



# Spring Creek Elementary



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## Parent & Student Handbook

2023-24

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# Principal's Message



Welcome parents and students to Spring Creek Elementary School, home of the hawks. We are delighted to have you as part of our community of learners. Our goal is to make the school year a positive one for students, parents and teachers. If you have questions or concerns, please feel free to contact the school at **801-370-4650**. We recognize that you are the most important person in your child's life. Students are most successful at school when parents are partners in their child's education. We look forward to your involvement and input.

# Policies & Information

Our goal is to have every child feel safe and supported in a school environment. This handbook outlines policies and procedures that we are implementing to ensure this outcome. We encourage parents and students to refer to the information regularly in the handbook.

# Mission Statement

At Spring Creek Elementary we believe that we are leaders ascending to excellence. Our mission is continuous progress for all. The Hawk is our mascot and reminds us to spread our wings wide to help us soar to great heights. We believe in **showing kindness, owning our learning, acting safely** and **responding responsibly**.  
What affects one affects all!

**As Spring Creek Hawks, we don't fly, we SOAR!**



# Spring Creek Expectations

Show Kindness

Own our Learning

Act Safely

Respond Responsibly



# School Schedule

The line up bell rings at **8:40 am.** Please do not drop off students before 8:15 am. There is no supervision of students before 8:15.

School ends at 3:30pm on Monday-Thursday and 1:30pm on Friday.

