

# **EAST MEADOWS ELEMENTARY**





## **FAMILY GUIDE 2012-2013**


# NEBO SCHOOL DISTRICT


**Notes & Explanation of Terms and Symbols**

**Non-teaching Contract Days Non School Days**

District Development Day  
DDD (4)  
Represented by 

Parent Conf. Comp Day (3)  
Represented by 

Staff Development Day (2)  
Represented by 1/2 Day 

Schools closed: 

**Kindergarten Assessment**  
Aug 21-24, 27; May 20-24

**Summary of Days that Students are not in School**

Labor Day Sep 3  
Fall Break Oct 11, 12  
P/C Comp Day Nov 21  
Thanksgiving Nov 22, 23  
Christmas Dec 24 - Jan 1  
DDD Day Jan 11  
Martin L King Day Jan 21  
Washington/Lincoln Day Feb 18  
P/C Comp Day Mar 15  
P/C Comp Day Apr 1  
Spring Break Apr 2-5

**Summary of 1/2 Days**

Staff Devel. Day Nov 7  
Christmas Break Dec 21  
Staff Devel. Day Feb 27  
End of School May 24

**Dismissal Time on 1/2 Days**  
Secondary: 11:15 a.m.  
Elementary: 12:00 Noon

	M	T	W	T	F
<b>AUG</b>	13	14	15	DDD	DDD
	DDD	SCHOOL BEGINS K Assess	K Assess	K Assess	K Assess
	20	21	22	23	24
	K Assess	K START			
	27	28	29	30	31

	M	T	W	T	F
<b>SEPTEMBER</b>	LABOR DAY	3	4	5	6
		10	11	12	13
		17	18	19	20
		24	25	26	27

	M	T	W	T	F
<b>OCTOBER</b>	1	2	3	4	5
				FALL BREAK	
	8	9	10	11	12
	15	16	17	18	19

**1st Term -- 46 Days**  
Aug 21 Oct 26

**1st Semester -- 91 Days**  
Aug 21 Jan 10

	M	T	W	T	F
<b>NOVEMBER</b>	Term 2 Begins	29	30	31	1
		5	6	SDD	8
		12	13	14	15
		19	20	P/C COMP DAY	THANKSGIVING
		26	27	28	29

	M	T	W	T	F
<b>DECEMBER</b>	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	Early Out
	24	CHRISTMAS BREAK	26	27	28
	31				

	M	T	W	T	F
<b>JAN</b>		NEW YEARS	1	2	3
	7	8	9	Term 2 Ends	DDD

**2nd Term -- 45 Days**  
Oct 29 Jan 10

	M	T	W	T	F
<b>JANUARY</b>	Term 3 Begins	14	15	16	17
	Martin L Luther Day	21	22	23	24

	M	T	W	T	F
<b>FEBRUARY</b>					1
		4	5	6	7
		11	12	13	14
	Wash/ Lincoln Day	18	19	20	21
	25	26	SDD	27	28

	M	T	W	T	F
<b>MARCH</b>					1
	4	5	6	7	8

**3rd Term -- 43 Days**  
Jan 14 Mar 15

**2nd Semester -- 89 Days**  
Jan 14 May 24

	M	T	W	T	F
<b>MAR</b>	Term 4 Begins	18	19	20	21
		25	26	27	28

	M	T	W	T	F
<b>APRIL</b>	P/C COMP DAY	1	2	Spring Break	3
		8	9	10	11
		15	16	17	18
		22	23	24	25
		29	30		

	M	T	W	T	F
<b>MAY</b>				1	2
		6	7	8	9
		13	14	15	16
	K Assess	20	K Assess	22	K Assess
		27	28	29	30

