



NEBO SCHOOL DISTRICT'S SPECIAL POINTS OF INTEREST:

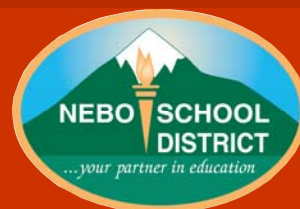
- Nebo District has nearly 30,000 students 2011-2012.
- Nebo District has over 4,000 employees.
- Nebo District is the 7th largest district in Utah.
- Nebo District is the 5th largest employer in Utah County.

INSIDE THIS ISSUE:

New Common Core	2
Legal Tips	2
Google Apps	2
USBAFlex Card	3
Bridges—Nebo's Transition Center	3
Employee Financial Portal	3
School Board and Staff Goals	4
Live Your Dream	4
10 PR Tips	4

Nebo News

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Superintendent's Message

Classified Employee Recognition
Thank you to our 2,000+ classified employees whom we recognize and honor for the great work you do each day to support Nebo's 30,000

students. Your service is so important to each student's success. I hope you each know how much your teacher, administrator, and other colleagues appreciate you. You make such a difference in student lives and help inspire us all to "Live our Dream".

New Common Core – I am so impressed with the tremendous energy being put toward the new common core. This is a major undertaking for all teachers of Language Arts and Mathematics. It also requires teachers of other content areas to provide additional support to students in areas like writing and vocabulary. I want to express my personal appreciation to

all teachers for your work on implementing the new common core and for your "Focus on Student" success.

21st Century Learning – Some have asked why we are implement-



ing a new 21st Century Skills initiative at the same time we are implementing the new common core. We are not. For us, 21st Century Learning means that, in addition to providing content knowledge and skills, we help our students be creative thinkers, critical thinkers, problem solvers, and collaborators. Effective instruction has always focused on

developing these skills, and we ask teachers of all content areas to continue this focus.

Collaboration – Others ask about the status of collaboration now that we are implementing the new common core. Collaboration is now more important than ever. The time spent focusing on students, and effective instructional practices is necessary for effective implementation of the new common core and for ensuring individual student success. Please continue to use this time wisely and for the intended purposes.

This is both an exciting and a challenging time in education. Thank you all for your amazing efforts for students. Our employees are the best of the best, and it is a privilege to work with you.

ParentLink – New Mass Communication

Nebo District will be implementing our new mass communication system by November 8, 2011.

ParentLink is an interactive GIS mapping tool to allow messages to be sent based on the geographic location of the recipient.

Messages can be sent to all of our patrons of approximately 30,000 students in less than 30 minutes.

Nebo District plans on using this technology to notify people of an emergency or cancellation of school.

Messages can be sent by email, text, home phone, and cell phone.

Your school administration will continue to receive instruction on the many uses of this mass communication system.

New Common Core Curriculum



Nebo Elementary teachers have now attended several days of training on understanding and implementing the new Common Core State Standards (CCSS), recently adopted by the Utah State School Board.

The first focus for kindergarten through fifth-grade teachers is on the Language Arts Portion of the CCSS—primarily writing, listening, and speaking.

The writing portion offers teachers more rigorous outcomes for student writing. Students will be expected to write in three different modes: Narrative, Informational/Explanatory and Opinion Writing in each grade level.

Perhaps the most different form of writing for the children will be Opinion Writing. This form of writing in K-5 provides a foundation for students, to be able by the sixth grade, to write a well-constructed argument. Argu-

ments are used for many purposes—to change the reader's point of view, to bring about some action on the reader's part, or to ask the reader to accept the writer's explanation or evaluation of a concept, issue, or problem. An argument is a reasoned, logical way of demonstrating that the writer's position, belief, or conclusion is valid.

Strengths Common Core:

Alignment of College &

Career Success,

Consistency All States,

Knowledge of

High-Order Skills, and

All Students are

Prepared to Succeed in

Our Global Economy

& Society

Legal Tips – Online Professionalism

If you want to rant and rave, especially about students, parents, or coworkers, don't do it on Facebook (or anywhere else online, for that matter). Many school employees believe they have an absolute First Amendment right to post whatever they want on their personal social networking sites. Not so. Cases in which school employees claimed their First Amendment

rights were violated when they were punished for something they posted on a social networking site have started coming through the courts; and so far, the employees have lost every time.

Sometimes as adults we pick up the habits of the youth that surround us, especially when it comes to online banter. As school employees, we must

keep in mind the potential legal ramifications of getting too casual with our digital communications, even those we believe to be personal and private. So before hitting "send" or "submit", ask yourself how you would feel sitting in court while your online comment is read to a jury. The jury charged with determining your fitness to be a professional and role model for children.



Google Apps

Google Apps accounts have been created for all students in grades 3-12 in our district. Students will have access to Gmail, Google Docs, and Google Calendar, which students can access at school and at home.

Students will sign in on the student email page, found under the student tab on the Nebo District website, using their SIS username and password. Teachers may reset a student SIS password: through the SIS "Change Password" option.

We hope that teachers will find Google Apps for Education beneficial in enhancing student learning by providing an online environment for collaboration and communication that can be used both within the classroom and extend beyond the classroom.

**Don't forget
to be a
registered
voter and vote
Tuesday,
November 8**

USBAFlex Offers Master Debit Card

USBAFlex has notified Nebo District that USBAFlex can offer the Master Debit Card (mySourceCard) at a reduced rate, \$2.00 per month, and on a voluntary basis this year. This fee is in addition to the \$2.00 per month administration fee that USBAFlex already charges.

Many employees have requested this card to reduce the amount of claim receipts they have to send in to receive reimbursement. You can use the card at most points of service (doctor's office, pharmacy,

dentist, etc.) This is an optional service. If you wish to participate, you must complete the MySource Card Enrollment Agreement and return to the HR Department as soon as possible.

