



The Future Begins Here

Please visit our website at:
<http://jordanhills.jordandistrict.org>

Jordan Hills Elementary focuses on collaboration and teamwork. We believe that as students, parents, teachers, administrators, and staff work together, we can best meet the needs of our students and provide them with the foundation that will allow them to be successful. We promote a happy, clean, safe learning environment where every student is valued and given the tools they need to reach their potential.

RESPECT is a key word at Jordan Hills. We teach our students to respect themselves, others, and school property. We believe that teachers have the right to teach and students have the right to learn in the best learning environment possible. We ask everyone to be respectful of the learning process.

SCHOOL HOURS

School begins at 8:25 a.m. and ends at 3:05 p.m. Monday through Thursday. Friday is short day and school begins at 8:25 a.m. and ends at 1:25. Students should not arrive at school earlier than 8:05 and should not stay at the school after 3:20 Monday through Friday and 1:40 on Fridays. Supervision is not available any time outside of these times. Please be aware that our crossing guards begin crossing students at 8:00 a.m. We want every child to be safe and in a supervised environment at all times.

Kindergarten AM – Begins at 8:25 a.m. and ends at 11:10 a.m. Monday – Thursday.

Kindergarten AM – Friday begins at 8:25 a.m. and ends at 10:30 a.m.

Kindergarten PM – begins at 12:25 p.m. and ends at 3:05 p.m. Monday – Thursday.

Kindergarten PM – Friday begins at 11:25 a.m. and ends at 1:25 p.m. Friday.

VISITORS

Parents and other adults are welcome to visit the school. All visitors are required to check in at the main office upon arrival. Students are not allowed to bring friends or relatives to school. Only registered students will be allowed to attend classes and activities or be on school property.

CHECKING IN AND CHECKING OUT

The safety of our students is a top priority. Once students arrive on campus, they will not be allowed to leave except with a parent or a parent designee who's name is authorized on Skyward. If there is a need to check your student out of school, please come to the front office with a picture ID. You will be asked to sign your child out of school and your child will be called to the front office prepared to leave.

ATTENDANCE POLICY

Punctuality and regular attendance are two important factors affecting school success. Research has shown that an important aspect of students' access to education is the amount of time spent in the classroom. When students are absent from school, cut class, or arrive late, they miss opportunities to learn. "Missed time in school leads to poor grades and further absenteeism, often creating a vicious cycle." (Phillips 1995) "When students distract their classmates by their absences or tardiness, then they also are interfering with other students' opportunities to learn. Habits of absence and tardiness can affect work performance when these youngsters become adults." (National Center for Educational Statistics, Digest of Education Statistics, 1996)

Please, if your student is ill and you are keeping him/her home, call the office.

Please don't send your student(s) to school early. Supervision at the school begins at 8:15am when teachers begin their morning duties. Students are to go directly to their class lines when arriving at school. There is not supervision on the playground before school. Staff uses the time before school to prepare for the day and they are not available to provide regular supervision of students.

Utah State Law (Public Law 53-24-1) requires that every child between the ages of six and eighteen to be in attendance at school every official school day. The law further states that every parent or guardian has the responsibility of sending his or her child to school. The administration and staff at Jordan Hills are committed to the success of students. Student success can best be achieved when students, parents, teachers, and school administration work together toward a common goal.

In the opening registration packet, each parent signed a Compulsory Education statement indicating it is the parent's responsibility for his or her student's regular attendance. It is also the parent's responsibility to contact the school when his/her child is not attending for the day. Student attendance affects learning. It is essential to attend school regularly and be on time. Utah law defines a valid absence as:

1. Excused absences

- An illness verification may be required by school officials (Doctor's note).
- A family death
- An approved school activity
- An absence permitted by an individual education plan or an educational accommodation plan
- Any other excuse as established as valid by the school and/or school district
- Home and hospital instruction
- Required court appearance

2. Unexcused absences

Absences that are not authorized by state law nor by district or school policy but which occur with parental knowledge or consent are considered unexcused. Examples of unexcused absences may be, but are not limited to: “needed at home”, “homework completion”, “car problems”, “babysitting”, “skiing”, etc.

