. Please check your child's progress often by logging into your Parent Portal at <https://nebout.infinitecampus.org/campus/portal/parents/nebo.jsp>.

## **IMMUNIZATIONS & BIRTH CERTIFICATES**

Utah State Law requires all children enrolled in a public school to complete all required Immunizations and have dates on file **before the first day of school**. It is also required to have a copy of your child's birth certificate. If after several contacts by our school nurse and principal, a child does not have a copy of their birth certificate and all completed immunizations on file, **the student may be excluded from school**.

## **INFINITE CAMPUS STUDENT INFORMATION SYSTEM**

**Please update your Parent Portal on Infinite Campus for your family each school year.** You can access Infinite Campus on the Nebo School District website on the Parent drop down menu or through this link <https://nebout.infinitecampus.org/campus/portal/parents/nebo.jsp>. It is very important that you log in and update the emergency contact information at least yearly or whenever there is a change. This information will be used in times of illness, serious accidents or emergencies. Please include as many details as necessary for us to be able to locate a parent or designated adult during school hours. Infinite Campus also gives parents access to grades and attendance. Please check your child's progress often.

## **LEAVING DURING SCHOOL HOURS**

Orchard Hills' school policies forbid students to go home for lunch or leave campus during school hours without a parent or guardian. In order to keep our students safe we have a "closed campus" policy and will not excuse students who leave without a parent or guardian checking them out.

## **LIBRARY BOOKS & TAKE-HOME LIBRARY BOOKS**

We are very fortunate to have thousands of library books, guided reading books and take-home library books at Orchard Hills Elementary School. These books cost quite a large amount of money and we encourage the students to take good care of the library books when taking them home. If a take-home library book or school library book is damaged or lost, the student may not check out additional library books until the lost book is returned or paid for.

## **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. Valuable and/or tiny articles are turned into the office. Larger items are placed in a room located in the office. **Lost articles that are not claimed by the last day of school before the Christmas holiday and the last day of school in May will be donated to a charitable organization.**

## **LUNCH**

BREAKFAST AND LUNCH ARE **NOT** FREE THIS SCHOOL YEAR. If your financial situation is such that you need meals to be free or reduced, please follow the instructions at this link <https://www.nebo.edu/child-nutrition/free-reduced> to apply.

Parents always have the option of sending a “home packed” lunch with their child anytime throughout the school year.

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)
- Students may sit where they choose by grade
- Use appropriate voices and manners
- Stay seated until you are finished eating
- No sharing or touching food on other trays
- Clean your eating area before leaving
- No food or drink can be taken from the lunchroom

Breakfast prices: Students - \$ 1.50      Reduced - \$ .30

Lunch prices: Students - \$2.00      Reduced - \$ .40

## **MAJOR NATURAL DISASTERS**

In the event of a major natural disaster affecting the entire community students will be held at school. All teachers and staff members will also remain at school to care for the students. Unless otherwise notified, we will release students only to responsible adults or family members listed on Infinite Campus. Your child will not be released to a neighbor or friend if they are not listed as an emergency contact in Infinite Campus. **KSL RADIO AM 1160** is our Emergency Broadcast System. It will announce when the school is closed due to inclement weather, etc. You may also check the Nebo School District website.

## **MEDICATIONS**

It is the policy of the Nebo School District that all medications be administered to children by their parents at home. Only under exceptional circumstances will the nurse, secretary or principal give a child 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 or Ibuprofen may be given to a child at school only after verbal confirmation from a parent on the phone. The phone call must be done each time Tylenol or Ibuprofen is given.

## **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, picture day, PTA Book Fairs, etc.). When you do send money to school with your child, (either cash or check) please send it in a sealed envelope with the following information on the outside:

- 1 - Child’s name
- 2 - Child’s teacher’s name
- 3 - What the money is intended for
- 4 - Amount of money enclosed

Valuables such as jewelry, iPods, all Cell Phones and Smart watches (see more information below about Smart devices), other handheld computer games, toys, trading cards of all types, etc are **not allowed at school.**

## **PARENT PICK-UP & DROP-OFF**

Please pick up and drop off students on the northwest (front) and north (side) end of our building. The southwest lane in front of our school is for buses only. (See the Pick-Up & Drop-Off Map below). There is also a smaller parking area on the far south side of our building, which is used for kindergarten pick-up and drop-off. The procedure for students who need to cross the street is to go to the crosswalk even if it means they will walk farther. Students should only be picked up from a sidewalk on the passenger side of the vehicle. It is **very important** that the students wait for an adult to cross them at the crosswalk. Students run the risk of being hit by a car when they run into the road as parents “urge” them to hurry across the road to get into a vehicle. Please help us keep your student safe by practicing the safety procedure.