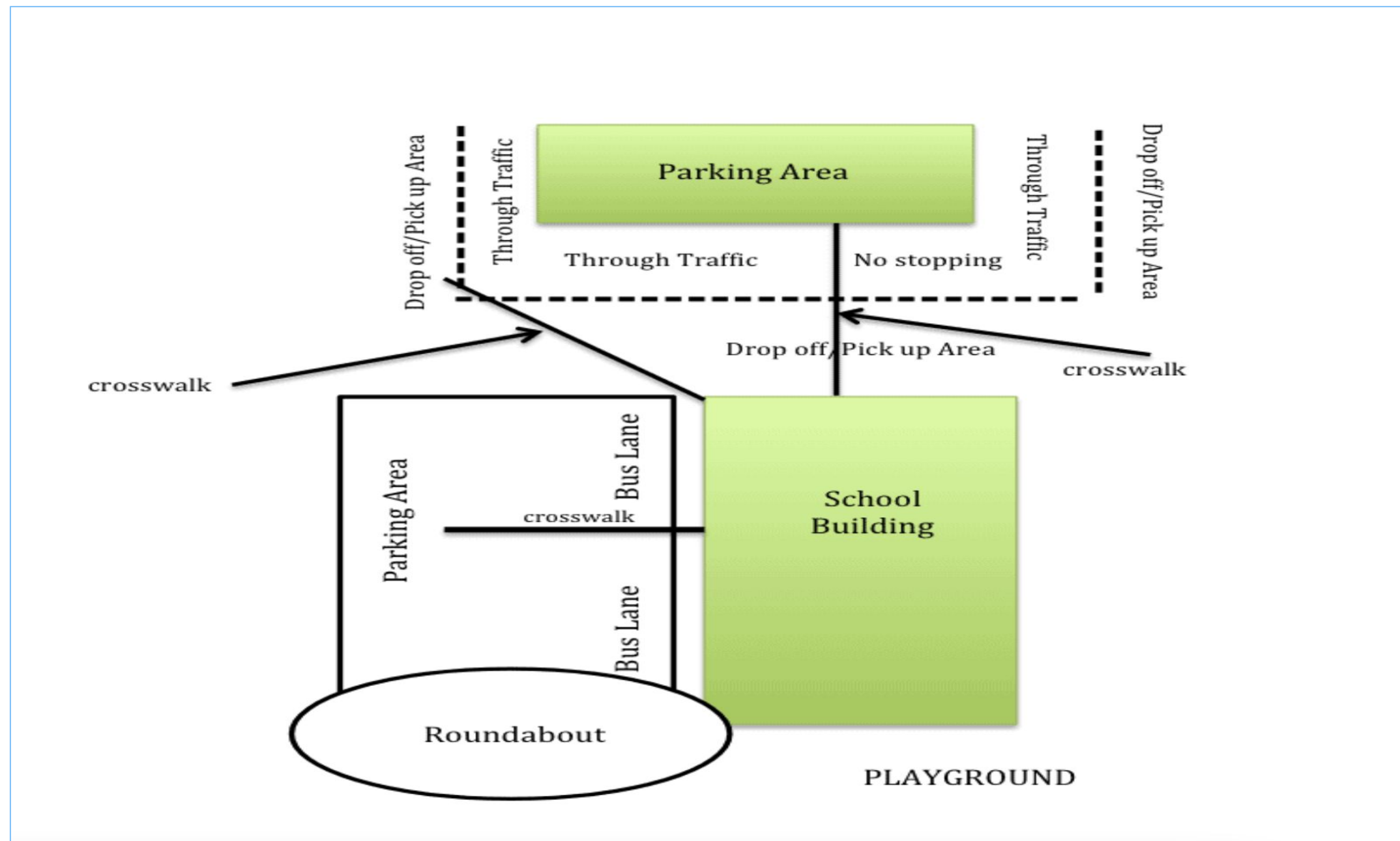


# Drop-Off/Pick-Up

1. Do not use the front of the school for dropping students off during bus times. Our buses arrive between 8:10-8:20. The buses exit between 8:25-8:35. These are all approximate times. Buses can be early or late. Please do not sue the roundabout or front area for dropping off during this time. There is not enough clearance space for the buses and cars in the same location.
2. Student drop off and pick up is on the north end of the school.
3. The right lane from the driveway entrance all the way around and up the hill is for drop off or pick up. Vehicles may stop in this lane to drop off or pick up students. You must fit against the curb and clear the bus lane to stop in the lane parallel to the school.
4. The left lane is for through traffic only. Do not stop in this lane to drop off or pick up students. This is dangerous, as students have to walk between cars to arrive at your vehicle.
5. IF there isn't stopping space available in the right lane, you can park in the parking area and use the crosswalk to walk your child back to your car.
6. Pedestrian crossings are marked. Please use them instead of walking between cars. This is very dangerous and we have already had a few near misses.
7. As you exit the parking area, you should yield to those driving in the left lane of through traffic. If the through traffic lane gets backed up, merging every other car would be appropriate



# Drop-Off/Pick-Up



# Attendance Reminders

Regular and on-time attendance is important for a student's academic success. Students who are frequently tardy or absent, miss critical instruction. Students who are tardy must check-in at the office first. If your child is sick, do not send them to school. **Schools cannot pre-approve absences.**

**Please contact the office to excuse student absences.**

# District Attendance Policy

## The Provo Way is to Attend Every Day!

**Unexcused absence:** A student absence that is not excused by a valid reason will be counted as truancy if not excused within one week of absence.

**Valid excuses include:** Illness, death of a family member, school activity, medical appointments, family emergency/activity

**Truancy definition:** When a student is absent without a valid excuse for at least half of the school day.

# District Attendance Policy

**The Provo Way is to Attend Every Day!**

## **School Wide Supports**

1. Develop relationships with families and students
2. Safe, supportive, engaging schools
3. Educate families on attendance policy
4. Recognize attendance improvements
5. Monitor attendance and set goals

# Dress Code

- All students must wear clothing that is appropriate for the setting and activity.
  - Undergarments must be covered at all times.
  - See-through or mesh garments must be worn with appropriate coverage underneath.
- Any illegal, threatening, profane, or lewd content will not be allowed.
- The School Administration reserves the right to determine if an item of clothing does not meet the dress standards.
- Students violating the dress code will be asked to remove/fix the offending items or return home, with parent/guardian notification, to change their attire.

District Dress Code Policy can be found [here](#)



# Restricted Items at School

Toys (including trading cards) and electronic devices are not allowed at school. Cell phones and smart watches need to remain in backpacks and silenced during the school day including recess and lunch breaks. There are phones in every room in the building and children will be allowed to contact parents for necessary conversation at appropriate times. Cell phones or smart watches will be confiscated and will only be released to a parent.

