



# Willow Springs Elementary School

13288 South Lone Rock Drive  
Draper, UT 84020  
801-826-9700

# **Table of Contents**

**Attendance Policy**

**Before and After School Safety**

**Bus Conduct**

**Canyons District Health Guidelines**

**Classroom Wellness Plan**

**Dress Code**

**Drop Off Map**

**Drop-off/Pick-up Procedures**

**Lunch Schedule and Lunch Plan**

**Personal Electronic Device Policy**

**Playground Rules**

**PRIDE Rules**

**Receiving School Notifications**

**Safe Walking Routes**

**School Hours**

**Staff List**


**Technology**

# Willow Springs Elementary Attendance Policy

**Attendance Goal:** All students will attend school at least **95%** of the school year. In order to achieve this goal, students cannot miss more than **8** days of school for the year.


School attendance is very important. Every absence from school interferes with your child's opportunity to learn. There is a growing [body of research](#) showing that **Chronic Absenteeism**, usually defined by researchers as missing **10% or more** of the school year (including excused and unexcused absences), has a significant negative effect on student achievement and may put a student at academic risk. The goal for Willow Springs Elementary is that all students miss no more than **5%** of the school year, in an effort to help every student be successful now and in the future.

## GOOD SCHOOL ATTENDANCE MEANS...



<b>ELEMENTARY STUDENTS</b> read well by the end of third grade	<b>MIDDLE SCHOOLERS</b> pass important courses	<b>HIGH SCHOOLERS</b> stay on track for graduation	<b>COLLEGE STUDENTS</b> earn their degrees	<b>WORKERS</b> succeed in their jobs
---	---	---	---	---

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.



[www.attendanceworks.org](http://www.attendanceworks.org)

## School Success Goes Hand in Hand with Being in School Every Day! Did You Know?

- Many absences, even in kindergarten, can cause children to fall behind in school.
- Missing just a day or two every month can make it harder to learn to read by the third grade.
- Students with too many absences struggle to catch up, even with take-home assignments.
- Attending school regularly helps children feel better about school and themselves.

## What Can You Do?

- Develop a regular bedtime and morning routine.
- Avoid missing school unless a child is truly sick and seek help if chronic illness is a challenge. Check with our school nurse, the office staff, or the guidelines in this handbook if you are unsure about when to keep your child at home due to illness.
- If your child seems anxious about going to school, talk to teachers, school support staff, or other parents for advice on how to make him/her feel comfortable and excited about learning.

### Types of Absences:

- **Valid Excused Absence:** An absence excused with approved verification (ie. doctor note, dentist note, legal note, wedding announcement, obituary, or other approved verification).
- **Guardian Excused Absence:** An absence excused by a parent/legal guardian without approved verification. Parents must call the office or send a note within one week of the absence. The limit is five (5) days each school year per [Canyons District policy 500.35](#); any additional absences without approved verification will be considered unexcused.
- **Unexcused Absence:** Any absence without a valid excuse.

### Communication Procedure for Valid Excused Absences:

- **Illness or Medical Appointment:** Parent provides a note from a health care provider to the front office.
- **Family Death, Family Emergency, Religious Holiday:** Parent provides notification to the school that the student will be absent.
- **Procedure for Education/Vacation Leave:** A student may be allowed up to ten (10) days for education/vacation leave in a given school year, if prior arrangements have been made with the school for the student to make up his/her homework. Prior to education leave, parents complete an Education Leave/Vacation Form for approval. Teachers will complete the “Work to Be Completed” section and determine a reasonable due date. School administration will verify education leave.

### Standard Notification Schedule

# of Unexcused Days Absent	Notification
3-5	<b>Parent Phone Call or Email</b> – Teacher will call parent indicating student has missed 3-5 days of school. Date of communication will be documented. Teacher will inquire if the student is doing okay, express concern, and ask what the school can do to support the student completing work while absent and not falling behind.
5-7	<b>Inquiry 1</b> – Teacher or Staff will call parent explaining that the student has missed 5-7 days of school and reminding the parent of the importance of regular school attendance. Date of communication will be documented. Student is considered for attendance interventions.
9-11	<b>Inquiry 2</b> – Teacher or Staff will call parent explaining that student has missed 9-11 days of school and will encourage a conference with school administrator. Date of communication will be documented. Administrator will identify a date, time, and location to meet with parents. Date of the meeting will be documented. Place student in attendance intervention or review attendance intervention already in place. Collect and review attendance intervention and attendance data (4 week period).
12	<b>Inquiry 3</b> – Administrator will schedule district conference with Responsive Services Department administrator, school administrator, family, and student at the school. Date of communication will be documented. Collect and review attendance intervention and attendance data (3 week period).