**4th Term -- 46 Days**  
Mar 18 May 24

**Full School Year -- 180 Days**  
Aug 21 May 24



# GENERAL SCHOOL YEAR CALENDAR 2012-2013

Position	Staff	Assignment
Administration	Mr. Dwight Liddiard	Principal
Teachers	Mrs. Alison Bennett (.5) Mrs. Nichol Lyman Miss Allie McGlothlin	Kindergarten
	Mrs. Vickie Beary (.5) Mrs. Kristi Peterson (.5) Mrs. Shannon Hales Mrs. Jen Jolley Mrs. Lori Kofoed Mrs. Kellie Ostler	1 <sup>st</sup> Grade
	Miss Kayla Christensen Mrs. Heather Nelson Miss Anna Pugliano Mrs. Shailee Rowland Mrs. Tracy Warenski	2 <sup>nd</sup> Grade
	Mrs. Suzanne Aguero Mrs. Shandy McQuivey Mrs. Natalie Mecham Miss Jennifer Berger (.5) Mrs. Penny McEntire (.5)	3 <sup>rd</sup> Grade
	Mrs. Kati Cropper Ms. Glenda Johnson Miss Katie Lambert Mrs. Tricia Peterson	4 <sup>th</sup> Grade
	Mrs. Charla Andersen Mrs. Brooke Hogle Mrs. Lindsey Hughes Miss Amanda Jackson	5 <sup>th</sup> Grade
	Miss Julie Hammari Mrs. Alece Tomadakis Mr. Jentry Youd	6 <sup>th</sup> Grade
	Special Services Teachers	Mrs. Jamie Pintar Mrs. Shalyn Murdoch Mrs. Rachelle Orton Mrs. Neeley Kay Mr. Chris Killpack Mrs. Nicole Kemble Miss Jalizabeth Hamberlin Mrs. Amber Burr Miss Jennifer Berger Mrs. Jenn Moxon Mrs. Cheryl Mitchell
Mentor Teachers/Specialist	Mrs. Katherine Beck Mrs. Sarah Blackhurst	Mentor Teacher Mentor Teacher

Technicians	Mrs. Karen Olsen Mrs. Amy Lyman Mrs. Lisa Ross Mrs. Becky Paice Mrs. Terri Beckstrom Mrs. Cheri Emerick Mrs. Diane Martin Mrs. Jeanne Singerman Mrs. Trisha Olsen Mrs. Brenda Christensen	Library Art Music P.E. Special Education Options Options Skill Building Skill Building Reading Leveled Library
Pre-school	Mrs. Jean Peterson Mrs. Dana Swenson	Preschool Preschool
Office	Mrs. Janell Haskell Mrs. Andrea Bate Mrs. Linda Beck Mrs. Lanay Porter	Secretary Office Help Office Help Nurse
Custodial	Mr. Doug Talbot Mr. Horace Ferran	Custodian Head Sweeper
Lunch	Mrs. Marcie Andrew Mrs. Nisha Magg	Lunch Clerk Lunch Manager

PTA President:                    Nicole Norris  
   Christine Musick

PTA President Elect:        Trisha Olsen

## E-Mail

All teachers and staff can be contacted through e-mail. All e-mail accounts are in the following format: [firstname.lastname@nebo.edu](mailto:firstname.lastname@nebo.edu)  
Example [dwight.liddiard@nebo.edu](mailto:dwight.liddiard@nebo.edu)

Kitchen Maag Andrew	Cafeteria	Specialist Gym Paice	Stage
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Sixth Grade Youd	Sixth Grade Tomadakis	Sixth Grade Hamhari	Mechanical
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Rest	Resource/Pintar
Computer	Computer

Resource Murdoch	First Grade Jolley	First Grade Kofoed	First Grade Beary Peterson
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Speech Hamberlin Burr	Resource Orton	Skills Singerman Olsen	Key Behav. Spec. ESL Brandon Cust. Talbot
Rest Rooms	Fourth Grade Lambert	Specialist Music Ross	

Media Center Olsen	
Storage	Literacy Reading Recovery
Work Room	Principal Liddiard

Leveled Library	First Grade Ostler	First Grade Hales	Rest Rooms
Take Home	Specialist Art Lyman	Second Grade Pugliano	Second Grade Christensen

Fourth Grade Johnson	Fourth Grade Peterson	Fourth Grade Cropper
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RR	Nurse Porter	Office Haskell	Conference	Beck	Hansen	Blackhurst
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PSY	Second Grade Warenski	Second Grade Nelson	Second Grade Rowland
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Third Grade McEntire / Berger	Third Grade Mecham	Entry	Third Grade Aguero	Third Grade McQuivey
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Fifth  
Grade  
Hogle

