

Salem Elementary



Parent Information Handbook 2022-23

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Salem, UT 84653
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Visit our website @ www.salem.nebo.edu for news, information
and announcements

**Salem Elementary School
Calendar Items
2022-2023**

August 11th	Teachers First Day Back
August 16th	Back to School Open House 2:00-4:00 PM
August 17th	First Day of School (School starts at 9:00 AM)
August 23rd	Kindergarten Back to School Open House 2:00-4:00 PM
August 24th	First Day of Kindergarten
September 5th	Labor Day - No School
September 23th	Picture Day
September 26th	Staff Development Day - NO SCHOOL
October 6th	SEP Conferences
October 12th	Term 1 ENDS
October 13-17	Fall Break - No School
October 18th	Term 2 Begins
November 4th	Picture Retakes
November 23-25	Thanksgiving Break No School
December 21st	Term 2 Ends
Dec 22-Jan 3	Winter Break
January 4th	School resumes - Term 3 Begins
January 12th	SEP Conferences
January 13th	District Development Day - No School
January 16th	Martin Luther King Holiday - No School
February 20st	President's Day - No School
March 9th	Final SEP Conference - Term 3 Ends
March 10th	Staff Development Day - No School
March 13th	Term 4 Begins
March 28th	Teacher Comp Day - No School
April 3rd-7th	Spring Break - No School
May 18th	Last Day of Kindergarten
May 25th	Last Day of School - Dismiss at noon

We are deeply committed to the safety and well being of our students. For this reason, the following guidelines are in place and will be reinforced daily at school:

Daily Schedule:

1st - 5th Grades

Monday: 9:00 a.m. - 2:30 p.m.

Tuesday - Friday: 9:00 a.m. - 3:15 p.m.

Kindergarten AM

Monday: 9:00 a.m. - 11:15 a.m.

Tuesday - Friday: 9:00 a.m. - 3:15 p.m.

Kindergarten PM

Monday: 12:15 - 2:30 p.m.

Tuesday - Friday: 12:35 - 3:15 p.m.

- Students should arrive no later than 8:55 a.m. so they will have time to get to class and be in their seats by 9:00 a.m. Any student who arrives **after** 9:00 a.m. will be marked "tardy" in our attendance system.
- Drop-off and Pick-up doors will be locked at 9:00 a.m. **Students arriving after 9:00 a.m. will need to enter through the front entrance.**
- If your child plans to eat breakfast at school, they should arrive between 8:30-8:50 a.m. so they will have enough time to eat and not be late to class.
- If your child will be late/absent, please call to excuse them before 9:45 a.m. If you do not call by that time, our automated system will send you a reminder call and/or text.
- **Students should not be dropped off at school earlier than 8:30 a.m.**
- Students who arrive at school before 8:30 a.m. must wait on the stairs in the gym and remain seated in the designated locations until the 8:45 a.m. bell.
- Students will be dismissed at 3:15 p.m. If you need to check your child out of school prior to 3:15, please come to the front office and sign them out. Secretarial staff can assist you with early check out.

Salem Elementary Lunch Schedule & Protocols

The following protocols will be in place during lunch for the 2021-2022 school year:

- Every student will either sanitize or properly wash their hands with soap & water before coming to the lunch room. Teachers will model, teach and reinforce this practice.
- Students will be seated in the lunchroom by class.
- All classes should access the lunchroom by entering the northwest doors to the gym.
- Students should remain seated while eating. Students will be given 15 minutes to eat.
- A more quiet atmosphere will be promoted in the lunchroom as students will be encouraged to simply eat, clean up after themselves and head outside to play.
- Students who bring a home lunch should be able to open and access their own food (wrappers, lids on drinks, gogurts, etc.) so that others don't have to touch their food before they can eat it.
- Sharing food is prohibited in order to keep all students safe due to food allergies.

- Students will exit the lunchroom through the northeast doors of the gym and walk out to the playground for recess for 15 minutes. When lunch recess ends, students will line up in designated areas.
- A sharing table will be provided where students put any commercially prepared, sealed food items they don't plan to eat on the "sharing table" for others to have.

Lunch Schedule 2021-2022		
Grade	Eat Lunch	Recess
1st Grade: 11:25-11:55	11:25-11:40	11:40-11:55
2nd Grade: 11:30-12:00	11:30-11:45	11:45-12:00
3rd Grade: 11:45-12:15	11:45-12:00	12:00-12:15
4th Grade: 11:50-12:20	11:50-12:05	12:05-12:20
5th Grade: 12:05-12:35	12:05-12:20	12:20-12:35

The times listed above are guidelines. Students can stay a few extra minutes and finish eating as needed.

