Family Information Guide
2016-2017

2701 East Canyon Crest Drive
Spanish Fork, UT 84660

“Not Over Night … Over Time”
August 2, 2016

Dear Spanish Oaks Families,

At Spanish Oaks we are devoted to the improvement of learning opportunities for every learner. At Spanish Oaks we believe all children can learn. It is our goal to provide a safe and orderly school environment for optimal student learning and meaningful instruction. Children come from a variety of backgrounds, cultures and learning experiences. With this in mind, we strive to work together to provide significant and relevant instruction to challenge and engage every student in learning. Our school is focused on the needs of students as 21st Century learners. It is our goal to make Spanish Oaks a place everyone wants to be!

Our Family Information Guide has been prepared to help assist families in becoming familiar with the policies and procedures at Spanish Oaks Elementary. Please find valuable information regarding school activities, calendars, policies, schedules, resources, etc., on our school website at http://spanishoaks.nebo.edu/. This is also where you will find an electronic version of our 2016-2017 Family Information Guide, as well as our monthly Explorer Events school newsletter.

We are so pleased to welcome each of you back to another great year at Spanish Oaks Elementary! The entire staff is looking forward to greeting you at our Back to School Parent Meeting(s) which will be held on Monday, August 22, 2016 – (AM), and your students at our Open House from 4:00 p.m.-5:00 p.m. We are anxious to begin sharing our vision and focus in preparation for another successful and outstanding year.

Our first day of school is Tuesday, August 23, 2016 ... Our Kindergarten students will begin on Tuesday, August 30, 2016. District "early out days" will now fall on Monday(s). If you have any questions or concerns, please feel free to call. More than anything we want your child to have an outstanding learning experience here at Spanish Oaks Elementary. We set very high expectations for each of our students and will do our best in assisting your child to reach their potential. Thank you so much for your continued support of our learning. We could not do it without you!

Sincerely,

Kali Brown, Principal
Spanish Oaks Elementary
2016-2017

We are so excited to welcome many new individuals to our Spanish Oaks Elementary family this year! Below please find a list of our outstanding instructional team members:

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>5th Grade</th>
<th>Special Education</th>
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<tbody>
<tr>
<td>Chrissie Robinson</td>
<td>Kylie Rosenvall</td>
<td>Carolyn Harrison</td>
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<tr>
<td>Kimberly Mellor</td>
<td>Arlene Wengreen</td>
<td>Gaye Cummings</td>
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<td></td>
<td>Jess Babcock</td>
<td>Emily Monroe</td>
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<td>Katie Brollinger</td>
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<td>1st Grade</td>
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<td>Megan McKendrick</td>
<td>Todd Bradford</td>
<td>Jill Abbott</td>
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<tr>
<td>Susan Phelps</td>
<td>Laura Dyches/Tiffany Taylor</td>
<td>Amber Burr</td>
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<tr>
<td>Lindsay Robison</td>
<td>Gregg Crockett</td>
<td>Casey Johnson</td>
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<td>Teresa Winkler</td>
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<td>2nd Grade</td>
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<td>Jessica Young</td>
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<tr>
<td>Jasmine Martin/Amy Lewis</td>
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<td>Katie Hubbard</td>
<td>Robin DeSarcy</td>
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<td>Shiloh Slaymaker</td>
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<td>3rd Grade</td>
<td>Lunch Staff</td>
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<tr>
<td>Heidi Dimmick</td>
<td>Dee Minson</td>
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<tr>
<td>Carolyn Aagard</td>
<td>Terisa Hedger</td>
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<tr>
<td>McKenzie Bellamy</td>
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<td>4th Grade</td>
<td>Custodial Staff</td>
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<td>Ryan Rigby</td>
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<td>Jenna Lambert</td>
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<td>Shaelee Nielson</td>
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<td>New Grade-level Teachers</td>
<td>Grade-level Changes</td>
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<tr>
<td>Katie Haddock</td>
<td>2nd Grade</td>
<td>Amy Lewis</td>
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<td>Shaelee Nielson</td>
<td>4th Grade</td>
<td>6th Grade to 2nd Grade</td>
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<tr>
<td>Jenna Lambert</td>
<td>4th Grade</td>
<td>Todd Bradford</td>
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<td>4th Grade to 6th Grade</td>
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<td>School Support</td>
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<td>The PTA is a valued partner here at Spanish Oaks Elementary. Our PTA President this year will be Kelly Burtenshaw. I encourage you to support this program through your membership and assistance in any one of the many activities we enjoy throughout the year. We wish to extend a special thank you to our amazing PTA volunteers and leaders, as well as to families for supporting our PTA activities this past year. Thank you for fundraiser donations, time contributed, and the selfless support rendered to the teachers, parents, and students at our school. Spanish Oaks Elementary is enhanced daily through the efforts of our PTA!</td>
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We encourage you to be involved as a volunteer this year at our school. We value your abilities and expertise, and welcome you into our school and classrooms. Spanish Oaks has very active PTA, School Community Council, and Volunteer programs. Our students benefit from your efforts as you provide additional time and support for practice and review of foundational concepts.

