

# WELCOME TO WILLOW CANYON ELEMENTARY



## Grades K-5

8:15-3:05 Mon-Thurs

8:15-1:15 Friday

## School Hours

Students who are planning to eat breakfast at school should arrive at 7:50 a.m. Adult supervision is limited before 7:50 a.m, so for your child's safety, please do not bring them earlier. All other students should arrive before 8:15 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 is considered a legitimate absence. Parent/Guardian must fill out the Canyons District Educational/Vacation Leave Form 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 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**

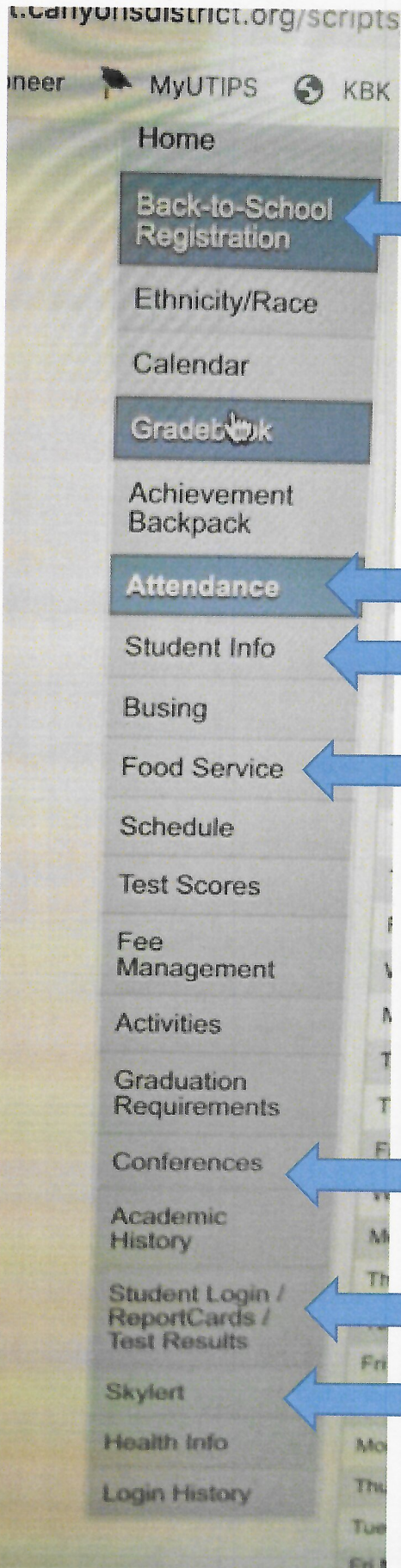
All visitors must sign in and out at the office. If you are going beyond the office, you will be asked to wear a visitor pass. This is for the safety of our students. If you have family or friends visiting, they cannot attend school with your child. A visitor is defined as those individuals viewing a 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.



# NAVIGATING YOUR SKYWARD FAMILY ACCESS ACCOUNT



**Back to school Registration- Use this to complete registration in August.**

**Attendance- You can view your students attendance.**

**Student Info- View your students teacher, family info phone numbers, address info.**

**Food Service- View your students lunch balance. Also You can make a payment to add funds to your students Account.**

**Conferences- You will use this to set up Parent Teacher Conferences**

**Student Login/report cards- View and print student login and password/report cards.**

**Skylert- View how to receive notifications, control how you would like to be notified.**



## Immunization Requirements Kindergarten through Sixth Grade (2025-2026)

To attend kindergarten through sixth grade, a student must provide written proof of receiving the following immunizations:

- ◆ 5 doses of DTaP/DT
- ◆ 4 doses of Polio
- ◆ 2 doses of Measles, Mumps, Rubella (MMR)
- ◆ 3 doses of Hepatitis B
- ◆ 2 doses of Hepatitis A
- ◆ 2 doses of Varicella (chickenpox)

**Recommended for children aged 5 years and older (but not required for school entry in Utah):**

- ◆ Influenza
- ◆ COVID-19

For students claiming a previous infection with Measles, Mumps, Rubella (MMR), Varicella (Chickenpox), or Hepatitis A, immunity documents must be provided to the school. These documents should include the results of serological/titer testing and a written statement signed by a healthcare provider confirming that, based on positive laboratory test results, the student does not need to receive the MMR, varicella, or hepatitis A vaccines.

For medical, religious, or personal exemptions, the legally responsible individual of the student must complete an online immunization education module at [immunize.utah.gov](https://immunize.utah.gov) or attend an in-person consultation at a local health department. A copy of the exemption form must be submitted to the school.

For medical exemptions, a completed vaccination exemption form, along with a written notice signed by a licensed healthcare provider, must be submitted to the school.

For questions regarding your child's immunization status, contact your child's healthcare provider, your local health department, or the **Immunization Hotline at 1-800-275-0659**.





## Nursing Services

Dear Parent(s),

Welcome to the new school year. We would like to take this opportunity to acquaint you with the Canyons School District Nursing Services Department. We have 19 district nurses. Our role is to support student success by identifying and providing appropriate intervention for acute and chronic health conditions. Each district nurse covers students in 1 to 3 schools and has a wide range of responsibilities. Below are some frequently asked questions from parents. We hope this information will be helpful as you prepare for this school year.

### **Q. Will my child receive a vision screening?**

A. All Students in Elementary Schools will receive vision screening. If you prefer not to have your student screened you must send a written request to the main office before the date of the vision screening. If your child does not pass the screening, you will be notified in writing. If your child doesn't meet benchmark in grades 1-3, they will be screened with a more thorough vision screening.

### **Q. What if my child has a health care need while at school?**

A. You will need to complete the "Canyons School District Request for Special Health Care Services and Release of Confidential Information" form. This form is available at [www.canyonsdistrict.org](http://www.canyonsdistrict.org). Click on *Community, Departments, Nursing Services*, and then *Forms*. Parents can also contact the school office for this form. The School Nurse will then work with you based off of your students needs to create a healthcare plan.

### **Q. What happens if my child needs medication while at school?**

A. Elementary school students must have a completed "School Medication Authorization Form" on file before medication can be administered in the school setting. This form requires a physicians signature. When you have the form signed by the physician and the medication in hand bring them to the office together.

This form is available at [www.canyonsdistrict.org](http://www.canyonsdistrict.org). Click on *Community, Departments, Nursing Services*, and then *Forms*.

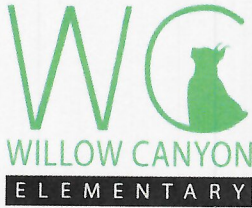
### **Q. How can I access the District Nurse?**

A. You can obtain the name of your school's nurse by contacting the school office or online at [www.canyonsdistrict.org](http://www.canyonsdistrict.org). Click on *Community, Departments* and then *Nursing Services*.

We hope this is a healthy and successful year for your child. Please take a moment to visit our website at [www.canyonsdistrict.org](http://www.canyonsdistrict.org). Click on *Community* then *Departments* and then *Nursing Services*. The menu bar can link you with forms, policies and many health resources. If you have any questions or need additional information please feel free to contact us.

Sincerely,

Canyons School District Nursing Services



## **CONNECT WITH WILLOW CANYON ELEMENTARY**



@Willow Canyon Elementary



@willowcanyonelementary  
@wildcatpta

**ALSO A WEEKLY EMAIL!**

**\*MAKE SURE YOU'VE INCLUDED YOUR  
EMAIL ADDRESS WHEN YOU REGISTER, TO  
RECEIVE THE WEEKLY EMAIL FROM THE  
PRINCIPAL.**