SPECIALTY CLASSES

Students will be attending SPECIALTY classes throughout the year where they will be taught by faculty other than their teacher. Here is a description of each enrichment class your child will attend

<i>Specialty</i>	<i>Who Attends</i>	<i>When</i>	<i>Teacher</i>
Art	1st - 5th Grade	Once per week (40 min)	Emily Burraston
Computers	1st - 5th Grade	Once per week (40 min)	Kendy Cox
Library	K - 5th Grade	Once per week (40 min)	Nicky Woodbury
Music	K - 5th Grade	Once per week (40 min)	Lindsay Priday

Art
Using the Utah State Core Curriculum for Art, students will explore and create art using a variety of mediums. Visual art in many forms will be studied and practiced.

Computers

Using the Utah State Core Curriculum for Computer Science, students will learn how to use a variety of software platforms to effectively navigate digital technology and use it to enhance learning.

Library

Using the Utah State Core Curriculum for Library Media, students will learn how to use a library, be allowed to check out books and will learn to use digital library resources for finding information. They will also be taught mini-lessons on a wide variety of subjects to enhance their ability to READ TO LEARN.

Music

Using the Utah State Core Curriculum for Music, students will conceptualize, generate, and organize artistic ideas and work. They will complete and refine musical works .

[CLICK HERE TO REVIEW STATE CORE STANDARDS IN ANY OF THE ABOVE REFERENCED COURSES](#)

SCHOOL-WIDE RULES

Star students Respect Each Other and Do Their Best by...

- **Keeping hands, feet, and objects to themselves**
- **Being kind in word and deed**
- **Listening and following directions**

We are committed to the safety, happiness and well being of every *child*. Administrators, teachers and staff will closely monitor behavior to ensure that students are following the rules and acting appropriately. Students who respect the rules and exemplify great behavior will be recognized and rewarded. Students who forget to follow the rules will be reminded and will discuss/practice appropriate behavior. The purpose of having rules/procedures is to keep children safe and ensure optimal levels of learning. Student behavior should never compromise safety standards, keep a teacher from teaching, or keep other students from learning.

Assembly Rules

- Enter and exit the gym in an orderly manner
- Stay seated with class at all times
- Refrain from distracting others
- Be respectful to those speaking or presenting.
- Respond to the “3, 2, 1” signal countdown:
 - 3 Eyes looking at the speaker or presenters
 - 2 Ears listening
 - 1 Mouths quiet
- Have fun and enjoy the assembly!

Outside Recess/Playground Rules

- Play in designated areas
- Use playground equipment appropriately

- If a ball goes over the fence, a custodian or teacher will retrieve it
- Report problems or concerns to an adult as soon as possible
- Include others in games and activities
- Line up quickly once the bell rings

Hallway Rules

- Walk, never run in the hallways
- Stay in line with your class
- Use quiet voices
- Do not touch or disturb displays or anything hanging on the walls

Lunchroom Rules

- Enter and exit the lunchroom in an orderly fashion
- Sit in designated areas and make room for others
- Eat your own food
- Clean up after yourself and throw garbage away
- Show respect to the custodian, lunch ladies, lunch workers, and other staff
- Wait until your grade level has been excused before going outside

Restroom Rules

- Go, flush, wash hands
- Use quiet voices
- Respect the privacy of others
- Paper towels, toilet paper and soap should be used for their intended purpose
- Students should honor the privacy of others at all times
- Leave the bathroom clean

Bus Rules

- Bus students will go directly to the bus line after the dismissal bell
- Good behavior should be demonstrated while waiting in line for the bus to arrive
- Students should enter and exit the bus in an orderly manner
- Students must:
 - stay in their seats and remain seated throughout the ride
 - follow instructions from the bus driver
 - be respectful of others
 - treat bus equipment properly

Riding the bus is a privilege. Students who misbehave on the bus pose a risk to the driver, themselves and to other students. For this reason, good behavior on the bus is imperative. Students who violate the bus rules will first be given a verbal warning. If the behavior continues, a ticket may be given. When a student receives a ticket on the bus, parents will be contacted and a meeting with the principal scheduled to promptly address the situation and create a plan of success for the student. Subsequent misbehavior and tickets will result in the loss of bus privileges, meaning the child will no longer be permitted to ride the bus and parents will be responsible to transport their child to and from school.

Salem Elementary: Notes on Bullying

In order for our teachers and staff to effectively address and respond to incidents of bullying, it is important for our school community to have a clear understanding of what bullying is and also what it is not.