# Buses

The majority of Spring Creek students ride the bus to and from school. Students are expected to use good manners and follow school rules and expectations on the bus. Disorderly conduct, bullying, vulgar language, and defiance of any kind, will not be tolerated and may result in a bus suspension.

# Bus Routes

Parents can use the following link to the district website to find out more about bus routes by inputting your address.

[Find a bus route](#)



# Academics

Spring Creek uses a Multi-Tiered System of Supports (MTSS) in meeting the individual needs of students. We use evidenced-based, district-approved curriculum in all grades and subject areas. Our school goals are focused on reading growth, math and science proficiency scores and improved social and emotional skills. We use data to monitor and track our progress throughout the school year. In addition to Tier 1 instruction, twice a day, all students participate in W.I.N. time (WIN refers to what specific student's need is or "What I Need"). Students receive interventions, extra practice or enrichment lessons during these times in both literacy and math.

# Schoolwide Academic Goals

## Reading

### Goal 1:

Increase the percentage of student **proficiency** in K-6 reaching benchmark or above benchmark from Acadience BOY to EOY by 12 percentage points.

### Goal 2:

75% of our students will make typical or better **growth** on Acadience from BOY to EOY.

## Math

### Goal 1:

Increase the percentage of proficiency on RISE Math among 3rd-6th graders by 5% from 32% in 2022-23 to 37% in 2023-24.

### Goal 2:

Double the percentage of students 1st-6th scoring at or above grade level from BOY to EOY Math Growth Measure Assessment.

## Science

### Goal 1:

Increase the percentage of proficiency in RISE Science among 4th-6th graders by 4% from 36% in 2022-23 to 40% in 2023-24.

## Multi-Language Learners

### Goal 1:

60% of ELs will meet their individual adequate progress target on their WIDA ACCESS score.



# Social & Emotional Learning

We believe in supporting the **whole child** by teaching students social-emotional skills like:

- A growth mindset and setting goals
- Emotion management
- Empathy and kindness
- Problem solving skills



# School Social Worker

Social workers are mental health professionals who assist with social, emotional, mental or behavioral concerns as part of the total educational process. We support and collaborate with school personnel, community resources, parents and students to help maximize success in and out of the classroom.

More information can be found [here](#)

**School Social Worker: Kellie Byars (kellieb@provo.edu)**

# Social & Emotional Focus



## Self-Management

How well students feel they can manage their emotions, thoughts and behaviors in different situations.