### **Before and After School Safety**

1. Adult supervision outside begins at 8:45 a.m. Please do not drop off your children before this time.
2. Bikes, scooters, and skateboards need to be walked once students are on the school grounds. For shoes with wheelies, the wheels need to be taken out and left out during the school day.
3. Bikes, scooters, and skateboards need to be left outside in one of our bike racks. The bike racks are not locked. It is strongly recommended that students bring a lock from home to lock their belongings. Willow Springs is not responsible for loss or damage.
4. Students may play on the playground until 8:55 a.m. when the first bell rings. This 8:55 bell is the signal for students to line up at grade level doors and the teachers to come to let them in the building.
5. At the 9:00 a.m. bell, the grade level doors are closed. Any students arriving after 9:00 will need to go through the front doors and check in at the office.
6. Students should not leave the school grounds during the school day unless checked out by an adult.
7. Parents, if you are checking out your child from school, please come into the office and sign them out.
8. We can only release students to adults listed in Skyward as the guardian or to those who have been listed under emergency contacts. We strongly encourage you have at least one emergency contact on your list.
9. Dismissal is at 3:35 p.m. Monday through Thursday and at 1:55 p.m. on Fridays. Adult supervision outside ends fifteen minutes after dismissal, or sooner if all students have been picked up.
10. Bikes, scooters, and skateboards need to be walked until students have left the school grounds.
11. Students should follow the safe walking routes and use crosswalks with crossing guards where designated.
12. Students should be respectful of neighborhood property on their way to and from school.

## **Bus Conduct**

1. Riding the bus is a privilege conditioned upon compliance with appropriate school conduct.
2. The school bus driver is responsible for maintaining discipline when traveling on a regular bus route, on a field trip, and while loading and unloading.
  - a. The school bus driver has authority to appropriately address student behavior in violation of policy, or in any way poses a threat to safety.
  - b. If a student violates any of the rules, the driver may give a “bus ticket” notifying the principal and the parent of the violation.
  - c. Continuing violations could result in riding privileges being suspended.
  - d. The driver may make seating assignments.
3. Students are not allowed on the bus unless the driver is present.
4. Students may not eat or drink on the bus.
5. Students may not bring hazardous materials or nuisance items on the bus.
6. Students must remain sitting in their seats and out of the aisles while on the bus.
7. Students may not vandalize the bus.

To see the full district policy regarding student conduct on buses (Policy 300.07) go to the following link. <https://www.canyonsdistrict.org/policies/general/300-7/>



