

GENERAL SCHOOL PROCEDURES FOR PARENTS AND STUDENTS

Be Safe | Be Responsible | Be Respectful

Staying Safe

Canyon Crest takes the safety of our students very seriously. All of our rules and procedures are designed to maximize student supervision and safety.

Parents/Guardians

Please be aware that the term "parent" is used to refer to the parent, legal guardian, or any person granted some other type of lawful control of the student.

Bell Schedule

1ST - 6TH GRADES

1ST BELL: 8:40

M-TH: 8:50 - 3:30

FRI: 8:50 - 1:40

KINDERGARTEN

AM: M-TH 8:50-11:50 / FRI
8:50 - 10:50

PM: M-TH 12:30 - 3:30 / FRI
11:40 - 1:40

Full Day: M-TH 8:50 - 3:30/ FRI
8:50 - 1:40



Attendance Policy

Regular attendance is crucial for students to learn and grow throughout the year. Students who miss significant amounts of class are at a disadvantage. Canyon Crest Elementary follows the attendance policy put forth by Provo City School District.

Students are allowed 5 parent-excused absences per term. Valid excuses include: family death, military block leave, pre-approved vacations, and sickness (with a doctor's note). Parents have 72 hours (not including weekends) to call and get an absence approved.

* 5 unexcused absences = a notice of attendance letter.

* 8 unexcused absences = a citation letter from the district and required attendance at truancy school.

* 10 unexcused absences result in a second citation letter and follow-up with the Provo Attendance Court.

3 tardies is the equivalent of one unexcused absence.

Tardy counts are cumulative; they do not start over each term.



School Hours and Arrival

In compliance with state safety regulations, all of our outside doors remain locked during the day. The one exception is our front door, which will be unlocked during contracted business hours only (8:15 a.m. - 4:00 p.m.)

Please remember that school hours are 8:50 a.m. - 3:30 p.m Monday - Thursday, and 8:50 a.m. - 1:40 p.m. on Friday. For their safety, students should be dropped off and picked up as close to those hours as possible. **Parents/guardians will need to make arrangements for supervision to be available for students at the school outside those hours.**

School Breakfast

Our front doors are locked until 8:15 a.m. Students who eat breakfast here who arrive prior to that will be let into the building by a supervisor and escorted to the lunchroom. They will stay there until the gym opens at 8:15 a.m. Teachers will pick up their classes from the gym at 8:40 and take them to their classrooms.

On-Time Drop-Off

Students who are dropped off between 8:15 a.m. and 8:40 a.m. will go to the gym.

Bus Drop-Off

Students who ride the bus will wait at the back doors to be let into the building and escorted to the gym.

Student Morning Gym Expectations

- Sit in your assigned space
- Listen to the adult in charge
- Find a quiet activity
- Stay on your pockets
- Wait for your teacher

After School Pick Up

The final bell rings at 3:30 p.m. With the exception of students enrolled in one of our after school programs, all students are expected to be picked up immediately after school ends. If a student is not picked up promptly, and no prior arrangements have been made with the school, we will assume there was an emergency and take appropriate action.

Student Check Out

Students who leave before the last bell rings at 3:30 must be checked out from the office. The secretaries will then call for the student to come down to the office with all of their things. Please note: students cannot be checked out after 3:00.

Visitor Check In

All visitors (including PTA members) must check-in at the front office. It is vital that we know who is in our building at all times. The secretaries at the front office will assist with the check-in process. Wearing the provided sticker shows that you have checked in and gives you access to the rest of the building. Anyone not wearing the sticker will be asked to return to the main office.

Volunteering in the Classroom

We love our volunteers! Arrange with your child's teacher if you would like the opportunity to volunteer in their classroom. They will know the times and days when it would be most helpful to have you come. All volunteers must check-in just like regular visitors. Please keep your younger children at home; we've found that they can be distracting during class time.

Dropping Off Items

We understand that things get left at home and need to be dropped off during the day. All of these items should be dropped off to the front office, along with the name of the student and their teacher. Our secretaries will call the students down to the office to collect their things at a time that would not disrupt their learning.

Toys and Electronics

Students are not permitted to bring toys, games, sports equipment or electronic devices to school. Cell phones - including smart watches - are the exception, but are not to be seen, heard or used in the school building during school hours without permission from the teacher. If a student violates this rule, the student is subject to disciplinary action, and the item will be held in the office until the parent/guardian can pick it up.

Student Pick Up Expectations

Wait on the grass on the flagpole side
ONLY

No throwing

No toys

Wait at the crosswalk

Birthday Treats

We have a wide variety of dietary restrictions and allergies at our school. Before bringing any treats, please talk to the classroom teacher about the needs of the class. Treats should be brought in after 2:00 p.m. to avoid competing with lunch.

We encourage you to adhere to the district wellness policy:

District Wellness Policy

"In accordance with Utah County Health Regulations...you may not send homemade and/or home packaged items to be served or sold at school... Finally, in an effort to make sure your child does not get too many treats at one time in school, we are asking that you do not send sweets for your child to exchange with the other children in his/her class except on Valentine's Day."

Medication

All medication must be registered and kept in the office. Paperwork is required for anything that needs to be administered to children, including common medications like aspirin. Prescription medications require an additional signed note from a doctor. Medications that perform life-saving functions that require quick action and close proximity, such as an EpiPen or rescue inhaler, may be kept in the child's backpack as well as having an addition one kept in the office.

Dress Code

As you prepare clothing for school this year, please keep in mind the Canyon Crest dress code. The Provo Board of Education requires that all students conform to dress standards that are modest, clean, appropriate, and that avoid extremes. Appropriate dress at school influences behavior and serves as a protection from injury. The goal is to help children dress in a way that contributes to a positive school environment. The following Canyon Crest standards are consistent with the district policy:

- **Clothing:** Students may wear shorts that come to the tips of their fingers when shoulders are relaxed. Halter tops, skimpy tank tops, midriffs, or



Dress Code continued...

- clothing with inappropriate messages, are not allowed. Sleeveless tops may be worn if they are modest. Girls' skirt lengths should be sufficient the the wearer may maintain a modest appearance while seated in the classroom. The age and physical maturity of a child is considered in determining if the student is dressed modestly and appropriately. Sunglasses and hats are not to be worn in the building, but can be worn outside. During the school year, teachers will inform students about dress standards and help monitor their conformance. We ask parents to help their children dress appropriately.
- **Hairstyles:** Hair shall be neat, clean, and well groomed. Distracting and extreme hairstyles are not acceptable.
- **Footwear:** Footwear is required, i.e. shoes or sandals. It is recommended for health and safety that socks be worn. Snow boots may be worn but students should bring a pair of shoes to wear while in school. Shoes that prevent students from active participation in P.E. activities and recess should not be worn. To prevent injury and loss of footwear, students are advised not to wear "flip flops."
- **Special Days:** From time to time throughout the school year, students will be allowed to wear hats or costumes for special days.
- **Weather Concerns:** Since it is healthy for children to go outside and play, students should dress for the weather of the day. Please have students bring clothing appropriate for rain and snow especially.