3. Truancy absence

Absences that occur without school and/or parental approval are truancy absences. A student is considered truant if he/she:

- Leaves for school but does not arrive at school
- Arrives at school but does not attend class
- Leaves school without following proper check-out procedures
- Obtains permission to go to a certain place within the school but does not arrive there

The following actions will take place when unexcused absences occur:

- After 5 unexcused absences a letter will be sent to the home indicating the number of unexcused absences – the letter is for informational purposes and the school will not take action at this time.
- After 10 unexcused absences a letter will be sent via regular mail indicating excessive absences requiring the parent to contact the school.
- After 15 unexcused absences a letter will be sent via Certified Mail to the home, which will require the parent to contact the office explaining attendance.
- After 20 unexcused absences an in-person meeting with the administration is scheduled as required by law and a Truancy Referral will be made to Juvenile Court.

4. Tardies

Tardies are marked if the child is not in their seat at 8:30 each morning

EDUCATIONAL LEAVE (VACATION)

A student may receive an excused absence for up to ten (10) days maximum for travel vacation in an entire school year. Prior arrangements must be made at least one (1) week (5 school days) in advance to allow adequate time for the teacher to prepare for the homework packet. The travel must be for a minimum of three (3) days to qualify for educational leave. This procedure allows students to have the educational experience of travel without scholastic penalty. Please note that your child’s attendance will be marked as an excused absence for all days missed upon advanced approval and completion of the educational leave requirements. As stated in the vacation leave form, taking an educational leave from school may disqualify students for receipt of any awards associated with attendance. **In addition, the school encourages families to make travel arrangements during off-track scheduled time whenever possible.**

SAFE SCHOOL POLICY

The following conduct is considered dangerous or disruptive and is prohibited on school property at any time: (as per Jordan School District policy AS67 NEG)

1. Possessing or bringing any potentially harmful item (including but not limited to guns, knives, weapons, poisonous items, or flammable materials).
 2. Possessing or bringing any item that cannot be legally possessed by a juvenile (including but not limited to alcohol, tobacco, drugs, or unauthorized medication).
 3. Possessing or bringing any facsimile of the items mentioned in #1-2 (including but not limited to toy guns, pocket knives, drug paraphernalia, or items represented as drugs).
 4. Attempting, threatening, conspiring, or committing any act that could result in harm to others or the school (including but not limited to stealing, vandalism, assault, arson, sexual harassment, or gang related activities).
- Students who violate the Safe School Policy will face disciplinary action in the form of restitution, suspension, or removal from school.

MEDICATION AT SCHOOL

Utah law states that medication may only be administered to a student by school personnel if the student's legal guardian has provided a current written and signed request by a physician stating that medication must be administered to the student during regular school hours, and that the statement describes the exact method, amount, and time schedule for administration. **This means that students are not to bring any type of medication to school.** This medication should be brought to the office by the parent. Please see our staff for the required forms that must be on file.

Reminder- students may not have medication in their possession. Therefore they may not share any kind of medication with friends, including over the counter medications such as cough drops or aspirin.

IMMUNIZATION REQUIREMENTS

The following website outlines the immunization requirements for students in Jordan School District. You must have proof of all required immunizations. You may find more information regarding immunization requirements at <http://edsupport.jordandistrict.org/nursing/immunization/> Please direct questions to the Educational Support Services department at (801) 567-8124.

RESTROOM CONDUCT

This is an area of our school where each student is expected to show good judgment and proper behavior. Cleanliness and good health habits are very important. Students should always flush the toilet and wash their hands. Restrooms should be left clean. Restrooms are not places to play or where students meet their friends.

FOOD, DRINKS AND GUM

All food is restricted to the cafeteria unless authorized by a teacher for a class activity. Gun is not allowed in school. District policy prohibits the distribution of any homemade foods. All food must be commercially prepared, packaged, and within approved dates. Allergies may be a factor in your child's classroom. Please check with each individual teacher if/when bringing food items to school.

SCHOOL BREAKFAST/LUNCH

Students are asked to enter the breakfast program through the cafeteria doors and to exit the same doors to their class lines. Breakfast begins at 8:00 and ends at 8:20 to allow students enough time to get to their classes without being tardy.