Condition	Exclusion/Non-Exclusion Criteria
<b>Colds or Persistent Cough</b>	Students need to remain home if they feel unwell, have an excessive runny nose, excessive coughing, excessive sore throat, difficulty breathing, or are unable to participate in routine school activities.
<b>COVID-19</b>	<b>Exclude</b> until fever free for 24 hours, respiratory symptoms have improved for 24 hours, <b>and</b> it has been at least 10 days since symptoms began, or 10 days since test date if asymptomatic.
<b>Diarrhea</b> (increased number of loose, watery stools compared with the child's normal pattern)	Students need to remain home until symptom free for 24 hours or their healthcare provider has cleared them to return to school.
<b>Marked Drowsiness or General Malaise</b>	<b>Exclude</b> student if unable to actively participate in routine school activities. Student may return once symptoms resolve.
<b>Fever</b>	<ul style="list-style-type: none"> <li>Student will be <b>excluded</b> for a temperature of 100.4 degrees F or greater.</li> <li>Student may return to school when they have been fever free (less than 100.4 degrees F) without using fever reducing medication for at least 24 hours.</li> </ul>
<b>Headache</b>	<ul style="list-style-type: none"> <li><b>Exclude</b> from school and notify parents and healthcare provider if sudden severe headache with vomiting or stiff neck that might indicate meningitis.</li> <li><b>No exclusion</b> for common headaches as long as it does not compromise their ability to participate in school activities.</li> </ul>
<b>Influenza (Flu)</b> Types A & B	<b>Exclude</b> if the student feels unwell, has a fever, or is unable to participate in school activities. Student may return when they are fever free for 24 hours without using fever reducing medications.
<b>Pinkeye (Conjunctivitis)</b> <ul style="list-style-type: none"> <li><b>Purulent Conjunctivitis</b></li> <li><b>Non-Purulent Conjunctivitis</b></li> </ul>	<p><b>Exclude: Purulent Conjunctivitis</b> defined as pink or red eye with white or yellow discharge, often with matted eyelashes, eye pain, or redness of the eyelids or skin around the eye.</p> <p><b>No exclusion: Non-Purulent Conjunctivitis</b> defined as pink eye with a clear, watery eye discharge without fever, eye pain, or eyelid redness.</p>
<b>Rash with a fever</b>	Follow fever exclusion guidelines. Student may return after a healthcare provider determines the illness is not a communicable disease.
<b>Sores</b> (Any skin lesion in a weeping stage)	<b>No exclusion</b> required if covered and/or healthcare provider confirms the sore is non-infectious. Student may return when the lesion can be covered or is deemed non-infectious by a health care provider.
<b>Strep Throat</b>	<b>Positive strep</b> cases will be <b>excluded</b> from school until the student has received 12 hours of antibiotic treatment, feels well enough to participate in school activities, and is fever free.
<b>Stomachache</b>	Student should stay home if they are in severe pain, doubled over, crying, screaming, abdominal injury, diarrhea, vomiting, looks and acts ill. Student may return when symptoms resolve. Severe abdominal pain should be evaluated by a healthcare provider.
<b>Vomiting</b>	<b>Exclude.</b> Student may return to school when symptom free for 24 hours.

**Reference:** Managing Infectious Diseases in Child Care and Schools. A Quick Reference Guide, 5<sup>th</sup> Edition. S.S. Aronson, MD, FAAP and T. R. Shope, MD, MPH, FAAP. 2020

# CLASSROOM WELLNESS PLAN

**GREEN  
ZONE**

## PREVENT ILLNESS

- ✓ Hand hygiene (soap & water, *or* hand sanitizer)
- ✓ Cough into sleeve & use tissue
- ✓ Physical distance where possible
- ✓ Sanitize surfaces with approved disinfectant
- ✓ Stay hydrated (drink water)

**YELLOW  
ZONE**

## CLASSROOM CARE

### BASIC FIRST-AID SUPPLIES

- ✓ Band-aids, individual snacks for diabetics, water bottles, Vaseline
- ✓ Mask, gloves

### FIRST-AID & CLASSROOM CARE

- ✓ MILD bleeding (skinned knees/elbows, small cuts, scabs)
- ✓ Localized bug bites (cool moist paper towel)
- ✓ Anxiety/stress issues- calming techniques, redirection, mental health support staff
- ✓ Minor headache or fatigue- drink water, short rests on desk
- ✓ Hunger/stomach ache- drink water, short rests on desk
- ✓ Chapped lips- provide Vaseline on a cotton tip applicator
- ✓ Old injuries- provide comfort (unless theres an obvious concern)
- ✓ Tooth falls out (baby teeth)- provide box/bag to store it

**RED  
ZONE**

## SEND TO OFFICE

- ✓ Does not look well *or* cold / flu symptoms
  - Fever
  - Sore throat
  - Excessive cough *or* difficulty breathing
  - Muscle aches or pain (without injury)
  - Loss of taste / smell
  - Stomach ache (unresolved by rest on desk for 5-10 minutes, not hunger)
  - Rash

- ✓ MODERATE/SEVERE headache
- ✓ Anaphylactic reaction
- ✓ Confusion *or* disorientation
- ✓ New sudden vision changes
- ✓ Foreign object in eye
- ✓ Routine medication administration
- ✓ Diabetic low blood sugar (*do not send alone*)