## PETS

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. Pets on the playground will be reported to the Santaquin City Police Animal Control Officer.

## PHONE CALLS BY STUDENTS

Telephone use is limited to important calls as judged by the teacher or school staff. If students call home, it should be done from the office and for reasons of illness or other emergencies. **Calling home to get permission to go with a friend OR making arrangements for a "play date" or "sleep-over" is not considered an emergency.**

## PHONE CALLS FROM PARENTS

During much of the regular school day phone calls from parents requesting messages to be delivered to their students are taken care of very well by our office secretaries. The last hour of school, however, there is only one secretary available. We receive many phone messages during the last ½ hour of every day. Therefore, we ask parents NOT to call into the office to give their student a message after 3:15 PM. This will give us time to get the numerous messages to students before the 3:30 PM bell rings.

## PLAYGROUND SUPERVISION

There are staff members on duty before and after school, at the bus loading area, at crosswalks and on the playground. There is also adequate supervision on the playground during the lunch hour and during recesses.

## **PLAYGROUND EQUIPMENT & SAFETY**

The following rules apply to all our playgrounds at Orchard Hills Elementary School:

- Use equipment properly
- Play safely in assigned areas
- Ask an adult to get a ball when it goes outside the fenced area
- Treat other students with kindness
- Follow the direction of playground supervisors & teachers

### **Equipment Use Safety Guidelines:**

**Jump Ropes** – Jump ropes should be used for jumping and not for playing horse or to tie up another student. They should not be used to swing around in circles overhead.

**Monkey Bars & Horizontal Bars** – Students should not sit or stand on top of the bars. Students should not have “chicken fights” while hanging from the bars.

**Slides** – Students should go down the slides not up the inside or outside of the slides. When going down the slide, students should move out of the way of the person coming down.

**Inflated Balls** – Balls may be bounced against the large gymnasium walls. Teaching is going on in classrooms and balls should not hit windows and doors that would disrupt the class.

**Baseball Bats & Balls** – Students should have no not bring any hardballs to school. Wooden and metal bats are allowed if used properly. The only person who should swing the bat is the batter when he is up to bat. Students should not swing bats around to warm up since others are standing close by and may walk into the path of the bat.

**Football, Basketballs, Softballs, Frisbees** and any other playground equipment brought from home, should be properly labeled with the student’s name.

**Tag games** are only played on the grass areas. Tag games are defined as any game that includes chasing, running, or tagging other students. NO type of chasing, running or tagging activities are allowed on the playground equipment for safety reasons.

## **SAFETY BEFORE SCHOOL**

**Walking Students:** To help us with safety issues, **your child should not arrive at school earlier than 8:45 A.M.** since there is no teacher on duty until this time. Students may then go directly to their classrooms. Please familiarize yourself with the recommended Safe Walking Routes in the back of this booklet.

## **SCHOOL COMMUNITY COUNCIL**

Orchard Hills Elementary School has a School Community Council who represents parents, teachers, business partnerships and other community members. The council meets monthly. The purpose of the council is to discuss needs related to the school and to coordinate efforts to meet those needs. The School Community Council assists in the formulation of the School Improvement Plan, the Trustland Plan, the Reading Achievement Plan and the Safe Walking Route Plan. Our School Community Council has one teacher representative, one teacher facilitator, the principal, and five parents. Elections for parent members are done in the fall. If you are interested in serving on our School Community Council, please notify the principal.

## **SMART PHONES/WATCHES**

Smart phones, smart watches or any electronic device that has the capability to text, call, take photos, access the internet, etc. are not accessible to students at school for safety reasons. We do not want students being exposed to pornography, cyber bullying and sexting OR being distracted from the learning that is taking place. We understand that many parents feel it is necessary to have a GPS tracking device with their children so if a student brings a device to school it should remain in their backpack or if it is a watch it should not be used for anything other than telling time during school hours. All students **MUST** use the phone in the office to call parents and parents should not call their student on their phone or watch during school hours. This is a distraction to the teaching and learning taking place at

school. The consequence for students who are using their device inappropriately at school is that the teacher will ask the student to put it in their backpack. There may be additional consequences that match the severity of the inappropriate use. If there is a second offense, the device will be brought to the office and parents will be notified to pick it up from the school.

## **STUDENTS AFTER SCHOOL**

Students should return home promptly following school each day. **They should never go to a friend's house without making prior arrangements with their parents before the school day begins.** Students will not be kept after school longer than five minutes without first notifying a parent or other responsible person.