Fifth  
Grade  
Andersen

Fifth  
Grade  
Hughes

Fifth  
Grade  
Jackson

Technology  
Mitchell

Kindergarten  
McGlothlin

Kindergarten  
Bennett

Kindergarten  
Lyman

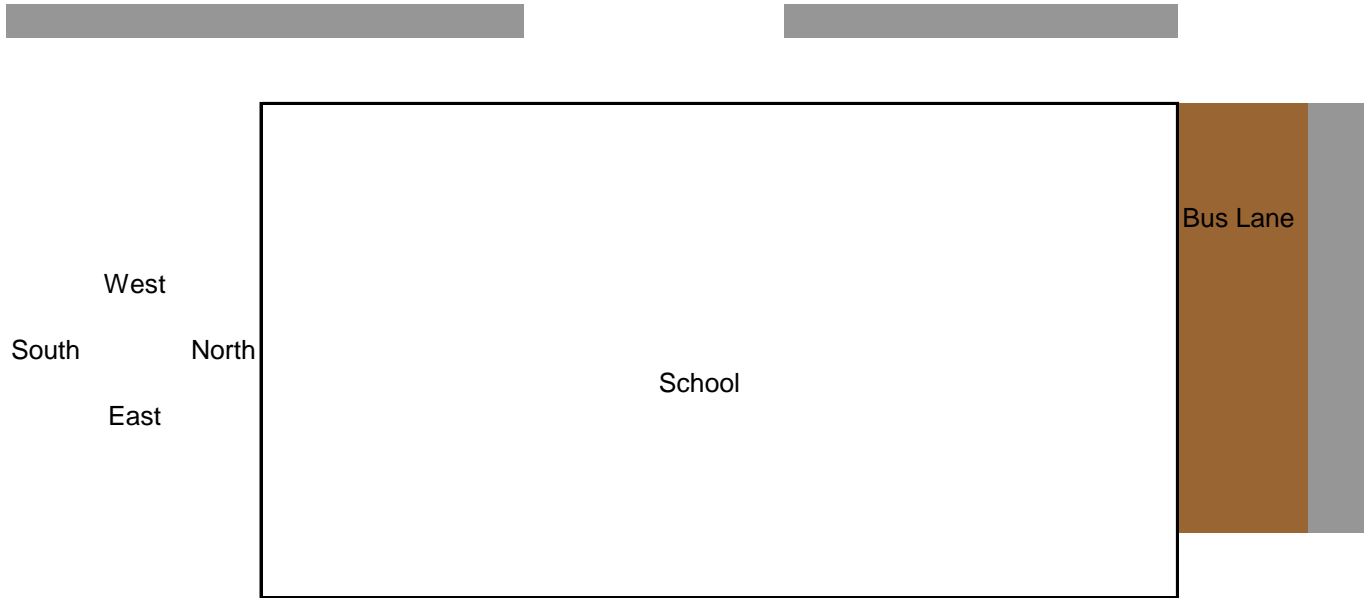
PreSchool  
Kemble

Options  
5th-6th  
Killpack

# East Meadows Student Drop Off / Pick Up

\*Shaded areas show Drop off and Pick up Zones

**2130 East**



PLEASE REMEMBER THAT THESE RULES ALSO APPLY DURING MORNING KINDERGARTEN PICK UP. THANK YOU.

**There is great concern for the safety of our students during the times when they are dropped off and picked up.**

**\*If students are going to be picked up or dropped off in a vehicle, this must be done in the front or on the north side of the school only.**

**\*All East Meadows Students live within walking distance of the school, please encourage your children to walk to and from school.**

**\*Practice a walking pattern with your child and remind them to always walk the same way for their safety.**

**\*Do not have your students attempt to cross the street in order to be picked up.**

**\*No double parking on the street or in the bus lane.**

**\*Have children cross 2300 East and 2130 East only at the cross walks.**

**\*All Traffic and pedestrians need to follow the directions of the crossing guards and staff on duty.**

**\*Not all students can be picked up right at the door. Establish a spot to meet each day.**

**\*If you need to come into the building to visit with the school staff, or get your children please park in the parking lot.**

**\*No driving behind the school building during the hours of 7:30-5:00.**

**Please help us with the safety of all of our students by following these few simple rules.**

# General Information

## **Arrival and Departure**

Students should arrive at school between 8:10-8:20. They should return home promptly following each school day. When a teacher needs your child to stay after school, you will be notified. Please help us by not having your student arrive too late or too early each day.