Along with our school involvement, it is very important for each of us to assist our children in their academic efforts at home. Reading with your child continues to be one of the most powerful ways to help them improve in their own reading. We look forward to recognizing students throughout the year who regularly read at home in our classrooms and through our school’s Road to Success Reading Program.
Spanish Oaks Elementary 2016-2017 School Schedule

First - Sixth Grades:

8:25 a.m. - 8:55 a.m. ................................................................. Teacher Preparation
8:55 a.m. ................................................................................. First Bell
9:00 a.m. .................................................................................. School Begins / Tardy Bell
10:30 a.m. - 10:45 a.m. ................................................................. 1st / 3rd Grade Recess
10:45 a.m. - 11:00 a.m. ............................................................... 2nd Grade Recess
11:20 a.m. - 11:55 a.m. ............................................................... 6th Grade Lunch
11:25 a.m. - 12:00 p.m. ............................................................... 5th Grade Lunch
11:30 a.m. - 12:05 p.m. ............................................................... 4th Grade Lunch
11:45 a.m. - 12:20 p.m. ............................................................... 3rd Grade Lunch
11:50 a.m. – 12:25 p.m. ............................................................... 2nd Grade Lunch
11:55 p.m. - 12:30 p.m. ............................................................... 1st Grade Lunch
1:45 p.m. - 2:00 p.m. ................................................................. Early Out - School Dismissed (Monday)
2:00 p.m. - 2:15 p.m. ............................................................... 4th Grade Recess
3:15 p.m. .................................................................................. School Dismissed (Tuesday - Friday)
2:30 p.m. .................................................................................. Early Out - School Dismissed (Monday)

Kindergarten:

AM Session(s) ........................................................................... 9:00-11:35 (Tuesday - Friday); 9:00-11:15 (Monday)
PM Session .................................................................................. 12:40-3:15 (Tuesday - Friday); 12:15-2:30 (Monday)

Students should not arrive at school before 8:45 a.m. (8:30 a.m. for breakfast students)

Calendar 2016-2017

Registration ................................................................. August 2 (7:30-4:00)
Back to School Parent Meeting (AM) / Open House 4:00pm-5:00pm................................................................. August 22

School Begins ........................................................................ August 23
Kindergarten Begins ................................................................. August 30
* Labor Day – No School ......................................................... September 5
Staff Development Day – Early Out @ 12:00 p.m. ................................................................. September 19
School Pictures ....................................................................... October 6
* Fall Break – No School .......................................................... October 20, 21
SEP/Parent Conferences .......................................................... October 26, 27
Term 1 Ends – Last Day of Term 1 ........................................... October 28
School Pictures – Make-up Day ............................................. November 8
* Thanksgiving Break – No School .......................................... November 23-25
* Christmas Break – No School ................................................ December 23-January 2
School Resumes ...................................................................... January 3
SEP/Parent Conferences .......................................................... January 11, 12
Term 2 Ends ............................................................................. January 12
* Teacher Development Day – No School ................................ January 13
* Martin L. King Day – No School .............................................. January 16
* Washington & Lincoln Day – No School ................................ February 20
Staff Development Day – Early Out @ 12:00 p.m. ................ March 6
SEP/Parent Conferences .......................................................... March 15, 16
Term 3 Ends ............................................................................. March 16
* P/C Comp Day – No School .................................................. March 17
* Spring Break – No School ....................................................... April 3-7
Last Day of Kindergarten ........................................................ May 19
Last Day of School – Early Out @ 12:00 p.m. ........................ May 26

* Indicates times that students are not in school
Spanish Oaks Policies and Procedures

Accidents and Illness
Whenever an accident/illness of a serious nature occurs, we make every effort to contact parents. If we are unsuccessful, we will notify your emergency contacts. Under extreme emergencies, when we are unable to contact these people, we will take the necessary steps for hospitalizing your child. Under NO circumstances will we send a child home unless the parent or person listed as emergency contact gives us permission.

Arriving Early at School
Students eating breakfast should not arrive before 8:30 a.m. All other students should not arrive at school earlier than 8:45 a.m. Teachers need time before school to prepare for the day.

Attendance
Few factors have greater influence on school success than regular attendance. Regular attendance means that students are in school, on time, every school day unless it is absolutely necessary to be absent. When your child will not be in attendance, please notify the school (801-798-7411) by 9:00 a.m. This helps us confirm that each child is accounted for and allows us to prepare make-up work when needed. Late students (after 9:00 a.m. bell) should check in at the office for a late slip so attendance and lunch counts can be changed. If we notice an undesirable pattern of attendance or tardiness, we will call or write a letter to check on the problem. Families of students with excessive absences/tardies will be referred to Monica Hullinger, Nebo School District's attendance officer. Our intent is to solve attendance and tardy problems so students can succeed.

After School policy
Students will not be kept after school unless they are participating in an after school activity which requires parental permission prior to the activity. Students should return home promptly from school each day. They should never go to a friend's house without making prior arrangements with parents.

Americans with Disabilities Act
Reasonable accommodations (including auxiliary communicative aids and services or alternate formats) for individuals with disabilities may be provided upon receipt of a request at least three days prior to an activity. For assistance, please contact the school principal by telephone (801-798-7411) or email kalibrown@nebo.edu.

Bicycles, Skateboards, 'Heelys' and Scooters
All bicycles are to be put in the bike rack upon arrival at school. Scooters must be folded up and stored in coatrooms. Scooters and skateboards are not to be ridden or dragged on the carpet. Bikes, scooters, skateboards, and shoes with wheels on them are not to be used on the school property from 8:30 a.m. to 3:30 p.m. The wheels should be removed from the heels of shoes that roll (Heelys) before wearing them to school. Students should walk bikes, scooters, and skateboards while on school grounds, catwalk, and crosswalks. The school will cooperate in investigations of theft or damage during school hours, but cannot be responsible for bikes, scooters, or skateboards left overnight or not secured with a lock. We strongly encourage children to lock their bikes to the bike rack.

