



**8:15- First bell rings**  
**8:20 -Tardy bell rings**

**Kindergarten A.M.**

8:20-11:00 Mon-Thurs  
8:20-10:20 Friday

**Kindergarten P.M.**

12:15-2:55 Mon-Thurs  
11:15-1:15 Friday

**Grades 1-5 & Supplemental Kindergarten**

8:20-2:55 Mon-Thurs  
8:20-1:15 Friday

**School Hours**

Students who are planning to eat breakfast at school should arrive at 7:55 a.m. Adult supervision is limited before 7:55 a.m., so for your child's safety, please do not bring them earlier. All other students should arrive before 8:10 a.m. The tardy bell rings at 8:20 a.m. Students should line up outside their grade level doors before school.

**Attendance**

Regular attendance is an important part of academic success. If a student misses one day of school every two weeks, he/she will miss 10% of learning time. This is almost four weeks of school by the end of the school year! If your child is struggling, has an illness that will require several days out of school, or you need assistance forming a plan to help your child attend regularly, please do not hesitate to contact us. ***If your child is ill and you are keeping him/her home, please call the school at: 801-826-9696 before 9:00 a.m.*** The automated system will send out a call notifying you of the absence after this time. If you go to a doctor's appointment, please get a note and turn it in to the office.

**Checking In and Checking Out**

Students are not allowed to leave the school grounds during school hours except with a parent or an adult specified on registration materials as an Emergency Contact. If you bring your child to school late or plan to check him/her out early, you will need to sign them in or out through the main office.

## **Educational Leave**

### Guidelines:

1. Pre-approved educational leave for a total of 10 days a school year is considered a legitimate absence. Parent/Guardian must fill out the Canyons District Educational/Vacation Leave Form if you will be out for 3 or more days and return it to the office **prior** to the absence.
2. Students will be required to complete missed schoolwork specified by the teacher **after** they return from the vacation. The same number of days missed is the number of days allowed to return the completed work. The teacher will provide missed work after the student returns from vacation.

## **Medication**

Students may not bring medication of any kind to school. This includes over-the-counter medication and cough drops. If medication must be administered, a parent will need to come to the office and administer it to the student.

## **Visitors/Volunteers**

All visitors and volunteers must sign and out through the office. If you are going beyond the office, you will be asked to wear a visitor pass. This is for the safety of our students. If you have family or friends visiting, they cannot attend school with your child. A visitor is defined as those individuals viewing a student performance, attending a school-wide event, or any lunch guest in Canyons school cafeterias.

We welcome volunteers to our school and find them essential to our success. Please complete the "Volunteer Application" on the Canyons District website **before** you arrive to volunteer. ***All volunteers need to be approved through this website before volunteering.*** Once you are approved, you can sign in at the office on the volunteer computer, which will record your hours. **No siblings (babies, toddlers or preschoolers) are allowed** in the teacher workroom or in the classroom if you are working with students. It is very distracting for the class when other children are in the classroom.

- Parents must remember that ***all volunteers need to be screened annually*** to participate with students under the direction of a classroom teacher.
- The volunteer application can be found at:  
<https://volunteer.canyonsdistrict.org/volunteer/>
- Volunteers include:
  - Anytime you are working directly with students
  - Holiday or class parties
  - Field Trips
  - Helping a teacher in the classroom
- **Volunteers need to apply online at least 48 hours in advance of the volunteer time.** Those individuals who have not been screened will have to wait for the screening before they will be able to volunteer.