The Jordan School District policy is that all school meals **must be paid for in advance**. Families will not be allowed to have a negative balance on their lunch accounts. If your child does not have lunch money in their account they may be given an alternate lunch that is provided at a reduced cost.

Free and reduced applications are available in the main office and applicants must re-apply for the free and reduced program every year. For additional information and for instructions regarding online lunch payments, please visit the following website: <http://auxiliarieservices.jordandistrict.org/nutritionservices/payment/>

LUNCHROOM CONDUCT

Our lunchroom is designed to be a place where students can come and enjoy a meal with their classmates. Students need to follow these simple rules so all students will be able to enjoy their lunches.

1. Students will show respect for supervisors at all times.
2. Students will enjoy a quiet conversation without yelling and talking.
3. Students will keep the cafeteria clean by picking up all garbage around their table on the on floor.
4. Students will not throw food.
5. Students will not touch another student's lunch.
6. Students will not share food.
7. Students will not run in the cafeteria and will not switch places once they are seated.
8. Student will not remove food, milk cartons, straws and other items from the cafeteria.
9. Students are to remain seated until they are excused.

SPECIAL PROGRAM CONDUCT

We arrange for special programs and assemblies to come to our school each year. These programs are for the enjoyment and education of all students. Appropriate behavior is as follows:

1. Show respect for all performers by being attentive during the program.
2. Remain quietly seated.
3. Applaud politely (whistling, booing, or yelling out is inappropriate).
4. Enter and exit the auditorium quickly and quietly under the direction of the teachers.

DRESS CODE

In alignment with District Policy AA419, the following dress code will be enforced at Jordan Hills Elementary:

- A. School Dress and Grooming
Students shall dress in a manner that shows respect for the educational environment and is befitting the day's activities. Students' clothing and jewelry must not present a health or safety hazard or distraction, which

would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/ administrator to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

1. Items that disrupt the educational mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.
2. Items which bear advertising, promotions and likeness of tobacco, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.
3. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed manner. Hair, which is so conspicuous, extreme, odd in color or style that it draws undue attention, disrupts, or tends to disrupt or interfere with the learning atmosphere at the school, shall not be allowed.
4. Clothing, jewelry, accessories and piercings which are so conspicuous, extreme, or odd that they may draw undue attention, disrupt, or tend to disrupt, interfere with or pose a health or safety issue to the learning atmosphere at the school, shall not be allowed.
5. All students shall wear clean clothing. Students shall not wear clothes that are mutilated, cut off, or immodest, e.g., short shorts, mini skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, or similar clothing. Clothing shall cover the midriff, underwear, backs, and cleavage at all times. Skirts, dresses and shorts must be at least mid-high length or longer when seated.
6. Students shall comply with the laws that govern wearing military uniforms and insignias ([Title 10, USC §771-772](#), and [Army Regulation 670-1 §29-4](#)).
7. Hats of any kind are not allowed within the building except as part of an approved activity, or for religious, or medical purposes.
8. School officials may require students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities.
9. Gang-related clothing, colors, and paraphernalia shall not be allowed in schools or activities. School administration will determine what constitutes “gang” clothing, colors, and paraphernalia after consultation with law enforcement agencies as needed.
10. Shoes shall be worn at all times that ensure personal safety and hygiene.

PLAYGROUND CONDUCT

The following rules will help keep our students safe and contribute to overall safety and enjoyment for the entire student body:

1. Playing will only be allowed in designated playground areas
2. Students may participate in organized games but should allow access for any other student to join the game
3. Contact games that include tackling, tripping, pushing, and hitting will not be permitted at school
4. Snowball and rock throwing are not permitted

5. Sliding on the snow, ice, or on the lawns is not permitted
6. Respect will be given to everyone
7. Students will follow directions from supervising adults
8. Fighting will never be allowed on the campus. Intimidation, whether physical or verbal, will not be allowed
9. Playground materials and equipment must be used safely and appropriately
10. Baseball bats are not to be used at recess
11. Students are to remain on campus during recess

REWARDS FOR GOOD BEHAVIOR

Students at Jordan Hills are often rewarded for good behavior. These rewards include recognition from teachers, recognition from the principal, receiving a token from the office to get a prize from the “treasure tower”, and extra privileges. We love to catch our students doing good things!