## CONTACT OFFICE (*or*) CALL (911)

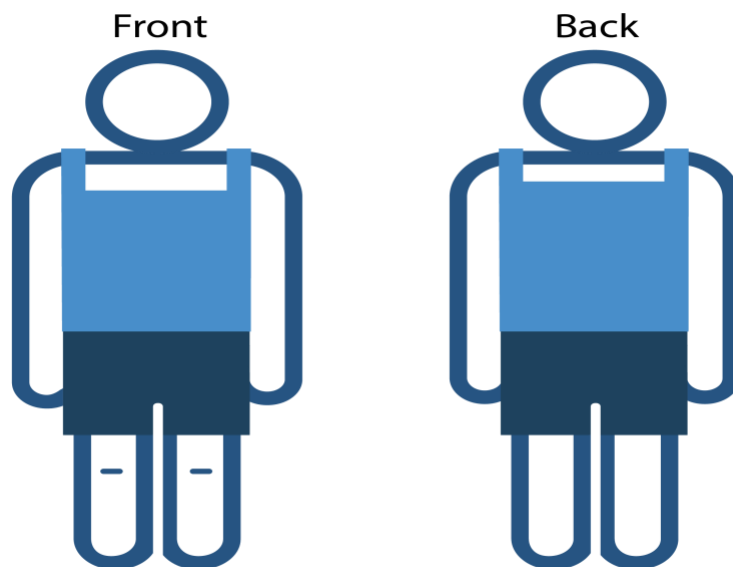
- ✓ Difficulty breathing
- ✓ Chest pain, CPR/AED
- ✓ Fall from height with possible neck/back injury
- ✓ Seizure
- ✓ SEVERE bleeding
- ✓ Traumatic injury



## Dress Code

1. Students will dress in a manner suitable to the day's activities consistent with the standards of health, safety, and acceptable behavior.
2. The student dress code standards include, but are not limited to the following:
  - a. Shoes must be worn at all times.
  - b. Clothing that may draw undue attention, disrupt, or pose a health or safety issue, or interfere with the learning atmosphere, are not allowed.
  - c. Items which bear advertising, promotions and likeness of tobacco, e-cigarettes, alcohol, drugs or any other insignias, which are crude, vulgar, profane, violent, or which are contrary to the educational mission, are not allowed.
3. Clothing: (See images below)
  - a. Must cover the body as outlined in the figure with a fabric that is not see through, with no viewable undergarments (waistbands and bra straps excluded).
4. Hats of any kind, including hoodies, are not to be worn within the building except as part of an approved activity.
5. Accommodations will be made for students whose religious beliefs are substantially affected by dress code requirements.
6. Students in violation of these rules will be invited to put on their coat to cover the inappropriate clothing, or a t-shirt will be provided from the school office.

To see the full district policy regarding Dress Code (Policy 500.02-11) go to the following link.  
<https://www.canyonsdistrict.org/policies/student/expectations-protections/500-2/>



# Drop Off Map



## Drop-Off/Pick-Up Procedures



For everyone's safety, please drive **SLOWLY** at all times.

- ❖ **To drop off/pick up your child**
  - Pull into the far right Drop-off Lane
  - Drive all the way to the crosswalk and stop behind the car in front of you.
  - Students exit/enter the vehicle when car has reached designated **DROP OFF ZONE**
  - For the safety of the children they should only exit the vehicle from the right side onto the sidewalk.
- ❖ **As you leave the Drop-off Lane**
  - Pull into the Thru Lane and turn right or left to exit the parking lot. Do not drive through the drop off lane to exit.
- ❖ **The Thru lane will ONLY be allowed for cars leaving the parking lot.**
  - **DO NOT** stop in the Thru Lane to let your children out of your car. This becomes a safety issue as they walk between parked cars in the Drop-off Lane. This also blocks the Thru Lane.
  - **DO NOT** park your car in the Drop-off Lane. If you are in this lane, you must remain in your car. **Park in the east parking lot** if you need to get out of your vehicle. Handicap stalls are reserved for cars with handicap placards.
  - **DO NOT** use the parking lot as a drop-off place for your children. **If you park in the parking lot you must walk your child through the parking lot and across the street at the crosswalk.**
- ❖ **The south parking lot is reserved for staff.**
  - There is **NO Drop off or Pick up** in the bus zone or the staff parking lot.
- ❖ **Walking students should avoid crossing the bus lane and the truck unloading dock.**



## **Lunch Schedule**

11:15 – 11:55	4 <sup>th</sup> Grade
11:30 – 12:10	1 <sup>st</sup> Grade
11:45 – 12:25	5 <sup>th</sup> Grade/older ACC
12:00 – 12:40	2 <sup>nd</sup> Grade/younger ACC
12:10 - 12:55	Kinder
12:15 – 12:55	3 <sup>rd</sup> Grade

### **Lunch Plan**

Every student gets 20 minutes to eat lunch and 20 minutes at recess. A signal is given at 10 minutes past the lunch start time and students who are done eating are allowed to leave to recess. No one has to leave at this time. At 20 minutes past the lunch start time the remaining students are dismissed to recess.



