

Canyon Crest Elementary

Information

4664 North Canyon Rd. • Provo, Utah 84604

Phone (801) 221-9873 • Fax (801) 221-9989

- ▶ School Motto - Love Learning; Achieve Your Dreams
- ▶ School Mascot – Bear Cub
- ▶ School Colors – Navy Blue, Forest Green and White
- ▶ Principal – Mrs. Patricia Anderson
- ▶ Mission Statement -

Our community unites to ensure that all students excel, reach their academic potential, and develop an enthusiasm for lifelong learning. We commit to building integrity, responsibility and respect in our school.

Principal's Message

At the beginning of a new school year, I welcome you to Canyon Crest. Those of us who work here love your children, and look forward to seeing them each day. We know the importance of working together with parents to ensure the best quality education for children. We welcome you into the school to visit or to volunteer. By working together with you, we can help students succeed. We hope this handbook will help you learn about Canyon Crest and make your experience here more enjoyable. My door is open to you; please come in and let me know the good things that are happening, or share your concerns and make suggestions. We are looking forward to a wonderful school year.

Sincerely,
Patricia Anderson
Principal

Academic Standards

Canyon Crest is a “High Stakes School.” This means that promotion will be granted to all children who have met the standards. Students must demonstrate proficiency in language arts and mathematics and should be in school, on time, at least 90% of the school days in order to be advanced to the next grade level. At the end of the school year, students demonstrate academic mastery necessary for advancement by passing two of three assessments in language arts and two of three assessments in mathematics.

As a parent, you will be kept informed throughout the year of your student’s progress at three parent-teacher conferences or SEPs. Parents will be notified if the school is concerned that a child may not be promoted. Parents will be made aware of individual tutoring programs that are available during the school day for students who may need additional support in reading and mathematics. Summer school is also mandatory for students who do not pass the required assessments. The goal of the High Stakes Program is to enable students to demonstrate academic proficiency. While retention of students is not a desired outcome, it is a possibility under this program. Students who have truancy issues related to our attendance policy shall be given opportunities to make up absences and tardies.

Students not meeting the standard will be referred to the school’s advancement team who will review the assessment results and make a final decision. The advancement team will include the teacher, parent, principal, and appropriate special services representatives. In case of a difficult decision, a majority opinion of the advancement team will determine promotion or retention.

Exceptions may be made for students with IDEA or 504 accommodations.

Grades: Grades at Canyon Crest will be based on the Standards set by Provo School District. These standards are based on the Utah State Core Curriculum. Canyon Crest uses a four-point rubric for the quarterly Standards Report.

The Standards Report details academic expectations that are to be achieved over the course of the full school year. Therefore a student shouldn’t expect to receive a 3 or 4 until the end of the school year in May.

The Four Point Rubric

- | | |
|-------------------|-----------------------|
| 1. Below Standard | 3. Meeting Standard |
| 2. Near Standard | 4. Exceeding Standard |

Remember, teachers are evaluating students in relationship to where they should be at the end of the year. At the beginning of the year most students will receive a one for a given standard. Halfway through the year a student would expect to receive a two. Sometime

in the last semester we would hope students would be approaching score of three or four. A score of three or four indicates that the student has mastered the State Core for that grade.

After School Programs

From time to time we sponsor outside vendors who come in to teach after school classes. The classes that are offered after school at Canyon Crest Elementary are generally in place to provide opportunities for enrichment rather than remediation. These classes are offered from 3:40-4:40 p.m. See the schedule for specific classes, dates, and times. Most of these classes are offered through outside agencies and all classes will require a fee.

Americans With Disabilities Act (ADA)

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aides and services) during school-sponsored meetings should notify Mrs. Anderson by calling 221-9873.