## **Checking Students In and Out**

When your child needs to leave school early or is late, please stop in the office and check the student in or out. When students leave the school grounds during the school day they need to be signed out by a guardian. We will release students only to legal guardians or others identified on the current SIS information System.

## **Absences and Tardiness**

It is in the best interest of students to develop good habits of attendance and punctuality. We understand that all children will have reasonable tardies and absences. If we notice an undesirable pattern of attendance or tardiness, we will call to check on the problem. It is parents responsibility to call when your child will not be in attendance. Families of students with excessive absences or tardiness will be contacted by Carol Barker, District Attendance Officer.

## **Withdrawal – Transfer**

Should it be necessary to withdraw your child during the school year, please notify the office and his/her teacher as soon as possible. Checking out properly will do much to help with a smooth transition from one school to the next. Checking out includes the return of books, and other school materials, and making sure your school lunch account is current. Permanent records will be released only to the appropriate school upon their request.

## **Equal Opportunity**

East Meadows will provide equal educational opportunities, services , and benefits to all students without regard to race, color, creed, sex, religion, handicap, or national origin.

# Safety and Health

## Accidents and Illness

Whenever an accident/illness of a serious nature occurs, we do all we can to contact parents. If we are unsuccessful, we will notify your emergency numbers. Under no circumstances do we send a child home unless the parent or person listed as emergency contact gives us permission.

## Immunizations

In compliance with state law, all students enrolled in a public school must have a completed immunizations form on file before admission to school. If you have any questions concerning these regulations please contact the Utah County Health Department at 370-8725.

## Medication

School personnel cannot give children medication unless a Medication Administration Release Form has been completed by the physician. These forms are available in the office. Students may be given a non-aspirin pain reliever when given permission by the parents.

## Emergency Contact Numbers

Many times during the school year it becomes necessary to contact parents during the school day. Please make sure that current information is on file in the office. All numbers are kept confidential and are for school use only.

## Going to and from School

Please establish a pattern for coming to/from school. Encourage your child to meet at a specified spot, walk with a sibling/friend, obey traffic rules, take the safest most direct route, walk on sidewalk, look before crossing, cross only at corners, and refuse offers from strangers.

## Crossing Guards



Students must use crossing guards to cross the street on 2130 East and 2300 East.

### Emergency Evacuation

In the event of a major disaster affecting the community, students will be held at school and be released only to family members. In the event of a disaster, school staff will remain at the school and care for the students. Students will participate in drills to help prepare for emergencies. If a disaster would require that the school be evacuated, we would gather at the fence line according to grade levels or if that wasn't possible, we would move to Canyon Elementary or the LDS Church on Canyon Road, just north of the school.

# Student Behavior

## **Recess and Proper Dress**

Children need fresh air and exercise. Children should arrive at school dressed for the weather of the day. All children are expected to go outside for recess except in extreme conditions. If your child cannot participate for health reasons, please send a note.

## **Dress Code**

Clothing should be modest, neat, clean and in good repair and shall include shoes. Modest shall include covering shoulders, midriff and back. Short shorts, tank tops, halter tops, extremely short skirts, or inappropriate messages on clothing do not meet these modesty standards. Hair must be neat, clean, and well groomed. No unnatural colors will be tolerated. Hats and caps shall not be worn during the regular school day. Nebo Policy #JFCA

## **Lunchroom Policies and Procedures**

Students are expected to use good lunchroom manners. This will create a pleasant lunchroom environment. Conversation and quiet talking are permitted. Students should keep food on the tray and be sure that uneaten food gets put in the garbage. Running is not permitted in the lunchroom or halls. Students will go directly to the playground after eating. If it is storming or very cold students will be able to use the gym. Students may use the restrooms near the lunchroom. Students will not be allowed back to their classrooms during the lunch time.