## Self-Efficacy

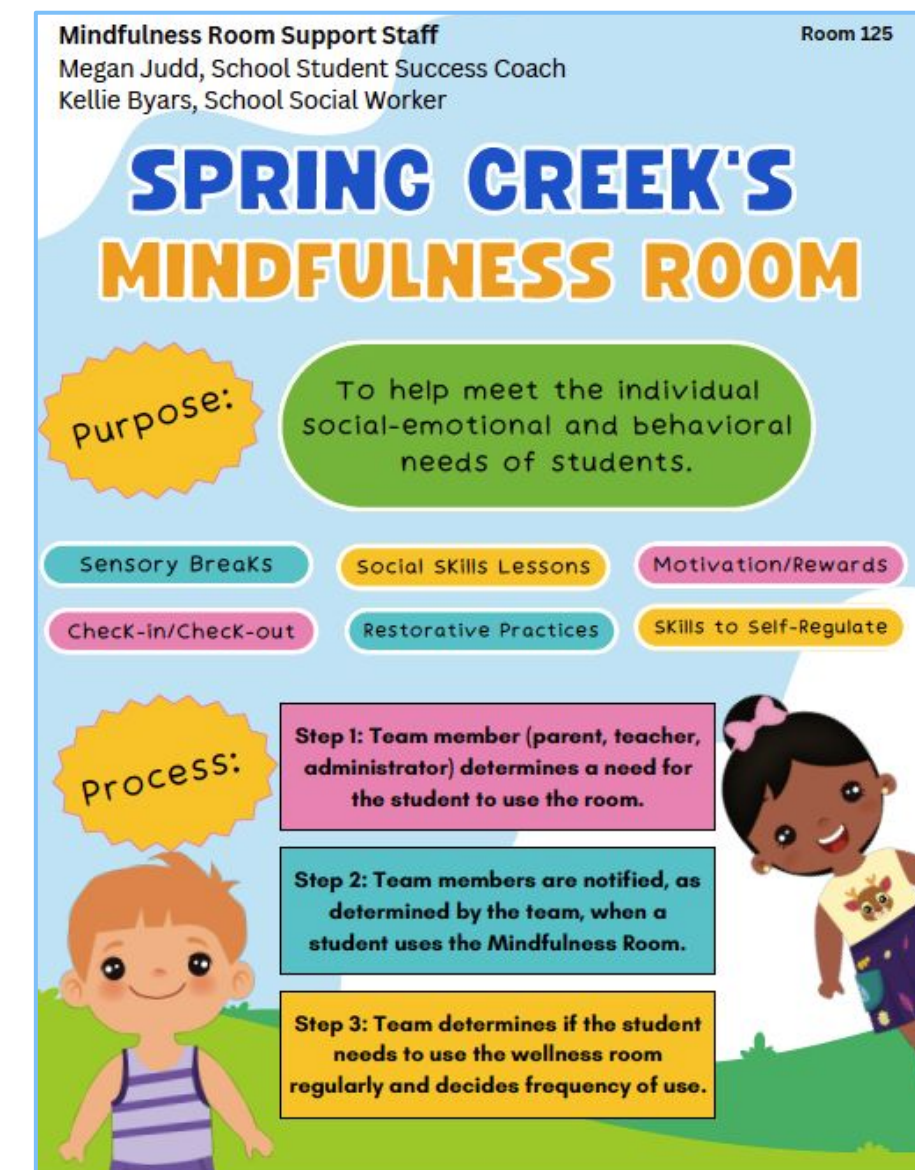
How much students feel they can succeed at achieving academic outcomes.

# Mindfulness Room

The **Mindfulness Room** is set up to help meet the specific social, emotional and behavior needs of individual students.

The **Mindfulness Room** serves 4 main purposes:

1. Sensory breaks for students who struggle being in class all day. Breaks can be calming or active.
2. A check and connect opportunity for students who need an extra check-in to help them be successful.
3. Motivation (rewards might include free time, prizes, treats) for students who have a behavior support plan with daily follow-up.
4. Restorative space where a Student Success Coach can teach a targeted social skills lesson or where students can process their actions and feelings.





# Student Behavior

We care about each and every student at Spring Creek. It is our goal to empower students to make good choices that demonstrate positive behavior.

We expect appropriate behavior and natural consequences for inappropriate behavior. A safe school environment helps every student succeed.



# MINOR & MAJOR BEHAVIORS

Inappropriate student behavior is defined as minor or major infraction. Depending on the infraction, the number of times the infraction is committed or the seriousness of the infraction determines what a “minor” and “major” behavior is. See the table on the next page for more details.