## **STUDENT CHECK – OUT / CHECK - IN**

If parents need to pick up their children during school hours, **they must come into the front office and sign the check-out log.** This may seem like an inconvenience, but it is required for safety purposes. Do not ask your child to meet you by the flagpole or out front of the school during school hours. Students should remain in their classroom until called to the office. Students will remain in the office area until an adult signs them out. When your child returns to school from an appointment, please remember to check them in again at the office so we know they are back into our school.

## **PBIS-Positive Behavior Interventions & Supports**

The Orchard Hills PBIS Team built our system of behavior expectations. If you would like more information about PBIS go to [www.pbis.org](http://www.pbis.org) OR [www.pbisworld.com](http://www.pbisworld.com). Below are our rules, procedures and expectations for behavior along with the respective rewards and consequences.

### **Orchard Hills School Rules**



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#### **Orchard Hills Hall Procedures**

1. Walk directly to destination
2. Watch where you are going
3. Quiet voices & bodies
4. Hands, feet, & objects to self

Reward(s)	Consequence(s)
- Orange Pops taken given by teacher on bus duty	- Think Time - Lunch Seclusion - Office Referral

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#### **Orchard Hills Bus Procedures**

1. Stay in classroom until bell rings
2. If bus door is closed, stay in line keeping hands, feet, & objects to myself
3. Choose a seat & stay in it
4. Read silently or talk quietly

Reward(s)	Consequence(s)
- Orange Pops taken given by teacher on bus duty	- Bus "Time" - Call Report - Office Referral

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#### **Orchard Hills Entering & Leaving Procedures**

1. Arrive & depart on time
2. Leave bikes, scooters, & skateboards in designated areas
3. Use walkways, sidewalks, & crosswalks correctly
4. Quiet voices and bodies inside the building

Reward(s)	Consequence(s)
- Orange Pop Token	- Think Time - Lunch Seclusion - Office Referral

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#### **Orchard Hills Bathroom Procedures**

1. Quiet voices
2. Respect the privacy of others
3. Go & flush
4. Wash: 1 pump, 1 towel, 1 minute back to class
5. Leave it clean

Reward(s)	Consequence(s)
- Orange Pop Token - Orange Pop Stamp	- Think Time - Lunch Seclusion - Office Referral

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#### **Orchard Hills Assembly Procedures**

1. Music playing = come to the gym
2. Sit in assigned area
3. 3,2,1 quiet
4. Be respectful of presenter
5. Music playing = return to class

Reward(s)	Consequence(s)
- Candy Cough Remission - One Pop taken issued	- Warning - 15 Min Hall - Office Referral

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### Orchard Hills Lunchroom Procedures

1. Wash or sanitize hands
2. Sit at an assigned grade level table
3. Eat own food appropriately
4. Clean up own area & floor  
Throw garbage away
5. Wait to be dismissed when bell rings & teacher arrives

<b>Reward(s):</b> - Cougar Paw Token	<b>Consequence(s):</b> - Think Time - Lunch Detention - Office Referral
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### Orchard Hills Recess Procedures

1. Follow the rules of the area and/or game
2. Use equipment correctly
3. Put equipment away
4. Line up immediately when bell rings

<b>Reward(s):</b> - Cougar Paw Token	<b>Consequence(s):</b> - Think Time - Lunch Detention - Office Referral
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### Orchard Hills Inside Recess Procedures

1. Read or play teacher chosen activities in own classroom (no electronics)
2. Use inside voices
3. Line up when bell rings
4. Wait for an adult to take the class to the lunchroom
5. Walk to the lunchroom quietly

<b>Reward(s):</b> - Cougar Paw Token - Cougar Paw Stamp	<b>Consequence(s):</b> - Think Time - Lunch Detention - Office Referral
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### Orchard Hills Specialties Procedures

1. Come in quietly
2. Listen & follow directions
3. Leave the room cleaner than you found it
4. Line up quietly

<b>Reward(s):</b> - Cougar Paw Token - Cougar Paw Stamp	<b>Consequence(s):</b> - Think Time - Lunch Detention - Office Referral
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## LUNCH DETENTION POLICY

If a student receives 2 “Think Time” passes in a five day period **OR** if a more serious problem occurs at school (fighting, harassment or a safe school violation), a “lunch detention” is given. A “Lunch Detention” requires a student to miss one lunch recess by eating his/her lunch in the Skill Building room and sitting quietly until recess is over. This gives the student an additional “time out” to think about and attach a further consequence to their inappropriate behaviors.

The following are more serious behaviors that could result in a **lunch detention or a possible suspension from school**. The four bolded and highlighted violations below are the most common reasons for a suspension from school. Please explain to your students concerning their seriousness.