Bullying can be defined as follows:

The **repeated actions** or threats of action directed toward a person by one or more people who have or are perceived to have **more power or status** than their target in order to **cause fear, distress or harm**. Bullying can be physical, verbal, psychological or any combination of these three.

Here's a definition to use for younger, elementary age children:

When a person or a group behaves in ways—on purpose, over and over—that make someone feel hurt, afraid or embarrassed.

It is important to distinguish bullying from other unkind, mean and harmful behavior. Calling someone a name or pushing someone once, being rude or having an argument with someone may not be bullying. Of course, these behaviors should be addressed but may have different consequences and interventions, which is why the distinction is critical. To be defined as bullying, we look for evidence of three components: (1) repeated actions or threats, (2) a power imbalance and (3) intention to cause harm.

Plan of Action

Accusations of bullying will be taken seriously and will be investigated by school administration once a cause to investigate has been established.

This includes:

- 1) Gather testimony from the students involved or those who witnessed events as appropriate for the situation.
- 2) Talking with supervisors and staff who may have insight regarding the event(s).
- 3) Gather any physical evidence (for example, video surveillance footage, written notes, weapons, etc).

It is important for students to know, understand and take responsibility for their role in the negative interactions that take place at school. It is common, when a child makes an accusation of bullying, that the investigation reveals that the accuser was also engaging in negative behaviors leading up to the incident (name calling, chasing, teasing, excluding, physical aggression, etc.) Here are some questions to ask when a child reports an incident of bullying:

- 1) What happened? When? Where did this happen? Who was involved?
- 2) How many times has this happened?
- 3) Did you tell a trusted adult about what happened?
- 4) What events led up to the incident?
- 5) What were you (and others) doing before/during/after the incident?

Once it has been established that bullying occurred, the following actions may be taken or consequences imposed.

- 1) Parents will be notified and staff will work closely with the children involved to resolve the conflict. This could include visiting with the school counselor or psychologist to build positive interactions and teaching conflict resolution strategies.
- 2) The involved children may be more closely monitored and have planned check-ins with teachers or staff.
- 3) The offender may be more closely monitored during the school day by administration and staff. This could include sitting in a designated seat on the bus, sitting at a certain table in the lunchroom, being required to play only in specified areas of the playground, checking in with teachers and staff throughout the day, etc.
- 4) Loss of privileges may occur (staying inside for recess for a period of time, losing the privilege to ride the bus, having internet access and use of school technology taken away, etc.)
- 5) In some cases, in-school or out-of-school suspensions may be imposed. In these cases, the incident is documented in our iCampus system, is reported to the state, and becomes part of the child's behavior profile.

It is important for our students to feel safe and empowered to stand up and stop bullying at any level. It is our intention to promote positive self-esteem, kindness and empathy at school in an effort to take a stand against bullying.

The full district Nebo District policy (JDD – Prohibition of Bullying, Hazing and Retaliation) can be found at this link:

<http://www.nebo.edu/pubpolicy/J/JDD.pdf>

Student Pick-Up & Drop-Off Procedures

Student safety is our number one concern during pick-up and drop-off times. Thank you for your extra caution and patience during these times.

Teachers provide supervision from 8:40-8:55 a.m. (M-F) and 3:15-3:30 pm (2:30-2:45 p.m. Monday's only)

Please review the following Salem Elementary pick-up and drop-off procedures/policies below:

- **South Side:** Please use the lane provided to pick-up and drop-off students on the south side of the school. **Students should exit the vehicle on the passenger side** to avoid stepping out into traffic. **If possible, please pull as far forward as you can to allow room for more vehicles.**
 - There is **no parking** in front of the homes on 100 South and please do not block any driveways and mailboxes of homes across the street from the school.
- **North Side:** Please pull into a parking stall on the north side of the school to pick-up and drop-off students. The faculty parking lot on the north side is not to be used for student pick-up and drop-off due to student safety concerns.
- **West Side (Front):** Please pull into a parking stall to pick-up and drop-off students on the west side of the school. **Do not stop behind parked vehicles to drop-off students.** We have cars backing out of the parking stalls and it puts children at risk of getting hurt.
- **Crosswalks:** Students are to use the crosswalks when crossing the streets. It is **very important** that the students wait for an adult to cross them at the crosswalk. Students run the risk of being hit by a car when they run into the road as parents “urge” them to hurry across the road to get into a vehicle.

Thanks for helping us keep your children safe by practicing these safety procedures.