Birthday Treats
Utah State Department of Health regulations (R392-100-2 Food Care) prohibit the serving of homemade treats to children at school. If treats are brought to school for activities such as birthday treats, class parties, special rewards, etc., they should be commercially prepared items, preferably individually wrapped in cellophane paper, a box, etc. It is certainly not required or expected that you send treats to school. A recommended alternative to birthday treats is to donate a book to the school or classroom library. The book could contain the name of the child donating the book along with the date. Watch book orders for great values on book purchases. If you do choose to bring treats, please bring them to the office to be given out during the last 15 minutes of school.

Checking Students In and Out
If a parent needs to pick up a child during school hours, the parent must come into the office and sign the check-out log. To ensure the safety of children, students will not be released to any person without verified authorization (verbal or written) from a parent/legal guardian. Please do not ask students to meet you in front of the school. Students will remain in the office area until an authorized adult signs them out. Each school maintains a check-out log indicating the date, time, reason, and to whom the student is released. It is the responsibility of parents/legal guardians to provide the school copies of any legal documents restricting access to their students and/or information pertaining to their students.

CHIP (Utah Children’s Health Program)
CHIP is a state health insurance plan for children of working families who do not otherwise have health insurance. Visit online at www.health.utah.gov/chip or call toll free at 1-877-KIDS-NOW for additional information.

Cousins and Friends from Out-of-Town
Occasionally out-of-town cousins and friends come to visit your home during the school year. Only students enrolled in our school are permitted to attend. Therefore, visiting relatives or friends are not allowed to attend Spanish Oaks Elementary School during their stay at your home.

Dress Code
1. Hair shall be neat, clean, and well-groomed, with no coloring or spraying of hair with unnatural looking colors.
2. Clothing shall be modest, neat, clean, in good repair, and shall include shoes. Modesty shall include covering the shoulders, midriff, and back. Dress, skirt, and pant lengths should be at least to the knee; short pants should be at least to the knee. Tank tops, halter, crop tops do not meet the modesty standards in our schools. Wearing of bandannas or chains is not allowed.
3. 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 whatever is in question. Continual non-compliance may result in additional disciplinary action at the discretion of the administration. The school principal will be ultimately responsible for administration of the policy.
**Drinks, Candy, Gum**
Students are **not** allowed to eat candy, chew gum, or drink soft drinks in the halls or classrooms, except under special circumstances directed by the teacher.

**Emergency Contact Numbers**
Many times during the school year it becomes necessary to contact parents during the school day. Please go online to the Nebo District web page to the [http://www.nebo.edu/parents/sis](http://www.nebo.edu/parents/sis) at the beginning of each school year, and any other time your information changes. From this link, we will print a reference card for the office which we will use to contact you in times of illness or serious accident. All numbers are kept confidential and are for school use only.

**Emergency Evacuation**
In the event of a major disaster affecting the community, students will be held at school and will be released only to family members or the contacts parents have listed on SIS. In the event of a disaster, school staff will remain at the school and care for the students. Students will participate in monthly drills to help prepare for emergencies. If we have to evacuate the school grounds, we will walk to the LDS church building located at 2981 E 1600 S. If this location is deemed unsafe, we will proceed to walk to East Meadows Elementary School located at 1287 South 2130 East. KSL Radio (1600 AM) is our Emergency Broadcast System. It will indicate when schools are closed due to weather.

**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 Spanish Oaks School is $20 per student. Funds received are used in the classroom for supplies, field trips, assemblies, activities, etc. Your contribution is confidential, tax deductible and very important. All students will take part in every activity planned, regardless of donations. Additional ways you can contribute include: box tops, Fresh Market and Macey’s cash register receipts, using paper recycling bin, and donating old cell phones and printer cartridges to the school.

**Going to and from School**
Please establish a pattern for coming to and from school. We have determined that the safest route for students north of the school is to walk on Stony Hill Way and enter the school using the rear catwalk next to the crossing guard. If students live south of the school, they may enter the school grounds from the front and use the sidewalk bordering the east fence line to reach the school’s rear entrance. Students who live on the south side of Canyon Crest are encouraged to cross the street using the crosswalk in front of the school. This will eliminate the need for students to cross the street where students are being dropped off and picked up. Encourage your child to meet at a specified spot, walk with a sibling or friend, obey traffic rules, take the safest and most direct route, walk on the sidewalk, look before crossing, cross only at corners, and refuse offers from strangers.

**Immunizations**
In compliance with state law, **all** students enrolled in a public school must have a completed immunization form on file before admission to school. If you have any questions concerning this regulation, please contact Utah County Health Department at 801-370-8725.

**Library**
Please help take care of our school’s library books:
- Don’t leave library books in the car.
- Keep books away from pets and small children.
- Keep food away from books.
- Be sure your hands are clean when handling books.
- Protect books from bad weather.
- Don’t mix your “school” books and your “home” books.
- Keep your books in your backpack while on the bus.
- Store books in your backpack when you are not reading them at home.

**Lost, but not Found**
To help return lost articles of clothing, backpacks, etc., please put your child’s name on everything they bring to school. Valuable and tiny articles are held at the office. Larger items are placed in a box located next to the 4th grade vestibule. Lost articles that are not claimed by the last school day will be donated to a charitable organization.

**Lunchroom Policies and Procedures**
The following rules of health and safety have been set up in the lunchroom to protect your child and to see that he/she has a pleasant experience at lunch:
- Enter the lunchroom in an orderly manner (walk).
- Be seated as directed by adult lunch supervisors.
- If you have a home lunch, do **not** sit on the table marked "No Peanut Butter." This will help us protect our students with peanut allergies.
- Use appropriate voices and manners.
- Stay seated until you are finished eating and dismissed.
- No throwing food, popping bags or shooting food through straws.
- Clean your eating area (tables and floor) when leaving.
- Make sure the food and paper you bring with you goes in the trash can when you leave.
- No food or drink should be taken from the lunchroom.
- To encourage students to eat lunch, students will spend 12-15 minutes in the lunchroom before being dismissed to go outside for recess.