Canyon Crest Elementary Attendance Policy

In an effort to ensure that children are able to receive maximum benefit from the instructional program and in response to the Provo City School District Attendance Policy approved by the Board of Education on March 9, 1999 requiring 90% attendance, and staying in accordance with federal mandates (No Child Left Behind - NCLB) which require 93% attendance, Canyon Crest Elementary establishes the following guidelines to foster improved attendance for boys and girls:

- ☺ Parents should closely monitor their children's absences, keeping them below 5 per term if possible.
- ☺ Teachers are expected to begin and end school on time; quality instruction begins at the tardy bell.
- ☺ Attendance will be recorded on computer by teachers in their classrooms daily during the first thirty minutes after arrival time. Students who arrive after the bell will have to check in at the office where their attendance will be recorded; students will receive a tardy token to give to their teacher to inform the teacher that they have checked in. Every day office secretaries will change a classroom "absence" into a "tardy" as children check into the office.
- ☺ Whenever a child leaves during the school day, he/she must be checked out of school by a parent or designee over age 18 at the office; office secretaries will inform teachers when a student has checked out. If a child goes home for lunch, they must have prior permission from a parent, and they must still check out at the office. Parents must come into the school to check children out. (Office secretaries will monitor students checking in or out and will make note of students whose attendance is a concern.)

☺ Students who fail to have 90% attendance, risk being denied grade promotion. This comes out to be about five absences per term. Any absences beyond five must be appealed to the principal. The principal will then determine if the absence will be excused.

☺ Students risk being denied grade promotion if tardies exceed nine per term.

☺ Students who risk the denial of grade promotion due to attendance can make up absences and tardies after school on the 1st and 3rd Fridays between 1:40 and 2:40 p.m.. One hour of make-up time would cancel one absence or two tardies. This replaces the time but not the instruction. Please contact Miss Youd to make arrangements.

☺ Occasionally, extenuating circumstances develop that affect a student's attendance and take them over the 5-day limit. Some examples could be but are not limited to: serious illness, a death in the family, and family travel.

In such cases, approved by the principal, students may be excused without penalty for the absence. Teachers cannot excuse absences. To be excused for an extended illness or injury, parents need to submit an appeal form, which can be obtained in the main office.

To receive approval for educational travel parents need to complete an approval form and submit it to the office and teacher no less than one week (7 days) prior to the intended absence. The student will be expected to complete assigned work in a time frame agreeable to the teacher. Teachers will not be expected to provide makeup instruction for students who are absent.

☺ Parents should send a note when children are absent. This does not remove the absence but, rather it lets the school know the reason for it.

☺ Once a student has accumulated six absences or ten tardies in a term, his/her parents will be alerted to the potential consequences by phone or letter. Parents will receive an explanation of the means whereby students can cancel absences and tardies. If attendance continues to be a problem, the student will be referred to the district truancy officer, and possibly to truancy school. A home visit may be made by the truancy officer and/or social worker and in extreme cases, the family may be referred to Juvenile Court.

☺ The principal will make reasonable accommodation for individuals as per Section 504 of the Americans with Disabilities Act (ADA) or the Individuals with Disabilities Education Act (IDEA).

☺ Students who have 100% attendance and no tardies will be recognized each term and at the end of the school year. Students who have excused absences will not qualify as having perfect attendance.

☺ Parents can access their child's attendance record through Power School via the Internet to monitor attendance. Information on how to do this will be sent home to every family and will also be available to parents on request. Parents can call the Canyon Crest Office (221-9873) for information. Parents who are concerned about children's safe arrival at school can check attendance on Power School by 10:15 a.m..

Please Note: Tardiness is a major reason for poor academic progress. School starts at 8:55 a.m.. Late students often miss the explanation of material and fall behind.

Behavior Plan - "The Rules at School"

The Prime responsibility of the administration, faculty and staff of Canyon Crest is the academic achievement of students. Since learning takes place best in a safe and positive atmosphere, it is vitally important that Canyon Crest be the kind of school where **respect, responsibility** and **integrity** are the rule.