## **Items Brought to School by Students**

Students are not to bring items to school which will distract themselves or others from learning. Items that could cause injury are absolutely prohibited. Pets may only come to school for Show n= Tell if special arrangements are made with the teacher.

## **Student Use of Phone**

School phones are for school business. Students will be allowed to use the phone when ill, in case of an emergency, etc. Students will need a phone pass from their teacher to use the phone. Students will be denied the use of the phone to arrange after school plans. The use of cell phones is not allowed during school hours.

# School Improvement Plan

## Goal # 1

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

School Name:

East Meadows

School Year: 2012-2013

Goal #1: Establishing Effective Professional Learning Communities – East Meadows Staff will implement effective collaboration meetings that will benefit student achievement.

Action Plan(s):

1. Teachers will establish clear expectations for collaboration time.
2. Teachers will make appropriate use of early out collaboration time.
3. Grade Level teams will work with common assessments in both Math and Language Arts.
4. Teachers will focus collaboration time to ensure the implementation of the new Core Curriculum.
5. Grade Level teams will provide appropriate re-teach and extension activities.
6. School Support personnel will become involved in providing expertise and collaborating with grade level teams during collaboration time.

Measurements of Success:

Successful weekly collaboration meetings will be held throughout the year. This will be measured by attendance and by the products created to enhance student learning. Weekly agendas and student progress documentation will be turned in after each meeting.

Supporting Professional Development Activities (if applicable):

1. Teachers will review the PLC Concepts.
2. Teachers will be invited to attend district training on PLC / Collaboration.

# School Improvement Plan

## Goal #2

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

School Name:

East Meadows

School Year: 2012-2013

Goal #2: Provide each classroom with the technological tools and training that will help in curriculum development and instruction.

### Action Plan(s):

1. Each classroom will have mounted projectors, computers, document cameras, audio enhancement systems, interactive boards, and a classroom iPad that will enhance instruction.
2. We will continue to add new technology to classrooms: hand held devices, clickers, interactive boards, etc. to classrooms.
3. Outdated computers will be replaced on a rotating basis.
4. Students will be involved in curriculum and instruction that is enhanced by technology.
5. We will hire a curriculum technology support specialist that will help with hardware and software issues in classrooms. The Specialist will also help with the implementation of technology in our classrooms and the alignment of curriculum with technology tools.

### Measurements of Success:

Teachers will be expected to use technology on a daily basis. This will be monitored and assessed by the principal. Teachers will share ideas of using technology with the curriculum during weekly collaboration meetings.

### Supporting Professional Development Activities (if applicable):

1. Teachers will be trained on the appropriate use of the technology.
2. Teachers will share ideas of how they use technology.
3. Teachers will be trained by District Staff on use of technology in their classrooms.
4. Teachers will receive technology training to help them better use support materials that are available from the district and state, as well as materials available on the internet.

# School Improvement Plan

## Goal # 3

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

School Name:

East Meadows

School Year: 2012-2013

Goal #3: - East Meadows Elementary will continue to develop and implement reading and language arts programs to improve the quality of instruction and ensure student growth.

### Action Plan(s):

1. We will ensure that our teachers are well trained in Balanced Literacy and provide appropriate materials and supplies.
2. Take Home Leveled Library Technician will be hired and new books will be purchased to enhance library.
3. We will implement the DIBELs assessment and weekly progress monitoring for all students needing additional help.
4. We will continue to use Waterford Computer Systems and Success Maker programs for help with at-risk students
5. We will continue to run the “STAR Tutoring” Volunteer tutoring program.

### Measurements of Success:

All students will be assessed using the DIBELs Benchmark three times per year. All students in the intensive category from the benchmark, will be progressed monitored on a weekly basis, and given interventions for their deficiencies.