**Medication**
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 a nurse, secretary or principal give children medication, and only under appropriate regulations. 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. Students with asthma are allowed by law to carry and self-administer their inhaled asthma medications at school with a signed authorization form. Tylenol or Motrin can be given to students at school with written or telephone parent permission.

**Mission Statement**
Our Mission: **To ENGAGE, EMPOWER and COLLABORATE to ensure STUDENT SUCCESS.**
Money and Valuables
Teachers cannot be responsible for a student’s money and/or valuables. Therefore, we discourage students from bringing pocket money to school, except for a specific purpose: book orders, lunch, 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 of the envelope: 1) Child’s name 2) Teacher’s name 3) What the money is intended for 4) Amount of money enclosed. Payment for any book order with a personal check should be made out to the book company. Valuables such as electronic devices, trading cards, toys, phones, etc. should be kept at home. Students’ cubbies and desks are not secure places. The school cannot assume responsibility for damage or theft.

Nondiscrimination
It is the policy of Nebo School District to not discriminate on the basis of gender, 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, 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 80204-3581. Telephone: 303-844-5695; FAX: 303-844-4303; TDD: 877-521-2172.

Nuisance and Dangerous Items
A teacher or other staff will confiscate any item in the possession of a student that causes a disturbance at school or is potentially dangerous. These items will generally be returned at the end of the day. In the case of dangerous items or repeat offenses, items will be returned only to a parent.

Permission to Leave School during School Hours
At no time should students leave the school campus during school hours without notifying the office and the teacher.

Pets
Please do not permit pets to accompany or follow your child to school. Teachers will contact you if they would like a pet sent as part of a study unit or for Show & Tell.

Recess and Proper Dress
Children need fresh air and exercise. Children should arrive at school dressed for the weather of the day. All healthy students are expected to go outside for recess every day except in extreme conditions (poor air quality, rain, extreme cold or wind). If your child should not participate for health reasons, please send a note to this effect.

Safe School Environment
Acts of violence, threatened acts of violence, use or possession of a weapon (or fake weapon) are prohibited.

Safety/Traffic Standards
To help us with morning safety issues, please do not have your child arrive at school any earlier than 8:30 a.m. Nebo School District guidelines require that schools are open for children 30 minutes before and after school with supervision. It is recommended that students do not arrive until 8:45 a.m. The southeast sliding and northeast rear exterior doors will be open for students to enter. In the rare event that a student must come to school before 8:30 A.M., that student should enter the front door and wait quietly in the east hallway until the 8:30 bell rings when students may go to breakfast. Please help us by not having your student arrive too late or too early each day.

School Community Council
Spanish Oaks Elementary School Community Council (SCC) consists of parents and school staff. The SCC meets monthly to discuss needs related to the school and coordinate efforts to meet those needs. This includes helping with the writing of a School Improvement Plan, Reading Achievement Plan, Trust Land Proposal, and Safe Walking Plan. The SCC also compiles a comprehensive report of the school to be sent to the Nebo School Board. If you are interested in serving on the SCC please submit the application from your registration packet to the office by August 22, 2016. http://spanishoaks.nebo.edu/content/school-community-council

School LAND Trust Plan

Student Supervision
Staff members are assigned supervision before and after school and during recesses. Staff will be on duty any time students are on campus.

Telephone Policy
Telephone use is limited to important calls as judged by the teacher or school staff. 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. Students who have a phone pass from their teacher will have access to a student telephone located in the office. We discourage students from bringing personal cell phones to school. If you choose to send a cell phone to school with your student, please let your students know in advance if you would like them to walk or wait for a ride on rainy, snowy, and/or cold days.

Transfer
Should it be necessary to withdraw your child from school during the school year, please notify the office and your child’s teacher. Checking out properly will promote a smooth transition from one school to the next. Checking out includes: completing a checkout form in the office, returning books and other school materials, and ensuring your school lunch account is current. Permanent records will be released upon the request of the new school.
Dear Parents,

This year Spanish Oaks Elementary will continue the implementation of a “ticket system” to encourage positive school-wide behavior and safety. Each “ticket” issued will include: the student’s name, the behavior, the consequence, action plan, and who reported the behavior. A copy of the ticket will be sent home that day to be **signed by a parent** and returned to the classroom teacher the following morning before school. Our Skills Teacher will track students and contact parents. Students begin each term with a “clean slate.”

**MINOR BEHAVIORS**

- Name calling
- Teasing
- Disrespectful attitudes/behaviors
- Making fun, mocking
- Inappropriate language
- Spreading rumors
- Inappropriate notes
- Play fighting, horse-playing, kicking, pushing, rough-housing
- Throwing snow/ice, food, etc.
- Any other behavior determined by faculty & administration

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<tr>
<th>MINOR BEHAVIORS</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
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<tbody>
<tr>
<td><strong>Consequences</strong></td>
<td>Ticket and Apology Letter</td>
<td>Ticket and miss 1 class recess (not lunch)</td>
<td>Ticket and miss 3 class recesses (not lunch)</td>
<td>Ticket and ISS * in Skill Building (1 hour)</td>
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*In School Suspension (ISS) - Parent Called and behavior entered in Permanent Student Record*

**MAJOR BEHAVIORS**

- Vulgar, profane or inappropriate language
- Fighting
- Aggressive behavior inappropriate for school
- Intention to harm/hurt
- Stealing
- Sexual offenses
- Safe School Violation (illegal activities, possession of fake or real weapon, etc.)
- Harassment (major)
- Destroying or damaging property (vandalism)
- Any others determined by faculty & administration

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<tr>
<td><strong>Consequences</strong></td>
<td>Ticket and Home Suspension * (1 day)</td>
<td>Ticket and Home Suspension * (3 days)</td>
<td>Ticket and Home Suspension * (5 days)</td>
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*Home Suspension (ISS) - Parent Called and Behavior entered in Permanent Student Record*
Social Skills

How to be a Friend
- Notice when someone might need a friend (alone, acting sad, etc.).
- Invite the person to play or join in.
- Allow and encourage all students at Spanish Oaks Elementary to “join in” even if they have made a mistake in the past.