In order for optimal academic progress to take place, good student behavior is essential in all areas of the school. This document is based on the premise that the adults in the building (educators and parents) will treat each other and students with respect. Here is the expected behavior in the following areas:

Cafeteria

-Use indoor voices.
with or throw food or take it from others.
lunchroom at least 15 minutes to eat.
garbage you have left.
supervisor for permission to leave.

-Do not play
-Remain in
-Pick up all
-Ask the

Classrooms (including specialist classes)
treat each other with respect.
each classroom.

-Students, teachers and aides will
-Specific rules will be developed in

P.E.

Classes
fair.
play (that is harmful to others) is not allowed.
off limits.

-Play
-Rough
-Stage area is

Hallways (Hallways are an extension of the classroom)
running.
not to disturb classes in session.

-Always walk - no

-Talk softly so as
-When with your

class, stay in quiet lines.
ground at school (skateboards, skates, shoes with wheels, etc.)
or horseplay.

- No wheels on the
- No bouncing balls

Lunchtime

Protocol

Students will use the lunch hall door to go in and out to the playground at lunchtime. (If students need to re-enter the building to use the restroom or get a drink, they will use the same door.) The carpeted area of the school is off-limits during lunchtime unless students have a hall pass.

Parking Lot

Safety

by the side doors if walking or carpooling.
through the back doors if riding the bus.
the front doors unless you are with a parent.
rules.

- Leave school
- Leave school
- Do not go out
- Follow the carpool

Playground

Kindergarten plays on the kindergarten
playground.
playground and blacktop.
playground and blacktop.
properly, for its intended purpose.
fighting.
throwing snowballs.
not bring electronic toys and devices to
school.
football.
Hallways).

1st - 3rd grades play on the north
4th - 6th grades play on the south
Playground equipment must be used
-No

- No
- Do

- Only flag football is allowed; no tackle
- No wheels on the playground (see

Restrooms

-No rowdy play; it disturbs nearby
classes.
stalls.
products, or vandalism of any kind.

- No writing on walls or
- No throwing of paper

School

Bus

all times, facing front.
feet to yourself.
respectfully.

- Stay seated at
- Keep hands and
- Talk quietly and
- Follow the bus

driver's instructions.

-School rules also apply at the bus stop.

Bullying

Bullying, (treating others in a threatening manner verbally or in written form, with the intent to tease, frighten or intimidate) is not allowed at Canyon Crest.

Language

Language that is obscene, profane, racist, indecent, immoral or offensive is not allowed at Canyon Crest. This includes gestures, indecent propositions, or exhibitions.

Electronics

Students must not bring electronic devices to school. If parents require students to carry a cell phone for use before or after school, the phone must be kept in a backpack in the "off" position during school hours.

Vandalism

Intentionally damaging, defacing or destroying the property of others is not allowed at Canyon Crest.

Fighting

Fighting is not allowed at Canyon Crest. If a student is approached by a student in a threatening manner, he/she should leave the scene immediately and report the incident to an adult.

Canyon Crest faculty, staff, and administration will hold students responsible for their behavior and expect them to behave according to this plan. **Disrespect to teachers, other students, aides, secretaries, custodians, lunch staff or administrators will not be tolerated at Canyon Crest.**

Rewards and Reinforcement for Good Behavior

One Student of the Day will be announced each day on morning announcements. These students will be chosen by the following adults in the building: teachers, lunch supervisors, playground supervisors, bus drivers, administrators, secretaries and custodians. At the end of the month all Students of the Day for the month will be invited to have lunch with the principal. These names will be posted on the principal's office window.

Classroom teachers are the first tier of intervention for behavioral problems in the classroom. They are expected to use best practices to ensure good student behavior. When students exhibit repeated misbehavior (or extreme one-time behavior) teachers are expected to document the interventions they use in helping students change their

behavior.

For repeated negative behavior, teachers may bring student names to the Teacher Assistance Team (TAT) at its weekly meeting.

Members of the TAT team: the principal, facilitator, special ed. coordinator, and psychologist.