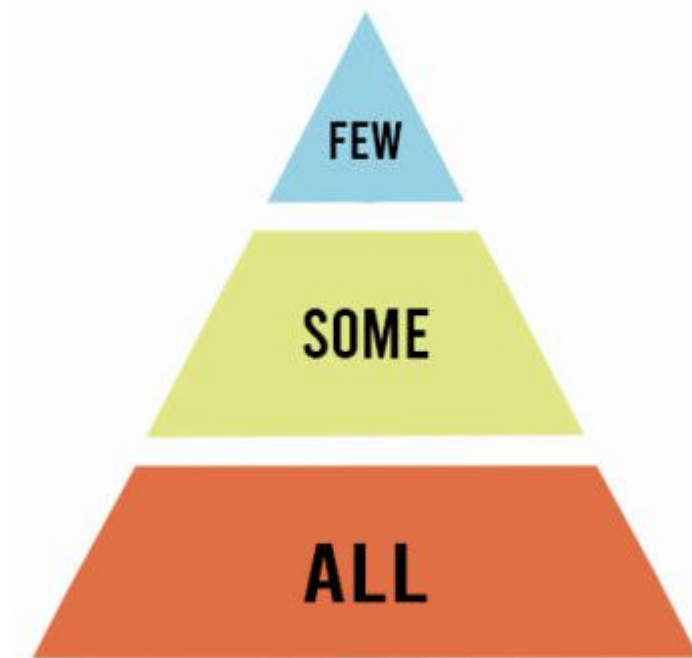
Infraction	Minor Behavior Incidents	Major Behavior Incidents (Office Referrals)
For 3 or more repeating minor incidents to become a major incident the school's behavior intervention expectations need to have been met (e.g., parent phone calls made)		
Cheating/Plagiarism	X	3 or more minor incidents
Defiance	X	3 or more minor incidents
False Information/Lying	X	3 or more minor incidents
Not Working/Off Task	X	3 or more minor incidents
Safety/Endangerment (unsafe behavior)	X	3 or more minor incidents
Theft/Stealing	X	3 or more minor incidents
Vehicle/Bike/Skateboard Misuse	X	3 or more minor incidents
Verbal Aggression (making fun of or yelling at others)	X	3 or more minor incidents
Disruptions	X	Substantial disruption that prevents teaching/learning from happening or 3 or more minor incidents
Left School/Class Without Permission	Left Class	Left School or 3 or more minor incidents
Inappropriate Tech Use (Misuse of computers email, or the internet)	Off-task	Accessing pornography, hacking, or 3 or more minor incidents
Phone Violation	During recess or lunch	During class or 3 or more minor incidents
Property Destruction	X	Vandalism or 3 or more minor incidents
Swearing/Profanity	X	The 'f' word or 3 or more minor incidents

Infraction	Minor Behavior Incidents	Major Behavior Incidents (Office Referrals)
Threat/Intimidation	X	Threat of killing another person or 3 or more minor incidents
Other	X	X
Alcohol		X
Arson/Fire Setting		X
Bullying/Retaliation		X
Discrimination		X
Drugs		X
Fighting (2 or more people are being physical)		X
Harassment		X
Inappropriate Sexual Behavior		X
Inappropriate Sexual Language/Gestures		X
Physical Aggression (one hurting another)		X
Possession of Fireworks/Lighters		X
Sexual Harassment		X

Infraction	Minor Behavior Incidents	Major Behavior Incidents (Office Referrals)
Tobacco/Vaping (non-illicit drugs)		X
Weapons/Explosives/Look-alikes		X

## Positive Behavior Intervention & Supports (PBIS)

We use a PBIS model that establishes clear expectations for behavior, social interactions and academic work at Spring Creek. Students are introduced weekly to age appropriate social emotional skills that help build their belief in themselves and their capacity to learn new things.





# SOAR Cards

**S O A R**



Show kindness  
Own your learning  
Act safely  
Respond responsibly

When students earn a **SOAR CARD**, they can enter it into a weekly prize drawing!

Every month students will be spotlighted in the **HAWK'S NEST** in the foyer of the school.

# TITLE I

What is Title I?

Annual Title I Information for Parents

District Title I Information

Parent-School Learning Compact

Acuerdo de Spring Creek Elementary

Parent Engagement Policy

Política de Participación de los Padres



# Internet & Digital Safety

As a reminder, Provo City School District uses Bark for Schools [bark.us/schools](https://bark.us/schools) to help us monitor school-issued accounts for signs of digital dangers. When potential issues like cyberbullying, suicidal ideation, and threats of violence arise, Bark sends us a notification. Bark for families links you to your student enabling you to receive these alerts.