How to be Responsible for Classroom Assignments and Homework
- Ask yourself, “What do I need to do to get my work finished?”
- If I need help, raise my hand and ask for help.
- If something is distracting me, remove it.
- Make time every day to read and do my homework.
- Stay busy and work hard until my assignment is finished.
- Turn in my classroom assignments and homework ON time.

How to Deal with Anger
- Stop and think about how my body feels.
- Think about my choices:
  - Count to 10
  - Take three slow, deep breaths
  - Tell the person in a calm voice why I feel angry
  - Walk away for now
- Act out your best choice (get help from an adult, calm down, talk it out, forgive, etc.).

Safe School Violations: Arson, burglary, stealing, battery (fighting and/or punching or kicking by connecting with someone else’s body), threatening and/or causing physical harm to someone else's body, bullying, criminal mischief, intimidation, verbal abuse (swearing, foul language and any inappropriate language and gestures), illegal activities, leaving school grounds without permission, and possessing weapons or facsimiles.

Violation of the Drug and Alcohol/Tobacco Policy: Nebo School District prohibits any student use, possession, sale or distribution of alcohol, controlled substances, imitation controlled substances and/or other similarly harmful substances, or drug paraphernalia in any school building or property owned by Nebo School District.

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 telephone calls, letters, e-mails, text-messages, or invitations; grabbing, pinching, or touching of private areas; deliberate cornering, shouldering or bumping in hallways; sexual gestures, unwanted touching which includes pats and hugs; any form of sexual threat, intimidation, or exploitation; spreading of sexual rumors; sexist remarks or gender-based stereotyping; and pantsing, flipping up dresses, etc.

Consequences for not Following School Rules

An appropriate, immediate consequence such as time-out, lunch detention, behavior incident report, etc. will be assigned to reinforce compliance with the rules. When a student’s actions disrupt the learning process or violate a safe school rule, drug and alcohol rule, and/or a sexual harassment rule, a behavior incident report will be filled out, parents will be notified and students may be temporarily suspended from school and/or activities. Actions determined to be criminal will be reported to the Pupil Services Department and/or law enforcement agencies. All students are entitled to appropriate due process in all matters of school discipline.

- **No Bullying, Please!**  -- Mrs. Huff  [http://spanishoaks.nebo.edu/home](http://spanishoaks.nebo.edu/home)
Skill Building Program

Spanish Oaks Elementary has a Skill Building program which is designed to help students develop the behavioral skills they are lacking in classroom settings. Skill Building is a non-punitive system for teaching skills to students that are necessary for their successful return to the classroom.

Students meeting the requirements for Skill Building are instructed on the procedures and requirements for returning to their regular classes. Critical target behaviors are determined for each student, i.e., how to follow instructions or complete assignments. These behaviors are taught to the students in a structured setting.

As the students demonstrate mastery of their target behaviors, they progress through levels or environments that introduce distractors that might be found in a regular classroom. The purpose of levels is to allow the student opportunities to practice staying focused on the skills even when distractors are present.

There are four levels of progression for elementary Skill Building students. During each level, the students are given practice opportunities, feedback on their performance, and reinforcement for desired behavior.

There are two components of the program that are constant across schools and grades: first, the Skill Building program is non-punitive; second, the program is immediate. Other than these two constant components, the program is designed to fit the needs and personalities of the faculty and students at each respective school. If a participant loses focus and needs more practice, the Skill Building coach and room are available.

Team Responsibilities

The correcting of a student who is disrupting the learning of himself or others becomes a team effort involving the student, teacher, Skill Building coach, administrator, and parents.

Teacher Responsibilities

The teacher’s responsibility is to:
1. Identify those students in class who disrupt the learning of others or themselves on a regular basis and implement remediation strategies.
2. Follow district policy when dealing with disruptive students. The procedure is as follows:
   (a) Conference with the student.
   (b) If unacceptable behavior continues, then contract with the student and parent/guardian.
   (c) Involve the school administrator and proceed with a referral to Skill Building.
3. Provide work for the students while in Skill Building. It can be the same work as the class or assignments of equal educational value.
4. Provide feedback to the Skill Building student by completing the tracking sheet.

The teacher’s understanding of the nature of the target behaviors will be important so the student can receive accurate feedback. The target behaviors will, in a large part, be those skills that have been identified by the teacher as needing improvement. It is also important to remember that a student needs to be rated against the class norms. Individual students should not be held accountable for behavior that is not expected from other students.

Student Responsibilities

If a student’s behavior warrants Skill Building, it will be his/her responsibility (in cooperation with the Skill Building coach) to:
1. Learn the program. This includes how to move up and down levels.
2. Master the target skills so the student can return to class.
3. Learn self-assessment and self-monitoring skills.
4. Comply with all target behaviors.
5. Complete and maintain possession of the tracking sheet, including obtaining one each morning and giving it to the Skill Building Coach each afternoon.