Possible Consequences for Poor

Behavior

administrator conference

administrator conference

suspension

assignment designed to fir the misbehavior

school suspension

1. Teacher/student/
2. Parent/student/
3. In school
4. Special
5. Out-of-

Calendar

The district calendar for the school year is available on the district website (www.provo.edu). A calendar of projected PTA and school activities is given to patrons at the evening Open House just before school starts and is also posted on the Canyon Crest Website (www.canyoncrest.provo.edu). The lunch menu will also be available each month on the school's website and can also be viewed on the District Website.

Dress Code

The Provo School Board of Education requires that all students conform to dress standards that are modest, clean, appropriate, and avoid extremes. Appropriate dress at school influences behavior and serves as a protection from injury. The goal is to help children dress in a fashion that contributes to a positive school environment. The following Canyon Crest Dress standards are consistent with the district policy:

Footwear: Footwear is required, i.e. shoes or sandals. Shoes that prevent students from active participation in P.E. activities and recess should not be worn. To prevent injury or loss of footwear students are advised not to wear "flip flops". Snow boots may be worn but students should bring a pair of shoes to wear while in school. Slippers are not allowed except on pajama days.

Clothing: Students may wear shorts, which come to the tips of their fingers when shoulders are relaxed. Halter-tops, skimpy tank tops, midriiffs, or clothing with inappropriate messages, are not allowed. Sleeveless tops may be worn if they are modest. Girl's skirt length should be sufficient that 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 school. During the school year, teachers will inform students about dress standards and help monitor their conformance. We ask

parents to help the children dress appropriately.

Hairstyles: Hair shall be neat, clean and well groomed. Distracting and extreme hairstyles are not acceptable.

Special Days: Throughout the year students may wear hats or costumes for special days as specified by the principal

Emergency Procedures

Canyon Crest has an emergency preparedness plan. Teachers and students are familiar with all aspects of the plan and have frequent drills and practices. In case of fire or need for evacuation, the alarm alerts students and teachers to leave the building. Teachers and staff inspect the rooms and restrooms and evacuate last. In all evacuation drills, classes gather on the east playground area where the teacher immediately takes roll to determine if all students are present. In case of an earthquake the students are taught to take protective cover under desks, tables, or doorways. Students remain in a drop position until ground movement ends. Teachers ascertain injuries and the class evacuates to the emergency assembly area. A Teacher buddy system is used so that one teacher may remain with an injured student if necessary. In addition to evacuation and earthquake drills, the school will also conduct in-house sheltering and code-red lock down drills.

In the event of a prolonged situation, teachers remain on duty until all students have been picked up. Teachers are to keep a written log recording who is picked up and by whom. In case of early dismissal because of an emergency, parents are asked to park on side streets in order to allow room for emergency vehicles in front of the school. Information and direction that parents need will be posted in front of the school on a large chalkboard.

Extension Activities

There are many opportunities for student to expand their learning in areas of special interest. Some of these activities include:

☀ Curious Cub Projects - Students research a topic of interest and become an expert on the subject. They prepare an oral report with visual aides, and teach their class what they have learned. A special activity is held in the spring for all students who have done a Curious Cub Project. A detailed pamphlet on the steps for preparing a Curious Cub Project is available from Mrs. Taylor or from our librarian, Mrs. Durst.

☀ Math Olympiads - Upper grade students who enjoy solving challenging math problems can attend an occasional Math Olympiad class. In addition to practicing problem solving strategies, students compete with other students throughout the United States on 5 problem-solving tests.

☀ Geography Bee - Upper grade students compete in the National Geographic Bee. One school winner has the opportunity to compete in the Utah State Geography Bee. (In

addition, students can answer weekly geography question on the school Geography Board.)

☀ Spelling Bee - During the winter months, upper grade students compete in a school spelling bee. The winner competes in the city spelling bee, and may continue to state and national competitions.