Bark Jr is a free upgrade for Provo City School District parents. This solution works for your personal devices and is not installed on District Chromebooks. **More information can be found [here](#).**

# Classroom Assignments

At Spring Creek, we provide quality educational programs for all children in all grade levels. Class assignments are made by a uniform procedure, which applies to all students. We are fortunate to have versatile teachers with an array of strategies and techniques, who will help each child work toward his/her potential. Because of this, we strive to create diverse classrooms, balanced in both skill levels and demographic characteristics of the students. The following factors are considered for each classroom:

- Range of academic performance/abilities
- Range of social and behavioral performance
- Balance of boys and girls
- Balance of special needs
- Balance of total class size

# Treats & Outside Activities

Treats, outside activities, invitations to birthday parties and other activities not related to school functions should be delivered outside of school hours. This will protect uninvited students from hurt feelings. Treats (for birthdays, special days, etc.) may be brought to school with advance permission of the teacher, but must include enough for the entire class. We ask that treats are **individually wrapped for each student**. Due to federal and state law, treats must be store bought.

# Weekly Newsletter

Every Sunday evening, a **Parent Link Email** with Spring Creek's weekly newsletter is sent to parents. These weekly emails provide important reminders for upcoming events as well as information that we need to share with parents. The newsletter provides an easy and convenient way for you to stay up-to-date.

# Parent Involvement

The greatest influence in the lives of children is their family. The second greatest influence may be their teachers. Of 8,760 hours in each year, children spend a minimum of 990 hours with teachers during their school years. It is critical that both home and school focus on helping children be the very best they can be. As parents, you are members of your child's educational team, which monitors the welfare of your child and makes decisions for his or her program.



# Parent Involvement

You can increase the effectiveness of the educational process in the following ways:

- See that your child is at school on time and has eaten a good breakfast.
- Attend all conferences as scheduled.
- Let your child's teacher or the principal know immediately if you must cancel a meeting.
- Ask questions and share your ideas.
- Call the school if you have concerns or if you have information that would be helpful to the teachers as they work with your child during the day.
- Become a partner in the learning process by practicing and reviewing school work at home with your child.
- Read with your child.
- Show support for the school in word and action.
- Support the PTA
- Read all communication from the school. Remember to check book bags and pockets for important papers.
- Take responsibility for replacing lost or damaged textbooks, library books, and musical instruments.

# Parent Involvement

Schools, parents, and teachers must all work together to ensure students are successful in schools. Responsibilities are shared and explained through a "School Compact" which is reviewed and approved annually at our Title I Meeting. To further support parent involvement, we have a Family Support Advocate whose responsibility is to assist parents and families of students in schools, to provide information about activities and procedures, and to strengthen the relationship between families and schools.

# Spring Creek PTA

The PTA provides a way for you, as parents, to become involved in your child's education and school. You may help in literacy, legislative issues, health, student development, arts education, and other areas. Utah PTA has had a major influence on our government officials to reduce class size, fully fund kindergarten, secure child abuse laws, provide safe sidewalks and crosswalks, and pass laws to put school trust land monies into the schools. Utah PTA/O continues to insist on comprehensive, equitable, and effective education and funding for all of Utah's children.

**PTA Meetings are held on the second Friday of each month at 10:00 am**

# Spring Creek PTA

Spring Creek PTA supports a variety of activities and programs at our school such as Teacher Appreciation Week, the Spectacular Color Festival, Field Day, support for Battle of the Books and STEM Fair, Santa Shoppe, dinners for the teachers during Parent Teacher Conference, and more! All of this is possible because of the work of countless volunteers like you!

# Spring Creek PTA

## **2023-24 Board**

Lochsley Allred-President

Olivia Goldman-President Elect

Tyler Steele-Treasurer

Cristina Bray-Secretary

[Spring Creek PTA website](#)