Parent Responsibilities

Parents are contacted when the student is referred to Skill Building. Parents give input into the goals the student sets and parents sign the contract, indicating approval of the goals. Parental involvement and support is critical in changing behavior that is interfering with learning.

Skill Building Coach Responsibilities

The Skill Building Coach is a critical component to the success of the student. Training in behavior management and procedures are only a small part of the game plan. The Skill Building Coach is responsible for the following:
1. Being available
2. Modeling self-control and judgment
3. Teaching students how the Skill Building program will help them
4. Teaching the student how to self-assess and self-monitor by providing feedback
5. Ensuring student readiness to return to the class
6. Follow up with teachers

Loss of Privilege

Skill Building is also used for time-out purposes when the logical consequence for misbehavior is loss of privilege. A student may be sent to Skill Building as a time-out for inappropriate behavior during any recess. A logical consequence for inappropriate behavior during recess would be the loss of recess, for one or more periods, depending upon the seriousness of the offense.
Spanish Oaks Elementary
School Improvement Plan 2016-2017

This Plan also meets legislative requirements for the Elementary Reading Achievement Plan, Professional Development Plan, and School LAND Trust Plan.

Goal #1: Students will receive strong literacy instruction through materials, teacher training, and tutoring programs.

Nebo District Goal (School Board Goal) Connection: Language Arts
- At least 90% of elementary students will read on grade level or above.
- At least 90% of all students making a full year or more of academic progress in reading.
- At least 90% of students will meet or exceed language arts proficiency levels.

Action Plan(s):
1. Teachers will regularly track and assess student reading through the Nebo Elementary Assessment Tool (NEAT), Fountas-Pinnell reading assessment, Dynamic Indicators of Basic Early Literacy Skills (DIBELS), and ongoing running records.
2. Teachers will collaborate weekly to respond to students’ literacy needs (reading and writing).
3. Teams will collaborate monthly specifically to evaluate and plan interventions for students of concern.
4. Students who do not pass their teacher directed common formative assessments will be re-taught. Students who have mastered concepts will participate in enrichment instruction.
5. A take-home library and leveled-library will be provided and maintained.
6. Mentor teachers will facilitate coaching and teacher observations to improve instructional effectiveness.
7. Interventions provided to struggling readers include:
   - Student Training Achievement for Reading (STAR) tutoring, daily cross-age tutoring, peer tutoring
   - Imagine Learning and Success Maker program instruction
   - Home/school communication regarding literacy progress
8. Classroom technology will be implemented to enhance reading and writing instruction, i.e., Chromebooks, iPads, document cameras, projectors, etc.
9. Professional development and support will be provided to improve literacy instruction.
10. Instructional coaches will model effective differentiated instruction to promote deeper understanding.

Measurements of Success: DIBELS, reading benchmarks, ongoing running record data, and year-end Student Assessment for Growth and Excellence (SAGE) test

Supporting Professional Development Activities (if applicable): PLC training, ongoing Utah Core Standards training, weekly and monthly team collaboration, STAR tutor training, professional literature research, professional conferences
**Goal #2:** Students will receive strong **mathematics instruction** through materials, teacher training, and tutoring programs.

Nebo District Goal (School Board Goal) Connection: **Math**
- At least 90% of students will meet or exceed math proficiency levels.

**Action Plan(s):**
1. Teachers will receive professional development and support to implement the Utah Core Standards for Mathematics.
2. Teachers will collaborate weekly to map the math curriculum, share effective math instruction and refine/develop common formative assessments.
3. Students who do not pass their teacher directed common assessments will be re-taught. Struggling students will be supported with interventions, i.e., Success Maker, peer-tutoring, math lab, etc. Students who have mastered concepts will participate in enrichment instruction.
4. Teachers will use technology to support instruction, i.e., Chromebooks, iPads, document cameras, projectors, etc.
5. Demonstrating math fact mastery (written and/or oral) will be the target for grades one through six.
6. A before or after school math lab will assist students with math fact mastery, to include availability of take-home resources.
7. Home/school communication regarding teaching of math concepts will be provided.

**Measurements of Success:** An increase in student mathematics proficiency in SAGE and math fact mastery

**Supporting Professional Development Activities (if applicable):** Weekly collaboration, ongoing Utah Core Standards training, classroom focused observations, professional mathematical literature research, Comprehensive Mathematics Instruction (CMI) training, professional conferences

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**Goal #3:** Students will receive strong, motivating **science instruction**.

Nebo District Goal (School Board Goal) Connection: **College & Career Ready**
- At least 90% of students will meet or exceed science proficiency levels.

**Action Plan(s):**
1. Teachers will collaborate to plan and implement engaging Utah Core Standards science lessons.
2. Materials and professional development will be made available for hands-on science experiences.
3. Teachers will use technology to support instruction, i.e., Chromebooks, iPads, document cameras, projectors, etc.
4. Professional development and support will be available to improve science instruction.
5. School science fair participation will be facilitated.
6. A stipend will be provided to a science fair coordinator.
Goal #4: We will provide **gifted and talented enrichment** for students in specific areas, including fine arts core instruction.

Nebo District Goal (School Board Goal) Connection: **Gifted & Talented; Arts**

- Explore best practices and programs to serve our G/T students
- Increase teacher G/T Certifications
- All elementary school teachers will integrate arts lessons with other core subject areas.