☀ Galaxy Reading - The library is sponsoring a reading program for all fourth, fifth, and sixth graders called Galaxy Reading. The students are encouraged to read books from a broad spectrum of genres, as well as award winning literature. Students will be rewarded for completing the program. Contact Mrs. Durst, the librarian, for more information.

Field Trips

Field trips are designed to expand students' educational experience. Although parents fill out a form giving permission for their children to participate in field trips, we do make every effort to notify parents when a field trip takes children out of the building. We generally expect that there will be one adult per ten students to assist with supervision. Teachers will often request a donation from the students in connection with a field trip. No child will be denied the opportunity to participate due to inability to pay a requested donation.

Gum and Food

Gum is not allowed at school. Please do not send gum in any lunches as it presents a problem in our carpeted building.

Homework Policy

Students at Canyon Crest are expected to read at home every day. In addition to the daily reading assignment, students at Canyon Crest will regularly receive homework. Students in Grades K-2 can expect homework for up to fifteen minutes a night. Students in grades 3-4 can expect up to 30 minutes given at least three times a week. Students in grades 5-6 can be given up to 60 minutes at least three times a week. Teachers will notify parents of exceptions. If you are concerned about the amount of homework students are being asked to do, you should contact the teacher.

Illness or Injury

Whenever a child becomes ill or injured at school, parents will be notified. The child will rest on the couch in the nurse's office until parents or a person designated by the parents arrives.

Because of liability issues, school staff cannot dispense medication to students unless appropriate documentation is in place. If your child has an ongoing need to take medication prescribed by a physician, you must fill out the paperwork that requires a doctor's signature and file it with our school nurse. We cannot even give your child an

aspirin or other pain reliever without your consent.

While we feel it is very important for children to be in school in order to maximize their learning, we do not expect children to come to school when they are sick. Not only do children perform poorly when they are ill, but they can also infect other children. Each term students can miss 5 excused days of school without penalty. Hopefully this will cover your illnesses. If your child is out of school for more than 5 days, please fill out an appeal form for extenuating circumstances. This form is available in the office. (See Attendance Policy)

Immunizations

You can find up-to-date information on immunization requirements for your students by following the following link: www.provo.edu

- Utah Department of Health
- A - Z index
- Immunizations
- Schedules/Recommendations
- School/Education Requirements

You can then choose the age of your child and see the immunization requirements. State immunization requirements must be followed for your child to attend school.

Internet Use Policy

Provo School District provides network services to its students and employees. The use of computer network services is a privilege, not a right. Inappropriate use will result in cancellation of those privileges and possibly other disciplinary actions. Each person using the system must sign an Acceptable Computer System Use Policy form. The Internet is an extremely effective tool in education, but because of the dangers inherent in the network, Provo District reserves the right to:

- ▶ Monitor and track the use of Network Services
- ▶ Suspend or revoke privileges and take appropriate disciplinary action for unacceptable use of these services
- ▶ Implement filtering software on the network to monitor Internet use and access

The District firmly believes that the valuable information and interaction available on the internet far outweighs the risks of users obtaining material that is not consistent with the educational goals of the district. To read the complete Acceptable Computer System Use Policy go to www.provo.edu and click on District Policies and Forms.

Kindergarten Schedule

AM Monday-Thursday 8:55-11:50

Friday 8:55-10:55
PM Monday-Thursday 12:40-3:36
Friday 11:35-1:36

Library Use

Our library exists to support the needs of our students, teachers and families by making available books and materials that will promote literacy and a love of reading. To that end, the library sponsors a yearly reading program for upper grades, where students are encouraged to broaden their reading base by choosing books from different genres and award lists. Parents are welcome to use the library as well, and can come in any time to check out books. The library is open from 8:45 a.m. to 3:30 p.m., Monday through Thursday, and books check out for a two-week period. We are looking forward to seeing you here!