Nebo School District Attendance Policy

School attendance has a direct impact on a student's level of academic achievement and overall educational success. It is primarily the responsibility of parents to ensure consistent, punctual, daily attendance. Parents and school staff members share the responsibility to make earnest and persistent efforts to resolve attendance problems.

- Nebo Attendance [Policy](#)

Absences and Tardies

Whenever a student will be absent from school, please contact the office at (801) 423-1182 by 9:45 a.m. and inform us of the absence. If students have not been excused by 9:45 a.m. you will receive a computer generated phone call notifying you that your child is not in school. Students who arrive after 9:00 a.m. will be marked as tardy.

Accidents and Illnesses

Whenever an accident or illness occurs that is of a serious nature, we do everything within our power to contact a parent/guardian. If this is unsuccessful, we will notify the person you have listed as the child's emergency contact in iCampus. Please keep current phone numbers updated in iCampus for this reason.

Under extreme emergencies, when we are unable to contact you or your emergency contact, we will take the necessary steps for helping your child which may include calling an ambulance. Under NO circumstances will we send a child home unless the parent or person listed as the emergency contact gives permission.

Arriving Early at School

In order to ensure student safety, children should not arrive at school earlier than 8:30 a.m. (30 minutes before school begins at 9:00 am). Teachers do not arrive and are not supervising until after 8:30 a.m. If there are special circumstances that warrant an earlier drop off, parents must personally contact the school principal to make arrangements. Students who arrive prior to 8:30 a.m. must wait in the gym and remain seated in a designated area until the 8:45 a.m. bell. Students may not be in the hallways, library, or other areas of the school prior to 8:45 a.m.

Bicycles, Scooters, Skateboards, Roller Blades and Heelys

All bicycles and scooters are to be placed outside in the bike rack/scooter area upon arrival and are not to be used during school hours. Students should walk bikes while on school grounds and in the crosswalks. Scooters, skateboards, roller blades and Heelys (or other shoes with wheels) are not to be ridden or used on school property. It is recommended that students lock up bikes and scooters upon arrival.

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 birthdays, class parties, special rewards etc., they should be commercially prepared items preferably individually wrapped in cellophane paper, a box, etc. It is not required or expected that you send treats on your child's birthday. However, if you choose to do so, we will follow these guidelines, in order to be in compliance with Utah State Department of Health regulations. If homemade items are sent to school,

they will not be served to other students and will be sent home with your child. Be sure to ask about any allergies (nuts, gluten, etc.) students in the class may have.

Bringing Gifts to School

Birthdays are important days for children. Please note that gifts delivered at school (large balloon bouquets, flower arrangements, stuffed animals, wrapped gifts) will be kept in the front office and given to your child at the very end of the day. Having these items in class is distracting to other students and sometimes disruptive to the learning environment. In addition, some students/teachers are allergic to latex balloons. We appreciate your cooperation in this matter which also applies to holidays such as Valentine's Day.

Bus Students

Students who ride the bus will be supervised by faculty members once the bus drops them off in the morning and until the bus arrives to pick them up in the afternoon. Supervisors will help the students board the bus. Bus students are responsible to demonstrate appropriate bus behaviors and to make sure they catch their bus on time.

Cell Phones and Other Electronic Devices

Students are not permitted to use cell phones, smartwatches, or other electronic devices during school hours (9:00 a.m.–3:15 p.m.). We strongly discourage students from bringing electronic devices to school as the school will not be responsible if an electronic device is lost, broken or stolen. Students with cell phones must keep them on silent in their backpack, or in a safe location in the classroom during the school day. We understand that many children use phones to contact parents before and after school and they are welcomed to do so. If a child is trying to use a cell phone in class to make calls, send texts or play games without permission, the teacher or an administrator may take the phone and contact the parent/guardian. The same policy applies for smartwatches. The child may wear the watch, but should not be making calls, sending texts or playing games during instructional time. If there is an emergency, the child should immediately tell a teacher or trusted adult. Students can use the office phone during school hours.

Financial Contributions to the School

District funds are limited. Your help is needed to offer an enriched educational program for our students. These funds will provide for field trips, assemblies, outdoor education activities and much more. Planning for the year will be based on donations we receive at the beginning of each school year. The suggested donation is \$25 donation per child; however, your generous contributions to Salem Elementary for any amount is greatly appreciated. Your contribution is confidential, tax deductible and important.