# Spring Creek Calendar

## Spring Creek Calendar

🔗 Subscribe to the Spring Creek Calendar on Google

<	August 2023					>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Office Open 9:00-3:00 (Appointment Preferred 801-370-4650 ext.0)	2 Office Open 9:00-3:00 (Appointment Preferred 801-370-4650 ext.0)	3 Office Open 9:00-3:00 (Appointment Preferred 801-370-4650 ext.0)	4 Office Open 9:00-3:00 (Appointment Preferred 801-370-4650 ext.0)	5
6	7 Office Open 9:00-3:00 (Appointment Preferred 801-370-4650 ext.0)	8 Office Open 9:00-3:00 (Appointment Preferred 801-370-4650 ext.0)	9 Office Open 9:00-3:00 (Appointment Preferred 801-370-4650 ext.0)	10 Office Open 9:00-3:00 (Appointment Preferred 801-370-4650 ext.0)	11 Office Open 9:00-3:00 (Appointment Preferred 801-370-4650 ext.0)	12
13	14 Office Open 9:00-3:00 (Appointment Preferred 801-370-4650)	15 Office Open 9:00-3:00 (Appointment Preferred 801-370-4650)	16 School Begins (1st-6th Grades)	17	18 Early Release ~ 1:30	19
20	21	22	23	24	25 Early Release ~ 1:30	26
27	28	29	30	31		

Check the school calendar on the website [here](#) and then subscribe to it for easy access.



# Study at Home Links

The school website has direct links to literacy and math activities as well as Canvas support for parents [here](#)

## Canvas



Canvas – Guía Para Los Padres Website



Canvas Logins Website



Canvas Parent Guide Website

## Math



Aaa Math Website

Interactive math practice organized by grade and/or topic.



Home School Math Playground Website

This site contains a large database of self-checking word problems, using various operations with assorted types of numbers.

Sheppard Software Website  
Math Activities to practice math facts

Word Problem Solving Strategies Website  
includes examples

# Family Reads Program



We are excited to continue an awesome program at Spring Creek called Family Reads! Each family will be able to choose a free book that your child will take home from school that you will read together as a family. When you're finished reading it, you'll let us know what you thought of the book and best of all, the book is yours to keep!

Go to the school website or click [here](#) for more information.

# School Community Council

## What is SCC?

The School Community Council at Spring Creek Elementary is a committee of interested community members including parents, school staff, and administrators who meet discuss parent and student issues, Trustlands money, reading achievement and other concerns. If you have issues to discuss or suggestions on how to improve our school, then SCC is the place for you!

## What is the School Land Trust Program?

The School LAND Trust Program brings tens of millions of dollars annually to academic programs in public schools across Utah. The funds are generated from school trust lands. These funds are the only discretionary funds many schools receive. Each public school in Utah elects a school community council consisting of parents, teachers, and the principal. All councils have a two parent member majority. Each council carefully reviews student assessments and progress to determine which academic areas they want to focus on. Plans are developed to improve student academic performance in the identified areas with the annual School LAND Trust funds. The plans are approved by the council, submitted on this website, and approved by the local school board. In addition, the Utah Legislature has assigned councils responsibility for school safety and digital citizenship. As with other responsibilities of school community councils, it is intended that administrators, staff, and parents engage together to bring about the best possible result for students.

**Go to the school website or click [here](#) for more information.**



# Extended Day/After School Program

## Mission Statement

The After School Academy strives to provide an environment that is safe, comfortable and relaxing where students can feel cared for. A place where creativity, fun, learning, and new experiences and friendships are encouraged.

After School Coordinator is Kimmy Martinez  
kimberlym@provo.edu



Go to the school website or click [here](#) for more information.

# Child Nutrition

At the Provo City School District Child Nutrition Program, our mission is clear: to provide all students with a wide range of safe, nutritious, and freshly prepared meals, including delicious entrées, as well as a variety of fresh fruits and vegetables every day. We strive to enhance student achievement by promoting nutrition, education, and physical activity, ensuring that each student can achieve their highest potential in lifelong learning, health, and overall well-being.

- [Pay for School Meals](#)
- [Apply for Free or Reduced Lunches](#)
- [School Menus](#)

Go to the district website or click [here](#) for more information.





# Specialty Classes

At Spring Creek Elementary we are fortunate to have a variety of specialty classes for all students to enjoy. Twice a week, students have the opportunity to go to P.E., Music, Visual Arts and the Media Center. In addition, every Friday, all students participate in a STEAM activity.