### **Personal Electronic Device Policy**

1. According to Canyons District Policy, personal electronic devices (defined as smart phone, smart watch) should remain stored out of sight and silenced during the school day and on school property. This includes classrooms, bathrooms, hallways, cafeteria, and the playground. At Willow Springs, smart phones should be kept in bags or backpacks during the entirety of the school day and only taken out once the dismissal bell has rung and the student has left the school building. Smart watches *may* remain on a student's arm, but must be silenced and not used during the school day.
2. Exceptions may be granted for students with individual education plans (IEPs), 504 accommodations, and individual health plans.
3. If a parent/guardian needs to contact a child during the school day, please call the school at 801-826-9700 and we will get the message to your child.
4. We ask that you do not call or text your children on their smart phone or smart watch during the school day and that you teach your children that they should not use these devices to contact you during the school day. Teachers and office staff can assist your child in contacting you if necessary.
5. If a student is using a smart phone or smart watch at any time during the school day, a member of staff will ask the student to put the device in his/her backpack and instruct him/her to leave it there.
6. If the device is being used after the first warning, the device will be taken away and given back to the student at the end of the day.
7. If there are continued violations, the teacher may choose to bring the smart phone or smart watch to the office to be picked up by a parent/guardian.
8. The school is not responsible for loss, damage, or theft of smart phones/smart watches.

To see the full district policy regarding personal electronic device use (Policy 500.06) go to the following link. <https://www.canyonsdistrict.org/policies/student/expectations-protections/500-6/>

## **Playground Rules**

1. Do not bring any food, drinks, or candy out of the lunchroom onto the playground
2. Students must ask for a badge to go inside. They must return the badge to the teacher as soon as they come back outside. They may not pass the badge to another student.
3. Go down the slide, not up.
4. Swings are only used for swinging while seated correctly. If the swings are full, you may sing the ABC song if you are in grades K-2 or count to 100 if you are in grades 3-5. When finished someone on the swings gets off to give someone else a turn.
5. Do not climb on top of any equipment, for example, slides, tunnels, monkey bars.
6. Do not pull up or throw loose pieces of the turf or blacktop.
7. Do not climb up the tetherball, basketball, swing poles, or shade covering poles.
8. Frisbee-type or boomerang toys are not allowed.
9. Lacrosse balls and sticks are not allowed.
10. Touch football only.
11. Students may not climb over fences or enter the parking lot to retrieve balls or other lost items.
12. Students should leave the plants and trees alone by not hanging on or climbing up trees, or going behind the bushes, and by not picking or pulling sticks from them.
13. Students may not go behind the portables except the ones that back up against the field.
14. Keep balls and tag games away from the playground equipment and swings.
15. Students should walk directly to their grade level play area.
16. Tumbling tricks such as cartwheels and walk-overs are limited to the grassy area, when the ground is not frozen. Stunting, aerials, handsprings, and lifts are not allowed.

**These rules are in place for student safety!**

Willow Springs Elementary  
Code of Conduct  
PRIDE Rules

“We’ve Got Wildcat PRIDE”

**Put people up, not down.**

**Respect people and property.**

**In proper place always.**

**Directions followed the first time.**

**Exercise self-control and safety.**

## **Receiving School Notifications**

Some parents have stated that they receive too much communication from the school (email, and text, and phone alerts). Other parents say that they do not receive enough communication. This year all Canyons District schools are going to use Parent Square for communication. You should have received information on how to set up Parent Square for your family during online registration.





# **School Hours**

## **Monday – Thursday**

Breakfast	8:45 a.m. – 8:55 a.m.
Supplemental K - 5 <sup>th</sup> grade	8:55 a.m. – 3:35 p.m.
Kindergarten A.M.	8:55 a.m. – 11:40 a.m.
Kindergarten P.M.	12:50 p.m. – 3:35 p.m.