Homework/Extension Activities

We recognize the importance of homework for students as an extension of learning. We will carefully explain homework so students have an understanding of the expectation. We will hold students accountable for completion of assigned homework/extension activities as a part of class requirements. We thank you for the support you provide your student as he/she participates and completes homework/extension activities. Please work directly with your child's teacher if he/she is having trouble completing assignments. Teachers have been asked to ensure the following in regards to homework/extension activities assignments:

- Teachers should only send home assignments where skills and concepts have been previously taught, modeled and demonstrated by the teacher.
- Guidelines and procedures for assignments should be thoroughly explained and reviewed with children.
- Projects sent home should have a clear educational purpose and should not be busy work.
- Teachers should make homework policies clear for parents at the beginning of the school year in their disclosure document and clearly communicate any changes throughout the year.

Immunizations

Utah State Law requires all children enrolled in a public school to complete immunizations and have dates on file **before** admission to school. Our school nurse will review immunization requirements and contact parents if immunization records are incomplete. Parents will be given a window to complete immunizations and share the records with the school. Failure to comply with this requirement could result in your child not being able to attend. Please communicate with the school nurse or school principal if you have personal concerns regarding immunizations.

Lost and Found

To help return lost articles, please put your child's name on everything he/she brings to school. Valuable and/or small articles are turned into the office. Larger items are placed on hangers and tables by the south entrance in the main hall. Lost articles that are not claimed will be donated to charity at the end of each term.

Lunch

****FOR THE 2022-2023 SCHOOL YEAR, SCHOOL MEALS WILL NO LONGER BE FREE****

- See below for typical guidelines-

Rules of health and safety have been set up in the lunchroom to protect your student and to see that he/she has a pleasant experience at lunch (see Lunchroom Rules). We ask that all families work to keep a positive balance on lunch accounts. If your child owes lunch money, you will be contacted by our school lunch clerk as a reminder.

There are two ways to pay lunch money, online or by sending money with your child directly to school. Be sure to put lunch money in an envelope labeled with your child's name and grade. To receive additional information about our school lunch program, including the online payment system, PayPams, please visit the Nebo School District Food Services web page at <http://www.nebo.edu/food-services>. Applications for free/reduced lunch are available online at this district website. The completed applications must be returned, processed, and approved before students can receive free/reduced meals.

If you have any questions about student accounts or other lunch questions, we invite you to email our lunch secretary, Pam Davis: pam.davis@nebo.edu or call her at (801) 423-1182

Lunch prices: Student-- \$2.00; Adult-- \$4.00; Reduced-- \$.40

Breakfast prices: Student-- \$1.50; Adult-- \$1.50; Reduced-- \$.30

Major Disasters

In the event of a major disaster affecting the entire community, students will be kept safely at school unless an evacuation has been ordered by law enforcement. We will follow our Standard Response Protocol for reunifying students with parents. Please see our SRP listed below. Unless otherwise

notified, we will release students only to parents, guardians or those who have verified permission to pick up the child.

Medication

It is the policy of the Nebo School District that all medication be administered to children by their parents at home. This policy (JHCD) means that, only under exceptional circumstances, will a nurse, secretary or principal give children medication under appropriate regulations. A student medication form (JHCD-F) must be completed and signed by the parent and physician **before** any school employee will give medication of any type to a student. **This form must be updated by the parent and doctor each year. Parents must also bring the medication to the school (not sent it with the child) in an appropriately labeled bottle.** Medication will be counted with an authorized school employee to verify the number of pills or amount of medication being kept at the school. Medications are kept in a locked cupboard and students are required to come to the office to take the medication and a log is kept of all medication given to students.

Money and Valuables

Teachers and other staff members cannot be responsible for a student's money and valuables. Therefore, we discourage students from bringing pocket money to school, except for those times when there is a specific purpose; lunch, book orders, book fair, etc. When you do send money (either cash or check) with your child, please send it in a sealed envelope with the following information on the outside:

1. Child's name
2. Teacher's name
3. What the money is intended for
4. Amount of money enclosed

Valuables such as cell phones, smartwatches, iPods, iPads, jewelry, toys etc. should be kept at home. Student's cubbies and desks are not secure places. The school assumes no responsibility for damage or theft.

Non-Discrimination Policy

"It is the policy of the Nebo School District not to discriminate on the basis of sex, race, color, national origin, religious creed or handicap in its educational programs, activities, admissions, access, treatment or employment practices" and any person or student who feels a need to challenge the district's adherence to that policy may do so by directing their concern to the principal or departmental director, then if not satisfied, to the district compliance officer at 350 South Main Street, Spanish Fork, Utah, (801) 354-7400.

In compliance with the Americans with Disabilities Act, qualified individuals needing reasonable accommodation (including auxiliary aids and services) should contact the Principal or the Nebo District Human Resource Department.