Action Plan(s):

1. Students will have opportunities for **fine arts core instruction** as teachers explicitly teach fine arts and integrate across curriculum.
   a. Grade-level teams will collaborate to examine the fine arts core, plan, and implement integrated lesson plans.
   b. Fine arts materials will be made available to support core instruction and integration.
2. **EXTRA Team(s)** for students that provide enrichment in the areas of: choir, writing, visual arts, math, drama, chess, science, engineering (robotics), foreign language, and dance.
3. A 6th grade early morning orchestra class will be provided.
4. District Specialists will model effective differentiated instruction to promote deeper understanding.
5. Teachers will use technology to support instruction, i.e., Chromebooks, iPads, document cameras, projectors, etc.
6. Professional development and support will be made available to enhance gifted instruction.
7. Future research and consideration of other enrichment opportunities, i.e., foreign language and book clubs.

Measurements of Success: An increase in the number of students participating in gifted and talented enrichment programs. Curriculum maps will include explicit integration of fine arts core instruction.

Supporting Professional Development Activities (if applicable): staff art training (GAINS), Gifted and Talented training and endorsement made available. On-site, hands-on district and school fine arts core professional development will provide teachers with knowledge and skills for integration of fine arts lessons into yearly curriculum maps.
School Access Walk/Bike Route Plan 2016-2017
Spanish Oaks Elementary School

In accordance with state standards, Spanish Oaks Elementary has identified school access routes for 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:


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; it is to identify main routes that are considered school access routes. It is the responsibility of parents/legal guardians of each walking student to identify and instruct their children as to the route they should follow to get to the main routes identified in this plan and illustrated on the map.

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

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 approving this plan, no one, including the Nebo School District and representatives from Spanish Oaks Elementary School, can guarantee that the agreed upon school access routes are or will ever be completely free from hazards.

As previously stated, 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. For this plan, school access routes leading to the school have been identified and are described below.

**School Access Route Description**

1. West of 2600 East
   a. Students living along 2600 East are encouraged to walk along 2600 East to the intersection at 1650 South and Spanish Ridge Drive. At this intersection, students on the west side of 2600 East should use the crosswalk and cross to the east side of 2600 East and then continue walking south to Stony Hill Way. Staying on the east side of the road, students should walk down Stony Hill Way to the crossing guard located just beyond Stony View Drive. Here students can cross Stony Hill Way and access the school via the passageway leading to the rear of the school.
   b. Students living between 2600 East, 2300 East, 1580 South, and 1700 South are encouraged to make their way to the intersection at 2600 East and Spanish Ridge Drive (1650 South 2600 East). At this intersection, students should use the crosswalk and cross to the east side of 2600 East and then continue walking south to Stony Hill Way. Staying on the east side of the road, students should walk down Stony Hill Way to the crossing guard located just beyond Stony View Drive. Here students can access the school via the passageway leading to the rear of the school.
2. Students living east of 2600 East, but adjacent to and west of 2850 East (Spanish Ridge Drive), are encouraged to work their way over to 2600 East and follow the instructions listed in (1a) above OR are encouraged to make their way to 2850 East and follow it to the intersection at 2600 East (1650 South 2600 East). Here students needing to cross to the south side of 2850 East should use the cross walk to do so. Students should walk south along 2600 East to Stony Hill Way. Staying on the east side of the road, students should walk down Stony Hill Way to the crossing guard located just beyond Stony View Drive. Here students can cross Stony Hill Way and access the school via the passageway leading to the rear of the school.

3. Northeast of Stony Hill Way
   a. Students living along or between Stony View Drive and 2750 East are encouraged to make their way to the crossing guard located just south of Stony View Drive and then cross to the west side of Stony Hill Way. From here students can access the school via the passageway leading to the rear of the school.
   b. Students living along 2900 East and students living between 2900 East, 1480 South, and Canyon Road are encouraged to make their way to 2900 East and walk south to Canyon Crest Drive. At Canyon Crest Drive, students should walk west along the north side of the road to the school. Crosswalks are located at the bottom of 2900 East and at the bottom of Stony Hill Way.

4. Students living along/between 2960 East, 1530 South, 3400 East, and Canyon Crest Drive are encouraged to make their way to 2960 East and 1660 South, then walk to 2900 East and follow it south to Canyon Crest Drive. At Canyon Crest Drive, students should walk west on the north side of the road to the school, OR students are encouraged to make their way to Canyon Crest Drive and then walk west along the north side of Canyon Crest Drive to the school.

5. Students living in the Canyon Glenn Loop area are encouraged to walk along the north side of River Bottom Road to 3400 East and then follow the sidewalk up the hill to Canyon Crest Drive. Staying on the south side of Canyon Crest Drive, students should walk west to the crossing guard/crosswalk in front of the school.

6. Students living northeast and east of the golf course (Fairway Lane area) are encouraged to walk to the 3400 South/River Bottom Road intersection and cross to the west side of 3400 East. From here, students should follow the sidewalk up the hill to Canyon Crest Drive. Staying on the south side of Canyon Crest Drive, students should walk west to the crossing guard/crosswalk located in front of the school.
## Spanish Oaks Elementary School Map
### 2016-2017

<table>
<thead>
<tr>
<th>Room 25</th>
<th>4th Grade: Room 13 Rigby</th>
<th>3rd Grade: Room 12 Aagard</th>
<th>3rd Grade: Room 11 Dimmick</th>
<th>5th Grade: Room 8 Babcock</th>
<th>5th Grade: Room 7 Wengreen</th>
<th>5th Grade: Room 6 Rosenvall</th>
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<tr>
<td></td>
<td>4th Grade: Room 14 Lambert</td>
<td>Restrooms</td>
<td>Room 10</td>
<td>Spec. Ed. Room 9 Monroe Drollinger</td>
<td>Restrooms</td>
<td>Speech Room 5 Abbott Burr</td>
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<td>4th Grade: Room 15 Nielson</td>
<td>Room 16</td>
<td>3rd grade Room 17 Bellomy</td>
<td>Little Theater</td>
<td>Media Center</td>
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<td>Restrooms</td>
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School Lunch

Cost of School Lunch

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Cost of Breakfast

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<td>$6.00</td>
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</table>

Lunch Options

School lunch is available the first day of school and is served every day of school. If you prefer, your child may bring a lunch from home. Please put the student’s name on the lunch container.