Lost and Found

Lost coats, sweaters, lunch boxes, backpacks, etc. are kept on the rack that is found in the east end of lunchroom hallway. Parents - **PLEASE** put names on students' clothing and materials so they can be returned to the child if they have been lost. Please ask your children to check the Lost and Found often. Items that remain in the lost and found at the conclusion of **each semester** will be donated to a local humanitarian organization.

Lunch

Students will come to lunch with their classes in a quiet and orderly manner. They must stay seated at their table for 15 minutes before leaving for the playground.

Students must stay in the lunch hall as they exit to the playground. The carpeted areas of the school are off limits during lunch, since there is no supervision there.

If students need a drink or to use the restroom during lunch, they must use the lunch hallway.

Toys, electronics, etc. from home are not allowed on the playground. Sturdy footwear is best to prevent injury and loss of shoes.

School lunch may be purchased on a daily/weekly/monthly basis. **NO CHARGES ARE ALLOWED.** Lunches are \$1.75 per day. If students wish to bring lunches from home they may purchase white milk or juice for .40 cents and chocolate milk for .45 cents. The menu will be printed each month in the PTA newsletter or as a separate note going home and is also posted on the Provo School District Website at www.provo.edu.

11:20 Student Lunch Workers	11:55-12:30 5th Grade
11:35-12:15 2nd Grade	12:05-12:40 3rd Grade
11:40-12:15 1st Grade	12:15-12:50 4th Grade
12:00 Special Education	12:20-12:55 6th Grade

(For more information see "Recess & Playground")

Office

- ♥ Mrs. Patti Sanderson is the main secretary in the office at Canyon Crest .
- ♥ Mrs. Joan Gardner is the lunch secretary at Canyon Crest.
- ♥ Mrs. Ann Gibson is the assistant secretary in the office.

They can be reached at 221-9873 and can help you with any problems or concerns.

Please call into the office with updated **emergency sheet information** as soon as it changes. It is very important that this information be kept as current as possible. This includes information such as - home phone, cell phones, work phones, addresses, allergies, e-mail addresses or neighbors or relatives to contact in case of emergency.

Parent-Teacher-Student Conferences/SEP

Parent/Teacher/Student Conferences are held at the beginning of the school year, after the first term and after the third term. State legislation requires that students attend with their parents at least two SEP Conferences during the school year. Canyon Crest recommends that students attend the first and last conference.

Personal Belongings & Electronics

Toys, games, trading cards, expensive items, large amounts of money, cell phones and pagers are not appropriate in an elementary school setting. These items detract from the educational experience in the classroom. If parents want their child to carry a cell phone, it must be left in the backpack, turned off, until school is over. Cell phones out of backpacks will be taken by teachers and kept to the end of the school day. A second time, the phone will be given to the principal and parents will pick it up. The school cannot be responsible for lost or damaged items. On occasion, teachers may give permission for special items to be brought to school.

Picking Up Child During School Hours

Parents must sign a student out from the office before taking a child from the school. The secretaries will call into your child's classroom and have them come to the office to meet you. It is our policy that a child should never leave school under any circumstances without first checking out at the office. A child who becomes ill or injured should never go home alone or with another person until the parents are contacted and approval is given.

(See Attendance Policy on page 7.)

PowerSchool

To access current student scores, assignments and attendance please use Power School on the Internet at www.provo.edu. Click on *Information Services* and then click on *Powerschool*. Choose Elementary and then under *Who are you?* click on *Student/Parent*. Your child's username is their student ID# (available in the Canyon Crest main office - 221-9873) and the password is their birth date typed in as 00/00/00 (do not use extra 0's). If you or your child needs help in learning how to access Power School, please call the main office at 221-9873.