Phone Calls

Telephone use is limited to important calls as judged by the teacher or school staff. When students call home, it should be for reasons of illness or other emergencies. Arranging playdates after school would not be an acceptable reason to call home. We ask that playdates be pre-arranged by parents before school or after a child arrives home. You may leave a message anytime during school hours for your child or their teacher and it will be delivered in a timely manner.

Pets

Pets are not permitted at school. Please do not permit pets to accompany or follow your child to school. Support pets are considered on a case-by-case basis and district guidelines are strictly followed.

School Community Council (SCC)

Salem Elementary has a School Community Council (SCC) that meets monthly to discuss school related issues and coordinate efforts to meet those needs. The council is made up of parents, school employees, and the principal. If parents are interested in participating on the council, please contact Mrs. Jolley by August 24th so that your name can be placed on the ballot. An election will be held in September if there are more parents interested than available positions. Parents who are elected are expected to serve 2 years on the council. If you have questions, issues or concerns, please contact a member of our SCC or call/email the principal at (801) 423-1182/corallee.findlay@nebo.edu. Visit our [website](#) for more information.

Student Checkout

When parents/guardians need to pick up their child(ren) during school hours, they must come to the office and sign the **Student Checkout Form** so their child(ren) can be released from school.

Supervision

Staff members are assigned supervision of students before, during and after school. Students will be supervised on the playground during recess and during the lunch hour. School rules, procedures, and routines will be enforced and reinforced at all times in order to maintain the safety and well-being of our students and staff.

Weather

Children should arrive at school **dressed for the weather** of the day, so they can safely and comfortably enjoy mid-morning and lunch and afternoon recesses. In winter months, children should remember to bring shoes to change into from their snow boots. All healthy children will be expected to go out for recess except during extreme weather conditions (low wind chill factor, bad air quality, severe rain or snow, etc.).

If your child cannot participate in recess for health reasons, please send a note to this effect. If it is to be a prolonged indoor stay (longer than 3 days) please send a note from the doctor.

Salem Elementary Cold and Inclement Weather Procedures

- **Children should arrive at school dressed for the weather of the day so they can safely and comfortably enjoy recess as they will be expected to go outside most days.** Students may only be in supervised areas during recess (not wandering the halls or remaining in the bathrooms because they are not dressed for the weather). Children may bring shoes to change into from their snow boots. All healthy children will be expected to go out for recess except in extreme weather conditions (wind chill, rain, snow, etc.).
- Please label all coats, jackets, hoodies and other gear with your child's name so that items can be easily returned when dropped or misplaced.
- If your child cannot participate in recess for health reasons, please send a note to the front office. If it is to be a prolonged indoor stay (longer than 3 days) please send a note from the doctor.
- Students will remain inside in extreme weather conditions such as: very cold temperatures (below 20 degrees), heavy rain or snowfall, and unhealthy air/inversions (we check air quality daily).

- Please be considerate and safety conscious as you drop off and pick up students at school. The winter months see an increase in the number of cars. Remember to continue pulling forward in the pick up lane to allow more cars to pull in. Use caution in the parking lots and never encourage your children to do something unsafe to get to your vehicle (run in front of cars or cross in unsafe areas).
- In the event of a major weather event (severe storm, power outage, snow day late start...) The District's ParentLink system will be used to notify parents in the form of an automated phone call, text, or email. For this information to reach you it is important that you keep your contact information current within iCampus. Information will also be posted and updated on the district web page www.nebo.edu. If we need to evacuate the school, we would go to the LDS church directly across from the school to the west. All teachers and staff members would then remain at school to care for the students. Unless otherwise notified, we will release students only to responsible adults or family members.



Salem Elementary Reunification Plan

In the event of an emergency, natural disaster or critical incident, it may become necessary to evacuate students to a safe location away from the school. In that case, we will reunite children with their families as quickly as possible through the following reunification plan. Please become familiar with the following procedures:

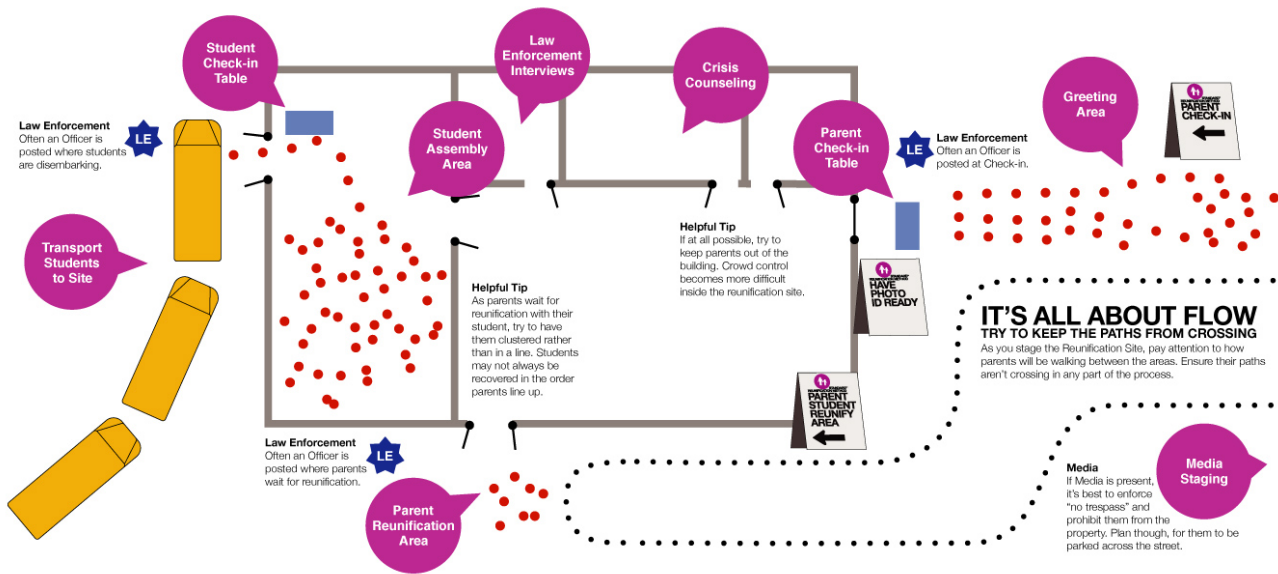
1. The school will report all events to local authorities and district officials and will follow their procedures and directives.
2. The school will communicate information to parents/legal guardians as quickly as possible where the reunification site will be located.

The District will send notifications regarding the reunification via phone, email, and/or text. Please check these lines of communication frequently and follow the directions given. It is important that you keep phone numbers and email addresses updated in [iCampus](#) in case of an emergency.

3. Teachers will supervise students until they are reunited with their parents/legal guardians.
4. To maintain continued safety, **parents/legal guardians will be required to show their ID** at evacuation sites before their child(dren) will be released to them. Parents/Legal Guardians will also be asked to fill out a Reunification form.
5. Parents/Legal Guardians should park their vehicles where indicated to avoid blocking traffic and emergency vehicles.
6. During the reunification process there will be two teams:
 - a. **Transport Team** (consisting of district officials, teachers, staff, bus drivers, and law enforcement) -- They will take attendance, load students on buses, and transport students to the reunification site.
 - b. **Reunification Team** (consisting of district staff, school staff, law enforcement, and first responders) -- They will aid in organizing the reunification site, direct parents to appropriate locations, direct traffic (law enforcement), verify parent/legal guardian identification, supervise students, and provide emotional support.
7. Successful reunification requires that all parties remain patient and calm. The reunification process takes time in order to protect the safety of the students and provide an accountable change of custody from the school to a parent/legal guardian. Our goal is to work together to reunite families as safely and quickly as possible.
8. Parents Training/Information:
 - a. Go to www.nebo.edu.
 - i. Click on the **Information Tab**.
 - ii. Scroll down to **Emergency Information**.

- b. Nebo School District Portable App
- c. [School Safety Training Videos](#)

Example of a reunification site:



EVACUATE: Evacuate students and staff to the announced location. Evacuation procedures and locations determined by event.



PROTOCOL: EVACUATE, EVACUATE! Proceed to (location).

STUDENTS: 1) BRING YOUR PHONE
2) LEAVE UNNECESSARY ITEMS BEHIND
3) FOLLOW INSTRUCTIONS

TEACHERS: 1) LEAD EVACUATION TO SPECIFIED LOCATION
2) SUPERVISE AND TAKE ATTENDANCE
3) NOTIFY IF MISSING, EXTRA OR INJURED

SHELTER: Hazard and safety procedures to be followed as determined by the event:



PROTOCOL: SHELTER FOR (EVENT), SHELTER FOR (EVENT)

TORNADO: EVACUATE TO SHELTER AREA
EARTHQUAKE: DROP, COVER, HOLD ON
HAZMAT: SEAL THE ROOM, EVACUATE TO SHELTER AS DIRECTED
TSUNAMI: GET TO HIGH GROUND

TEACHERS: 1) LEAD THE SAFETY STRATEGY
2) SUPERVISE & TAKE ATTENDANCE
3) NOTIFY IF MISSING, EXTRA, INJURED

HOLD! Students are held in classrooms until the hallways/schools are cleared. Hold is usually initiated and lifted by school or district administration.