Breakfast Policy

Breakfast is available the first day of school and is served every school day. Students eating breakfast should be to school 15 minutes before the bell rings.

Paying for Lunch

Nebo School Lunch is a separate entity from the school. Please make payments for school lunch to Spanish Oaks Lunch Department. Our lunch clerk is Shiloh Slaymaker. Her phone number at school is 801-794-3662. If you send money or a check to school to pay for lunch, please place it in an envelope with the student’s name. One check may be sent for multiple children. Please write children’s names on the check. You may also pay for school lunch on-line. Go to the district web site (www.nebo.edu), click on “Departments,” then “Operations,” then “Food Service” where you will see a link to PayPAMS to pay on-line. You will also find a link to the monthly menus on this page. Monthly menus are no longer printed and sent home with each child. https://paypams.com/

Lunch Charges

Nebo School District has a “no charge” lunch policy. Please do not ask to charge. In an emergency situation students will be fed a lunch after a phone call home to let parents/guardians know they did not have lunch money.

Free/Reduced Meals

Applications for free or reduced lunch are handled at the District Office, 350 South Main. Applications need to be returned and processed before students can receive free/reduced meals. For more information call 801-354-7438. http://www.nebo.edu/food-services#reduced

Parents

Parents who wish to order a school lunch to eat with your child should call our lunchroom before 9:30 A.M. the day you are coming (801-794-3662).

Lunch Time

To encourage students to eat lunch, students will spend at least 15 minutes in the lunchroom before being dismissed to go outside for recess. They then have 20 minutes for lunch recess.
2016-2017 PTA Officers and Board
Spanish Oaks Elementary
Executive Board

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Kelly Burtenshaw</td>
<td><a href="mailto:burtenshawfam@gmail.com">burtenshawfam@gmail.com</a></td>
</tr>
<tr>
<td>President Elect</td>
<td>Laura Theodosis</td>
<td><a href="mailto:theodosis.family@gmail.com">theodosis.family@gmail.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Dawnean Allen</td>
<td><a href="mailto:dawnean@yahoo.com">dawnean@yahoo.com</a></td>
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<tr>
<td>Secretary</td>
<td>Heidi Rowbury</td>
<td><a href="mailto:dnhrowbury@gmail.com">dnhrowbury@gmail.com</a></td>
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<tr>
<td>Principal</td>
<td>Kali Brown</td>
<td><a href="mailto:kali.brown@nebo.edu">kali.brown@nebo.edu</a></td>
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<tr>
<td>Teacher Representative</td>
<td>Heidi Dimmick</td>
<td><a href="mailto:heidi.dimmick@nebo.edu">heidi.dimmick@nebo.edu</a></td>
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Commissioners

Community Involvement (Teacher Appreciation)
Education (Road to Success)
Individual Development (REFLECTIONS)
Individual Development (REFLECTIONS)
Education (Book Fair)
Community Involvement (Teacher Birthdays)
Community Involvement (SEP Dinners)
Family Life
Safety and Welfare
Health
Fundraising
Membership Chair
Publicity
Membership
Volunteer Coordinator
Website

Kali Brown kali.brown@nebo.edu

** Our PTA Board Meeting will be held the 1st Wednesday of each month at 1:30 p.m. in the Faculty Lunchroom.
<table>
<thead>
<tr>
<th><strong>Spanish Fork Area Schools</strong></th>
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<tbody>
<tr>
<td>Brockbank Elementary</td>
<td>801-798-4025</td>
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<tr>
<td>Canyon Elementary</td>
<td>801-798-4610</td>
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<tr>
<td>Community School/Recreation Office</td>
<td>801-798-4068</td>
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<tr>
<td>Diamond Fork Junior High School</td>
<td>801-798-4052</td>
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<tr>
<td>East Meadows Elementary</td>
<td>801-798-4015</td>
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<tr>
<td>Landmark High School</td>
<td>801-798-4030</td>
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<tr>
<td>Larsen Elementary</td>
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<tr>
<td>Maple Mountain High School</td>
<td>801-794-6740</td>
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<tr>
<td>Park Elementary</td>
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<td>Rees Elementary</td>
<td>801-798-4055</td>
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<td>Riverview Elementary</td>
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<tr>
<td>Spanish Oaks Elementary</td>
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<tr>
<td>Spanish Fork Junior High School</td>
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<td>Spanish Fork High School</td>
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<td><strong>Salem Area Schools</strong></td>
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<td>Foothills Elementary</td>
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<td>Spring Lake Elementary</td>
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<td>Taylor Elementary</td>
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<td>Wilson Elementary</td>
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<td>Cherry Creek Elementary</td>
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<td>801-489-2870</td>
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<td>Westside Elementary</td>
<td>801-489-2800</td>
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<td><strong>Santaquin / Goshen Area Schools</strong></td>
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<td>801-754-3611</td>
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<td>Orchard Hills Elementary</td>
<td>801-754-3237</td>
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<td>Goshen Elementary</td>
<td>801-667-3361</td>
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<td><strong>Nebo District Office</strong></td>
<td><strong>801-354-7400</strong></td>
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