Provo School District Web Page

www.provo.edu

You can access all Provo schools through this web site. There is a lot of great information for students and parents. To access current student scores, assignments, attendance and school calendar, please use Power School on the Internet at www.canyoncrest.provo.edu. Click on *Information Services* and then click on *Powerschool*. Choose *Elementary* and then under *Who are you?* click on *Student/Parent*. Your child's username is their student ID# (available in the Canyon Crest main office - 221-9873) and the password is their birth date typed in as 00/00/00 (do not use extra 0's). If you or your child need help in learning how to access Power School, please call the main office at 221-9873. You can leave e-mail messages for teachers through this website also.

PTA

We have a wonderful and active PTA at Canyon Crest. To get involved, contact the office for the current PTA president's name and telephone number.

Recess and Playground

During lunch recess all balls, coats, or things needed will be taken to the lunchroom and then outside. During good weather, it is a **Green** day and every student is expected to be outside. If a **Yellow** day is announced the students may choose to either go outside or remain indoors during recess. If a **Red** day is announced, all children will remain indoors. If students are indoors they will be in the hallway. They are expected to use quiet voices and to be calm and engage in quiet activities such as reading, drawing, completing work, playing quiet games, or other similar activities. An adult will supervise all activities during recess.

If a problem occurs, a supervisor will be available on the playground. Students will play on the assigned playground areas. No food from the lunchroom will be allowed outside unless there is a special reward or occasion.

Safety

Getting to and from school safely:

We strongly recommend that parents walk with their children to school or to the bus stop prior to the beginning of school to identify the best and safest route and to suggest good safety precautions. There is a crosswalk to the north of the school so students can cross the road away from carpool traffic. Another crossing guard is on duty by 4380 North on Canyon Road. Please observe the safety signs in the school parking lot. These signs identify the route planned for the school buses and for the cars. Note that the parents (carpools) are directed to unload and pick up the children in the area in front of the building. Buses will load and unload behind the school providing more room for cars in

the front of the school. This does not apply to the kindergarten, first grade or field trip busses, which unload in front of the school. Please make sure that you do not leave your vehicle unattended in the front red zone of the school. Our kindergarten buses need to be able to load and unload on time without having to wait for people to move their cars.

Safe and Orderly Schools:

The goal of Provo School District and Canyon Crest is to create an orderly and safe place for each student to learn. To foster such an environment, each student is expected to follow accepted rules of conduct and to show respect for other people and obey persons in authority. Behaviors, which disrupt an orderly and safe learning environment, are prohibited at Canyon Crest. For more information on this policy, please see “Safe Schools Policy” on the Provo School District web site (www.provo.edu).

School Community Council

The Canyon Crest Community Council focuses on improving curriculum, instruction, and student academic performance at our school. This elected council consists of five parents, three teachers, and the principal and meets monthly to focus on school academic and performance goals. Elections to the council are held during SEP conferences in March.

School Hours

Grades 1-6:

Monday-Thursday 8:55-3:36

Friday 8:55-1:36

Every Friday is an early out day and the children are released at 1:36 p.m.

(For Kindergarten School Hours see Kindergarten Schedule)

School Notes and Newsletters

The school notes come home with each child or with the youngest child in each family. CHECK THEIR BACKPACKS DAILY.

A monthly newsletter will also come home with the youngest child in your family during the first week of the month. It includes events, calendaring, news and lunch menus.

School Supplies

The supplies and materials elementary children need for their education are provided by the school. During the summer, teachers send parents a list of helpful supplies. Parents should not feel obligated to purchase these items if it creates a financial hardship.

Sexual Harassment

If parents feel that their child has been a victim of sexual harassment involving inappropriate language or touching, they should immediately contact the principal so the

issue can be investigated and resolved. The school considers sexual harassment to be a very serious matter. Parents can assist teachers and the PTA in helping their child understand what to do if he/she is a victim of sexual harassment and how to judge if an action is serious and should be reported.

Special Programs Cluster School

Canyon Crest is the cluster school for Provo School District. We serve children from around the city that have special needs requiring more intervention than a typical resource program can provide. We have five classrooms at our school taught by special education teachers and trained paraeducators.