### Supporting Professional Development Activities (if applicable):

1. Professional Learning Communities will continue to focus on student literacy needs, they will be held on a weekly basis using our early out time.
2. New teacher mentoring to make sure that all teachers are on board with school and district goals. Teacher Mentors and Curriculum Coach will work weekly with first-year teachers and at least monthly with other staff.
3. Teachers will work together to ensure curriculum offerings will be of high quality and consistent at each grade level.
4. The District Coyote Club will support the DIBELs work in our school.

# School Improvement Plan

## Goal # 4

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

School Name:

East Meadows

School Year: 2012-2013

Goal: Teachers will plan and teach at least one integrated Fine Arts Core lesson daily.

Action Plan(s):

1. Teachers will identify the Fine Arts Core on their grade level.
2. Teachers will plan to adapt the Fine Arts Core into their yearly scope and sequence based on the new Common Core Standards in Language Arts.
3. Teachers will identify ways to integrate the fine arts core into other curriculum areas.

Measurements of Success:

Our goal is to have all grade levels identify and plan for the teaching of integrated Fine Arts Core lesson on a daily basis.

Supporting Professional Development Activities (if applicable):

1. Staff training and review of fine arts core will be given in addition to district training in the Fine Arts.
2. Staff will be given training on Common Core.

# School Lunch

## Cost of School Lunch

Student Meals.....	\$2.00
Reduced Student Meals .....	\$0.40
Adult Meals .....	\$3.00
Extra Milk .....	\$0.25
Student Breakfast .....	\$1.25
Reduced Student Breakfast.....	\$0.30
Adult Breakfast .....	\$1.50

## Cost of Breakfast

## Lunch Options

School lunch is available beginning the first day of school and is served every school day. If you prefer, your child may bring a lunch from home. Please put the students' name on the lunch container. Students may also go home for lunch if the teacher is notified in writing.

## 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. Students eating breakfast will remain in the cafeteria while they eat, and will then go directly to their classrooms.

## Paying for Lunch

Nebo School Lunch is a separate entity from the school. Please make payments for school lunch to East Meadows. Our lunch clerk is Marcie Andrew. Her phone at school is 798-4020. If you send money or a check to school to pay for lunch, please place it in an envelope with the student's name. To pay electronically check

[www.nebo.edu/food-services](http://www.nebo.edu/food-services) and check on Pay PAMS

## Lunch Charges

Nebo School District has a "no charge" lunch policy. Please do not ask to charge. In an emergency situation a student will be fed a lunch after a phone call home to let guardians know that they had no lunch money.

## Free/Reduced Meals

Applications for Free or reduced lunch are handled at the District Office. For more information call 354-7438. Nebo Food Services



# East Meadows Phone Numbers

Office: 798-4015

Fax: 798-4022

Lunch: 798-4020

## **Spanish Fork Area Schools**

Brockbank 798-4025

Canyon 798-4610

East Meadows 798-4015

Larsen 798-4035

Park 798-4045

Rees 798-4055

Riverview 798-4050

Sierra Bonita 798-4480

Spanish Oaks 798-7411

Diamond Fork Jr. 798-4052

Spanish Fork Jr. 798-4075

Spanish Fork High 798-4060

Landmark High 798-4030

**Spanish Fork Recreation Office**  
**804-4600**

## **Salem Area Schools**

Foothills 423-9172

Mount Loafer 423-2905

Salem 423-1182

Salem Hills High 423-3200

## **Payson Area Schools**

Barnett 465-6000

Goshen 667-3361

Orchard Hills 754-3237

Park View 465-6010

Santaquin 794-3611

Spring Lake 465-6070

Taylor 465-6050

Wilson 465-6060

Mt. Nebo Jr. 465-6040

Payson Jr. 465-6015

Payson Sr. 465-6025

## **Mapleton Area Schools**

Hobble Creek 489-2863

Mapleton 489-2830

Mapleton Jr. 423-2844

Maple Mountain 794-6740

## **Springville Area Schools**

Art City 423-2820

Brookside 489-2830

Cherry Creek 489-2810

Sage Creek 489-2860

Westside 489-2800

Springville Jr. 489-2880

Springville High 489-2870

**Nebo District Office**  
**354-7400**