PROTOCOL: HOLD! HOLD! Hold in your classroom. Clear the halls

STUDENTS: 1) REMAIN IN CLASSROOM UNTIL "ALL CLEAR" ANNOUNCED
2) BUSINESS AS USUAL

TEACHERS: 1) CLOSE AND LOCK CLASSROOM DOOR
2) BUSINESS AS USUAL
3) TAKE ATTENDANCE

Building Evacuation (Fire and Other Hazardous Situations)



On-Premises Evacuation Procedures:

1. Students will be led out of the building by a teacher using the primary/secondary evacuation routes.
2. Classroom lights will be turned off and doors closed but not locked. Teacher will take radios and evacuation clipboards that include instructions, current class list and red/green papers.
3. Teachers will lead their class to the designated locations. Students will line up and teachers will quickly take roll. If any students are missing, teachers will hold up a red card. If all students are accounted for, they will hold up a green card. Administration will help locate any missing students.
4. Resource teachers and other support staff working with students will evacuate the building with students and once outside return them to their teachers.
5. Classes will assemble in the primary (secondary, if required) premises gathering location.
6. Information/directions will be provided by emergency officials/school administrators. In the case of an emergency drill, emergency officials/administrators will clear classes to return to the building.

Off-Premises Evacuation:

If situations/circumstances necessitate that students and staff be evacuated to an off-premises location, coordinated efforts will continue amongst school and district officials and staff, municipality authorities and district transportation personnel to maintain student and staff safety and to ensure communication.

Earthquake

Procedures: At the first indication of ground shaking:

- All students and staff will move away from windows, shelves, heavy objects, and furniture that might fall.
- All students and staff will take cover under desks or tables and cover heads with hands and arms.
- Staff members will continually assess the situation and will act in the best interests of all students.
- Students will remain under the protection of the desks until receiving the "All Clear" notification.
- If evacuating the building brings increased safety, all students and staff will evacuate the building following the "Building Evacuation" procedures.
- Staff will be trained and will follow procedures from the following website: www.shakeout.org

Lock Out

If a threat exists outside the building but not in the direct vicinity of the school, teachers and students will be notified using school procedures and all exterior doors will be locked and monitored so that no one can enter the building. Parents will be notified via iCampus. Please make sure your contact information is always updated in iCampus so that you can be contacted in case of an emergency. During a lock out, no one will be allowed in or out of the school. Students are not in immediate danger and school will remain in session. Parents should refrain from coming to the school during a lock out. Teachers and staff follow Standard Response Protocol (SRP) guidelines.

Lock Down

If an immediate threat exists in the school, teachers and students will be notified and will immediately lock down all classroom doors and quickly cover all windows. Students will take cover, hide or may be quickly evacuated from the school if it is safe to do so. All staff who are able will notify 911. By carefully assessing situations, teachers may choose to either run, hide or fight depending upon the circumstances. During and after a critical incident, students may need to be evacuated to a secondary location for safety purposes.

Please read through and follow the Salem Elementary Reunification plan for detailed information on reunifying your family after an evacuation.

1. Upon learning of lockdown, teachers should quickly scan hallways and direct any stray students or staff into the classroom immediately.
2. Teachers should lock doors, cover all windows, turn off lights and computer monitors and grab raiders and emergency clipboards in case evacuation becomes necessary. Teachers should grab their cell phones (or monitor access to the phone in the classroom)
3. Teachers should move students to the most secure areas of the classroom and maintain quiet. If conditions remain safe, students and teachers should remain in the classroom. Teachers should assess safety and may consider putting objects or barriers in front of doorways to block or obstruct entrance into the classroom.
4. If more immediate danger exists, teachers may consider looking for evacuation routes and should evacuate quickly when it is safe to do so.
 - Physical education classes being held in the gym should move to a predetermined secure location, lock doors and cover windows.
 - Planning time teachers should keep current class with them and follow procedures for classroom teachers listed above.
 - If students are in the cafeteria, adult supervisors should immediately lock doors and cover windows and move students to a predetermined secure location. If necessary, staff may evacuate students out exterior doors, into or through the kitchen.
 - If students are on outside recess, supervising teachers should move students to a predetermined secure location and remain still until the situation can be assessed and students evacuated from the grounds.
 - If a student or teacher is in the bathroom and is not able to get safely into a nearby classroom, return to the stall, lock it and stand on the toilet or bring feet up off the floor. Remain, quiet and exit the bathroom when safe to do so.