## **Friday**

Breakfast	8:45 a.m. – 8:55 a.m.
Supplemental K - 5 <sup>th</sup> grade	8:55 a.m. – 1:55 p.m.
Kindergarten A.M.	8:55 a.m. – 11:00 a.m.
Kindergarten P.M.	11:55 p.m. – 1:55 p.m.

---

Canyons District Preschool is housed in our building Mon-Thur.  
For information about the preschool program contact  
Tracy Mazur at 801-826-5112

Preschool A.M.	8:20 a.m. – 10:50 a.m.
Preschool P.M.	11:30 a.m. – 2:00 p.m.

# Staff List

## **Principal**

Marianne Watts

## **Office Staff**

Janet Martinez

Linda Dumas

Emily Kitterman

## **Instructional Coaches**

Amber Tuckett

Denise White

## **Kindergarten**

Kelsey Day(AM/PM)

Morgan Hanson (AM)

Jessica Harper (Supplemental)

## **1<sup>st</sup> Grade**

Holly Jolley

Brooke McCurdy

Cari Obuchon

Alyx Tatom

Megan White

## **2<sup>nd</sup> Grade**

Jacie Densley

Kelly Gill

Rachael Miller

Morgan Perkins

## **3<sup>rd</sup> Grade**

Makenzie Bowers

Michelle Johnson

Abbie O'Brien

Sofia Rasmussen

Christi Trommels

## **4<sup>th</sup> Grade**

Marci Cornaby

Jessica Roberts

Kerry Schroeppel

Melody Watson

Christine Wirthlin

## **5<sup>th</sup> Grade**

Mark Besendorfer

Kayla Black

Debi Johnson

Kim Peterson

Rebekah Schwartz

## **Special Education**

Rebecca Carter–Speech

Sophia Kaihatu–Resource

Pam Pruyt- Social Worker

Angelisa Roper-Psychologist

## **Behavior Assistant**

Julie Edwards

## **Accommodated Core Classrooms (ACC)**

Jen Archuleta – younger grades

Megan Hunt– older grades

## **Preschool**

Kazia Johnstun

Jeana Washburn

Carrie Ormsby (Speech)

## **Art Instructional Technician**

Mindy Van de Graaff

## **Media Instructional Technicians**

Anna Swallow

## **Music Instructional Technicians**

Amberly Harris

Mary Pugh

## **Playworks Instructional Technician**

Dylan Kinney

## **STEM Instructional Technician**

Natalie Galli

## **Recess/Copy Teachers**

Julie Edwards – recess

LaVon Perez – recess and copy

## Technology

### **Utah Core State Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects**

#### **Students and Teachers use technology and digital media strategically and capably.**

Students employ technology thoughtfully to enhance their reading, writing, speaking, listening, and language use. They tailor their searches online to acquire useful information efficiently, and they integrate what they learn using technology with what they learn offline. They are familiar with the strengths and limitations of various technological tools and mediums and can select and use those best suited to their communication goals. They come to understand other perspectives and cultures. Students appreciate that the twenty-first-century classroom and workplace are set.

Utah provides funding appropriated by the legislature for several technology initiatives including software for reading and math interventions, integrating technology into instruction, STEM, personalized learning, and innovations in technology education.

Canyons Instruction Policy 600 addresses digital resources. *Digital Resources include digital textbooks, electronic documents, digital tools, online applications or programs, software, video clips, websites, learning management systems, instruction and assessment platforms and any other digital resources which students are required to have, use, or access during instruction.*

To see the full district policy regarding instructional materials (Policy 600.02) go to the following link. <https://www.canyonsdistrict.org/policies/instruction/600-2/>

Canvas is used by all teachers as a way to provide online access to school work when students need to do remote learning. Canvas allows teachers to post lesson information, assignments, practice and quizzes online that students can access in class during independent work time. Teachers can post links to specific approved websites to enhance student learning, without having students get lost searching in a search engine, like Google.

<b>Program</b>	<b>Grades</b>	<b>Time Recommendation</b>
iReady Math	1-5	Average 10-15 min daily
Lexia Core5	K-2	Average 10-15 min daily
Reading Plus	3-5	Average 15-30 min daily
Typing Club	2-5	Used consistently for the first 6 weeks of school. After that used to review typing skills. Approx. 20 min a week.

The LEARN Platform allows parents to see all District approved apps that might be used in your child's classroom. Feel free to use this platform to learn more about the other programs your child might be using.

<https://canyons.app.learnplatform.com/new/public/tools>