Specialist Classes

Throughout the week students will rotate through a series of specialist classes. This year the classes include art, music, physical education, computers, and library. Students are taught the state core for each particular area.

Student Directory

Each year in the fall, a student directory is printed. It includes a teacher, class lists and phone numbers. This is a courtesy provided by the PTA to its members. Others may obtain one for \$1.00 from the PTA. If you want to remove your child's name from the directory please contact the PTA during the first week of school, or before.

Student Planners

Each student is given a planner at the beginning of the year. The expectation is that teachers will use the planners to keep parents informed of assignments, tests, and upcoming events. Parents are asked to sign the planner nightly. (For kindergarten the exception is weekly.) Replacement of a lost or damaged planner is the responsibility of parents.

Telephone Use

Students may use the phone in their classroom with their teacher's permission. If privacy is required, students may use the phone in the office with their teacher's permission. If you wish to talk with a teacher during class hours, you may leave your number at the office and he or she will return your call. You may also e-mail the teacher.

Traffic Safety System

The Traffic Safety System at Canyon Crest is to help students to remain safe and out of danger in the school parking lot.

All parents who pick their child up by car after school (even if it is once a week for lessons) need to have a card with an assigned number that will hang from the rear view mirror in your car. You may pick up these cards at back to school night or in the main

office.

All children who will be riding home in cars will be directed to the lunchroom after school. As your car enters the drop-off/pick-up line, your number will be called out by walkie-talkie to the lunchroom and your child will leave the building and get into your car. The system is simple and easy to follow. It is used in schools around the U.S. and has been very successful.

We ask that you pull all the way forward to the north end of the drop-off/pick-up line. This will help traffic from piling up on Canyon Road. Please **do not** park in the church parking lot or on the north end of Canyon Road and tell your children to meet you there. Also for your child's safety, please do not stop in another part of the parking lot and drop your children off. We also ask that you do not have your children meet you after school on the north end of the school on Canyon Road.

If you are carpooling, please let the employee with the walkie-talkie know all the card numbers you will be picking up. Children who walk or ride bikes home will follow the same rules as they have always had—exiting the building at the front south doors by the lunchroom. They do NOT need to go to the lunchroom after school.

We appreciate our cooperation and consideration in this matter.

Tutoring

Math Tutoring:

As funds are available, we offer tutoring for students who need individual help in math. The skill based sequential program developed by the district is available to students on teacher recommendation.

Reading Tutoring:

Reading-tutoring programs are available at Canyon Crest. Students who are below grade level in reading are referred by their teachers to these programs where they work with trained volunteers. Students go to tutoring up to four times a week for 30 minutes a day. During the tutoring session a student works on phonemic awareness, phonics, vocabulary, reading fluency and comprehension skills. Students can make wonderful progress in their reading skills by participating in this program, as well as by reading regularly at home.

Videos

Electronic Visual Materials Policy
Board Approved December 2000

Videos are used to support and illustrate teaching concepts through face-to-face instruction. Their use must have an educational purpose, be appropriate to the intended audience age level and be directly linked to classroom curriculum. Parental disclosure is required for any video with a PG or PG-13 rating. No R-rated videos may be shown, in part or whole, edited or unedited. Teachers must notify parents of any PG or PG-13 films to be used in class. This must be in writing at least five school days before the films

viewing. If parents object to the viewing of a video, the student must be accommodated by the teacher in ways that are not punitive and that provide a meaningful learning experience during the time of exclusion. Please see the full District Policy on the Provo District Web site for more information (www.provo.edu).

Visitors at School

To maintain a safe environment, visitors, volunteers, etc. must come into the office first and sign in.

You should not be in the school without a visitor pass at anytime.

Relatives and friends who are not enrolled at Canyon Crest may not attend school because of liability issues.

The Provo School District's Safe School Policy prohibits students from other schools being at Canyon Crest during school hours. If former Canyon Crest students would like to visit at our school they may only do so after school has been dismissed and after checking in at the office.