- Safe School Violations - arson, burglary, stealing, battery (**fighting and/or a punch connecting with someone else’s body**), criminal mischief, intimidation, verbal abuse (swearing, foul language and any inappropriate language and gestures), illegal activities, leaving school grounds without permission & possessing weapons or facsimiles. A student can also be suspended for **threatening another** (verbally expressing “I’m going to kill/hurt you” or drawing a picture and writing threats to others).
- Violations of the Drug and Alcohol/Tobacco Policy
- Sexual Harassment Violations - This includes, but is not limited to, the following:
  - Derogatory or offensive jokes, teasing, or comments of a sexual nature
  - Graphic remarks or sexual comments about an individual’s body
  - Sexually suggestive or obscene pictures, letters or notes
  - Grabbing, pinching, or touching of private areas
  - Sexual gestures, unwanted pats, hugs, or touching
  - Actual or attempted sexual assault or molestation
  - De-pantsing male or female students, flipping up girls’ dresses, etc.

Parents will be notified by phone when their student’s behaviors are of a serious nature. If necessary, a meeting will be set up with the parents, the student, the teacher or the principal to discuss appropriate measures to help students change their behaviors. Suggestions may include but are not limited to counseling, Skill Building, loss of school privileges, parent conferences or parent attendance at school, transfer to an alternative class or placement, or out of school suspension and home counseling. Actions determined to be criminal will be reported to the Pupil Services Department and/or Law Enforcement authorities. All students are entitled to appropriate due process in all matters of school discipline and students will not be questioned by law enforcement officers without the permission of a parent.

## VOLUNTEERS

Orchard Hills Elementary School loves having volunteers help in the classrooms and in our PTA. There are two needs for volunteers at our school:

1 – You can volunteer in your child’s classroom by asking the teacher how you can help.

Cutting out materials, reading in the hall or helping a child with unfinished work, going on field trips, etc., are all very much appreciated.

2 – You can volunteer in the PTA organization to help with book fairs, picture days, and fitness/field days. If you are interested in being a volunteer, please call our PTA President.

## **WEATHER**

Students should arrive at school dressed for the weather of the day so they can be comfortable and safe during recesses. In winter months, children should remember to bring shoes to change into from their snow boots. Students may not run around the school in stocking or bare feet. All healthy children will be expected to go out for recess except in extreme weather conditions (low wind chill factor, rain or snow, etc.). Students need to check if it is a green light day (all students outside) or a red light day (all students will remain inside). Each classroom teacher has organized activities and reading materials for their students on Inside Days. If your child cannot participate in recess for health reasons, please send a note to this effect so teachers will know who may remain indoors. **If it is to be a prolonged indoor stay (longer than 3 days) please send a note from the doctor.** We do not accept notes from parents that state, “Please keep my child in from recess from November to March” or “Please keep my child in from recess through the winter”. All children need to get some fresh air each day.

## **School Access Route Description**

### **Orchard Hills Elementary School**

In accordance with state standards, Orchard Hills Elementary School has identified school access routes for Orchard Hills Elementary students who live within the walking boundary established for the school.

The intent of a school access route plan is not to identify every school access route or to identify the more convenient school access routes rather it is to identify the safer school access routes. Care has been taken to consult with local law enforcement, school PTA, 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 School can guarantee that the agreed upon school access routes are or will ever be completely free from hazards.

Parents are encouraged 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**

#### **For Students Living North of Orchard Hills Elementary School**

1. Students that live 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 north of Orchard Hills 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.
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 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 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 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 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.



### For Students Living South of Orchard Hills Elementary School

1. Students that live east of Canyon Road will travel to Canyon Road then travel north to Highland Drive. Students will then stay on the sidewalk along Highland Drive. At the corner of 120 East, students will head east staying on the sidewalk until they reach the school.
2. Students that live west of Canyon Road and north of 900 South will travel to either Canyon Road or Highland Drive whichever is closest. From the east side of Canyon Road, students will travel north to Highland Drive. Students will then stay on the sidewalk along Highland Drive. At the corner of 120 East, students will head east staying on the sidewalk until they reach the school. From Highland Drive, students will travel to Canyon Road, cross at the crosswalk, then continue on the sidewalk along Highland Drive. At the corner of 120 East, students will head east staying on the sidewalk until they reach the school.
3. Students that live west of Canyon Road and south of 900 South will travel to either 900 South or Highland Drive. From 900 South students will make their way to the east side of Canyon Road. Students will travel north to Highland Drive then stay on the sidewalk along Highland Drive. At the corner of 120 East, students will head east staying on the sidewalk until they reach the school. From Highland Drive, students will travel to Canyon Road, cross at the crosswalk, then continue on the sidewalk along Highland Drive. At the corner of 120 East, students will head east staying on the sidewalk until they reach the school.