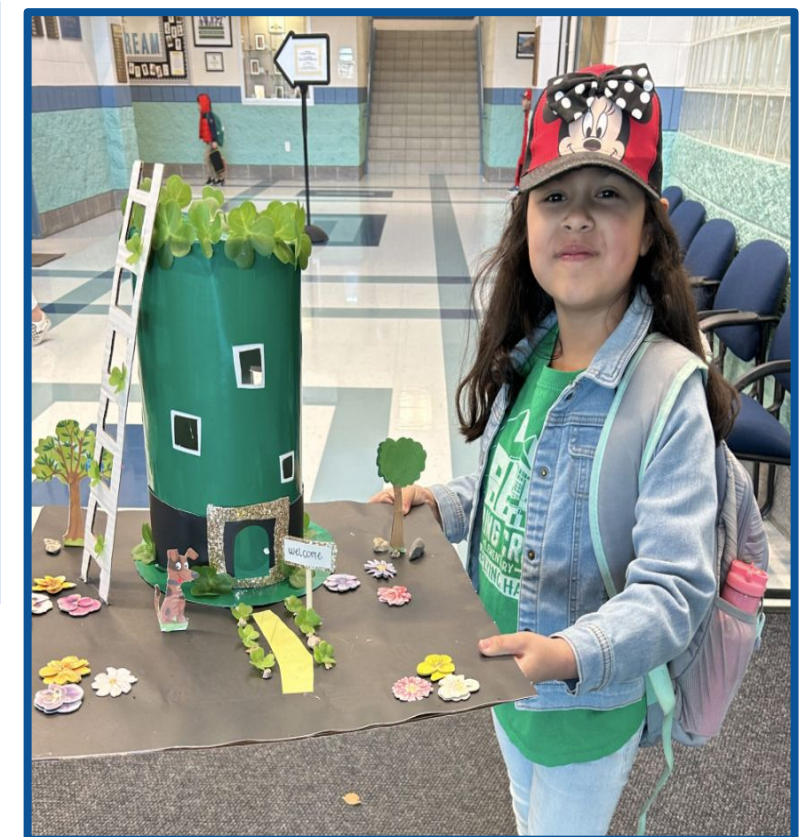
Upper grade students also learn keyboarding skills.





# Spring Creek Traditions

Spring Creek has a rich history of school traditions that students, staff and families look forward to each year. The school calendar is always a great place to check dates!



# Spring Creek Faculty & Staff

## Administration

Principal: Ruth Ann Snow  
Facilitator: Lori Carlson  
Title I Coordinator: Michelle Blair

## Office Staff

Secretary: Debi Harker  
Attendance: Patricia Toro  
Office Assistant: Aretzi Peralta  
Health Clerk: Angelica Hernandez  
Nurse: Erin Hoehne

## Student Success Team

Kellie Byars: Social Worker  
Megan Judd: Student Success Coach  
Sarah Mullen: Family Advocate

## Kindergarten

Emily Arnesen  
Shelley Reeves  
Lisa Roundy

## 1st Grade

Barbara Clark  
Suzanne Martinez  
Jaida Sedivy

## 2nd Grade

Taryn Burfeind  
Alyssa Istook  
Mark Whitmore

## 3rd Grade

Maren Clayton  
Leslie Stilson  
Kaity Whittingham

## 4th Grade

Jackie McDermott  
Linda Rossiter

## 5th Grade

Jessica Kempter  
Amy Wright  
Tracy Young

## 6th Grade

Lisa Bringhurst  
Pam Foster  
Alicia Wallentine

## Specialty Teachers

Music: Julianna Gylseth  
Art: Myleka Bevans  
PE: Katie Hopoate  
Media/Library: Jill Smith  
Keyboarding: Erin Bennett

## Special Education

SpEd Team Leader: Roxane Latu  
SpEd Teacher: Jody Hill  
School Psychologist: Zack Cusworth  
Speech & Language: Sarah Decker



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- SlidesCarnival for the presentation template
- Pexels for the photos

Happy designing!