SAFETY PATROL/STUDENT COUNCIL

Sixth grade students may have the opportunity to participate in the Safety Patrol program. Information regarding this program will be sent home with students during the first week of school.

Fourth, fifth, and sixth grade students may have the opportunity to run for Student Council. Information will be sent home with students during the first week of school.

BULLYING

Our school will be participating in bully prevention programs and positive school support programs such as Bully Blockers and Prevention Dimensions. All students will learn universal rules and expectations about bullying, as well as learn that bullying includes many different behaviors that are hurtful to students who are targets and witnesses of bullying. Students will learn that:

- Bullying is one-sided. It is intentional and repeated.
- It happens when someone purposely hurts, frightens, or threatens another.
- It happens when someone purposely and repeatedly excludes others, ridicules, spreads rumors, or makes offensive comments.

If you...

YELL at kids

HIT kids

TEASE kids

INSULT kids

PICK ON kids

KICK kids

THREATEN kids

PUT DOWN kids

EXCLUDE kids

You are acting like a BULLY
Bullying is not tolerated here.

STOP IT BEFORE IT SPREADS`

ADDENDUM: Report bullying issues to classrooms teachers or office administration.

DISCIPLINE POLICY

Self-discipline for our students is the goal of every teacher and the school's administration. We believe that all students deserve a positive educational environment for academic and social growth. To create such an environment, we have instituted the "Think Time" program to assist students in following the school/classroom rules. Positive behaviors are identified, taught, encouraged, and reinforced. Because this method has been adopted school-wide, all students come to understand it is the culture of our school.

The use of "Think Time" is not viewed as the only response to disruptive behavior. It is used in conjunction with other school and classroom strategies to ensure a safe and positive learning environment for all students. It is used in all areas of the school: classroom, cafeteria, playground, halls, and restrooms.

Each teacher and staff member at Jordan Hills will be participating in this school wide discipline. This is a non-confrontational approach to behaviors that disrupt the positive learning environment at school. "Think Time" has two parts:

The first part is designed to allow a student to focus and gain self-control by moving away from the current classroom environment.

The second part gives the student the opportunity to gain self-awareness of his/her behavior and to create a personal plan for future success in the classroom. The student then returns to the classroom.

"Think Time" is intended to be used with any and all students as their behavior detracts from the educational climate of the school. This technique not only reduces stress in the classroom, but also helps students take responsibility for their own behavior and stresses the importance of a positive learning environment.

Students who engage in fighting, physical aggression, or other violent behavior will not receive "Think Time", rather, they will be referred to the principal for disciplinary actions and parents will be notified. In severe cases where the problems cannot be resolved at the school level, a hearing with the District's Screening Committee will be requested and an alternative placement will be investigated. District Policy (AS67 NEG)

ELECTRONIC DEVICES

Students are allowed to have personal electronic devices at school, but these devices may not be turned on or used during the school day (8:25-3:05). We realize the possible need for technology, but do not wish for these devices to interfere with academic instruction. Students are allowed to call home from the office when necessary. All personal electronics brought to school are done so at the responsibility of the students, and Jordan Hills cannot be held liable for damage or loss.

ACCIDENT INSURANCE

Parents have the option to enroll their children in a health and accident insurance plan. For more information regarding this plan and for online enrollment visit:
www.hsri.com/K12_enrollment

PTA/SCHOOL COMMUNITY COUNCIL

PTA and School Community Council would love to have your help!

The Jordan Hills PTA and School Community Council support our students through various programs and activities. Can you help? We would like to encourage every parent to become involved. There are lots of ways you can do this and they can fit into even the busiest schedule. If you would like to become a committee member, or donate one-time help with an activity or program please contact your child's teacher at 801-280-0238 or contact a member of PTA or School Community Council. Contact information is found on our school website at:

<http://jordanhills.jordandistrict.org/community/>

THANK YOU in advance for your interest in helping making this year **GREAT** for our children!!