Employees may also come into the HR department for forms and assistance.



Nebo's Transition Center — Bridges

Bridges, Nebo's Transition Center, is new to Nebo School District this year. It may be one of the only places that you will find Devils, Dons, Lions, Eagles, and Skyhawks all in one place. Adult students with special needs up to the age of 22 gather here to pursue vocational and independent living skills after they have completed high school.

The program is located at the Grant Building in Springville. Here, students have opportunities to

enhance their functional skills in the areas of meal preparation, money management, social interactions, daily living responsibilities, recreation, technology, and so on.

Bridges' students also have vocational training on a daily basis. Each student has a job or a job training site. Focus is placed on developing skills that will make them employable. Bridges' students work at businesses located in Provo to Payson.

Community access is also a priority. Riding the UTA and learning its routes, grocery shopping, bowling, eating out, and getting a haircut at a salon are just a few ways that students become familiar with the local cities.

As you walk through the doors of Bridges, you can feel the students' enthusiasm for work and life! Visitors are welcome if you would like to come and check out Nebo's new Transition Center, Bridges.

Tips Employee Financial Portal

Displaying Leave Data

All leave is displayed in hours. Leave hours are prorated according to the FTE of an employee. **Vacation, Furlough and Personal** leave will show as they always have.

Bereavement will show no Beginning Balance. Employees will still have the 5-days in the column Earned FTD (fiscal year to date). The columns Taken FTD and Ending Balance will show as they always have.

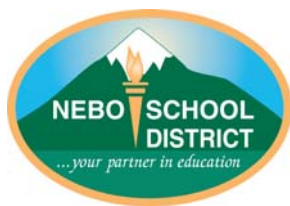
Sick Leave — Those with sick leave of 120 days minus the leave used in the previous two years will show no Beginning Balance. The column Earned FTD will show 120-days minus leave that is used in the previous two years. The column Taken FTD and Ending Balance will show as they always have.

Other sick leave plans will show a Beginning Balance which is the allowed carry-over from the previous year. The column Earned FTD

will show new leave granted. The column Taken FTD and Ending Balance will show as they always have.

Leave Without Pay will be reset to 0 in all columns at the beginning of each year when leave is granted. Any other leaves that may appear will not count against regular leave. They are used for record keeping purposes only.





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Focus on Students

School Board and Staff Goals

The Nebo School Board of Education and Superintendent Staff have been collaborating and setting goals for Nebo School District.

The goals can be categorized in four areas:

- ◆ Safe Schools and Positive Environment,
- ◆ Quality Instructional Program,
- ◆ Quality Staff, and
- ◆ Communication and Community Involvement.

This month Nebo News is reporting on **Safe Schools and Positive Environment**.

Goal: Ensure a positive learning environment for students at all district schools.

Goal Action Items:

- ◆ Increase employee engagement by establishing and communicating clear expectations for all employees.
- ◆ Participate in the Gallup Student poll and work with employees to strengthen student engagement.
- ◆ Implement use of the ParentLink Mass Notification System for communication in emergency situations and other parent notification purposes.
- ◆ Create a patron committee to review and make recommendations to the School Board regarding Springville Junior High.

Live Your Dream

"To accomplish great things, we must not only act but also dream, not only plan but also believe." By: Anatole France

Frontline PR Tips

Who is the first contact for students each morning? Who greets parents when they call the school? Chances are pretty good that it is the school bus driver, the lunchroom staff member, a classroom assistant, or the school secretary.

10 PR Tips for Employees

1. **"I am my school."** Strong statement? Not at all. Each employee represents his or her school in the eyes of students, parents, and community. Happy employees create a positive image.
2. **Encourage staff to adopt a good "customer service" attitude on the job.** Just as businesses must provide good customer service to attract customers, schools exist to serve their customers—students, parents, and the community. Adopt a "customer friendly" atmosphere.
3. **As a school employee — whether the principal or the custodian — each of us is an "authority" on our school in the eyes of the community.** Employees need to be informed of positive "talking points" to help keep a good message going to the public. Employees need

the bad news, too. Whether it is good or bad, employees need to know it first so that we will have accurate information when someone asks.

4. **Keep confidences.** Confidentiality extends far beyond locking up the grade book. It extends to casual conversations with friends about a child in the classroom who is always in trouble or the parent who was ugly on the phone. A casual conversation in the grocery about how bad "Johnny" was in class today may be overheard by Johnny's neighbor who happens to be shopping on the same aisle.
5. **What to say or not say in a crisis!** Employees need to be trained about their roles in crisis situations. Often the first person in contact with the public after something happens is the school secretary or a bus driver. If a bomb scare or bus accident occurs, the secretary or bus driver needs to know school policy for commenting to reporters or to parents. Refer all questions to the appropriate spokesperson.
6. **What is your phone personality?** Upbeat? Bland? Short? A friendly, professional voice at the other end of the phone can make or break

your image as a welcoming school. A cordial voice sets the tone for any conversation. Offer as much assistance as possible to the caller in a calm, friendly tone. A cordial voice often calms an angry caller. *P.S.* Always return calls and deliver messages promptly.

7. **Keep your job and home in balance.** Whenever possible, leave personal problems at home and, likewise, leave work problems at school.
8. **Don't gossip about students or other employees.** Gossip never helps anyone and it can hurt everyone. And, it usually isn't accurate.
9. **Choose your attitude.** Choose to be positive. Yes, you really can make a choice! A positive attitude is a lot more fun than the alternative.
10. **Teamwork fosters a positive climate.** Include support staff in training, on teams and committees, in social events, on district web mail, etc. Value every member of the team.

Adapted from NSPRA's Principal Communicator