

Bluffdale Elementary Information and Procedures 2018-2019

Animals

Jordan School District no longer allows pets on school property or in the school building. Only service animals are allowed. This is due to the safety of our students as many students have health issues/allergies with animals.

Attendance

State law requires regular school attendance. We are committed to making every day meaningful for every student. Please support us in this goal by sending your child to school every day that he/she is not sick. If your child stays home for some reason, please call the office to report the absence. If it is necessary to go on a vacation, please obtain a Vacation Excusal Form from the office, fill it out and obtain the required signatures. Students may be excused for up to 10 days vacation time during the school year. As part of the online registration process, you will fill out and sign a "Compulsory Education Form." This form describes the legal obligation parents are under to make sure their elementary age students are consistently in school.

Arrival At School/Departure

The welcome bell rings at 7:55 a.m. for EB and 9:10 a.m. for LG. The school day begins promptly at 8:00 a.m. EB and 9:15 a.m. LG. Students should not arrive to school more than 15 minutes before the bell rings. To minimize the potential for accidents or confusion, students are asked to use the entrance assigned to their grade level when entering or exiting the building. When the dismissal bell rings, students are expected to go directly home at the end of each school day.

Birthday Treats and Invitations

Please do not bring gifts, flowers, balloons, etc. to your child on his/her birthday. These items are often lost, stolen, or broken during the school day and may create distractions in the classroom. We ask that you not send party invitations for distribution at school. This practice can be disruptive and often creates hard feelings among classmates.

Cell Phones and All Other Electronic Devices

Possession of a cellular telephone by a student is a privilege that may be forfeited by any student that uses his/her cell phone inappropriately. A student who possesses a cellular phone shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones brought onto school property. Cellular telephone use during classroom time, instructional activities and field trips is prohibited. Cellular telephones must remain off during these times. Exceptions to this policy may be granted by school administration on a case by case basis to accommodate family emergencies or medical necessity. Student violating these guidelines will be disciplined in accordance with District Policy AS67 - Discipline of Students (<http://policy.jordandistrict.org/as067/>).

Any use of an electronic device that exploits personal information, disrupts the educational process, invades personal privacy or compromises the integrity for educational programs is strictly prohibited. Students in violation will be disciplined in accordance with District Policy AS67 - Discipline of Students (<http://policy.jordandistrict.org/as067/>). Photographs and/or videos

are not to be taken of any person using such device.

Checking Students Out

All patrons who will be checking a student out during school hours, will be asked to present a photo ID to the office assistants.

Code of Conduct

We believe that all children benefit from a learning environment where they are free to actively participate in the learning process without repeated distractions or disruptions. We expect our students to behave responsibly in the classroom, on the playground, on buses, walking to and from school, and while participating in other school-related activities. If situations arise where a student's behavior is so disruptive or dangerous that it interferes with the learning and/or safety of any student or staff member, appropriate action will be taken. Our school and each grade/class have basic rules and implement a specific code of conduct based on the school's philosophy that children should receive positive reinforcement for appropriate behavior and consequences when necessary for inappropriate behavior. Parents will be informed of serious or chronic problems and parent conferences will be held if necessary. Extreme behavioral issues (drug and alcohol, sexual harassment, fighting, and weapons violations, for example) may result in suspension or referral to a district hearing in accordance with district policy AS67.

Students are rewarded for following school expectations and 7-Habits by:

- Select students from classrooms will be recognized as a Student of the Month
- Individual classroom awards and student recognition are given on a class by class basis.
- Top Dog Tickets

Consequences for not following school expectations include:

- Individual warnings
- Think Time (Allowing students to take time and reflect about the misbehavior or other positive alternatives)
- Natural consequences
- Conference with teacher, parents, administration
- In School Suspension
- Out of School Suspension

At Bluffdale, we are particularly concerned about ensuring the safety of each student. Students that have had repeated acts of verbal intimidation, cyber intimidation or physical aggression may be referred to a District Safe Schools Hearing or to the Jordan Family Education Center for anger management or other recommended classes. Severe acts of aggression may result in immediate suspension to a District Level Hearing.

Discipline Procedures

A problem-solving approach will be used with all discipline at Bluffdale Elementary. Students, parents and teachers will be included as part of the team to problem solve, teach replacement behaviors and support changes.

Bullying

- A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. See District Policy AS98-Bullying and Cyberbullying.
- Students and staff at Bluffdale have the right and privilege to work in a bully-free

environment.

- Bullying is defined as “repeated aggressive behavior that is intentional and involves an imbalance of power or strength”, through (1) physical bullying: hitting and/or punching; (2) verbal bullying: teasing or name calling; (3) non-verbal or emotional bullying: intimidation through gestures, social exclusion and relational aggression; and (4) cyberbullying: sending insulting, threatening, or harassing messages by phone, computer, or electronic messaging.

To prevent bullying at Bluffdale Elementary:

- Bullying training will be provided to teachers, instructional assistants, and students using the district provided Bully Blockers curriculum and Leader In Me.
- Students will learn how to recognize bullying, report it, and solve problems in a positive, productive way. Students will also be encouraged and reinforced for kindness through the school kindness initiative. Research has shown that where attention goes behavior grows. At Bluffdale we are working to grow kindness for all students.
- Students are instructed to accurately report bullying to teachers, instructional assistants, playground aides, and/or school administration as soon as it happens so that it can be resolved.
- If a student reports bullying, school staff will discuss the issue with the students involved and will contact school administration as needed. School administration will contact parents involved and will determine a plan to prevent bullying. In-school or out-of-school suspension, bus suspension, or expulsion of the student(s) involved in the bullying will be considered, so as to create a safe, productive environment for all students.

Discouraged Items

Students should not bring toys, electronic music players, skateboards, roller blades, roller shoes, electronic games, fireworks, or weapons/weapon facsimiles of any kind to school. These items often disrupt the learning environment and may pose a safety risk to students. Such items also tend to “grow legs” and wander away.

Dispensing Medications

Legally, we can only administer medication to students at school if the student’s parent or legal guardian provides a written request that medication be administered during school hours, and a “Request for Giving Medications at School” form has been filled out by the child’s physician and provided to the school. These legal parameters exist for both prescription and over-the-counter medications. If your student requires a health care plan for medical conditions or health concerns, please contact the office or your child’s teacher.

Dress Code

Dress and grooming expectations for all students in the district are clearly outlined in our District Policy Manual. This policy states: *“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-thigh length or longer when seated.”* Student dress and grooming are directly related to positive hygiene, safety, discipline and achievement. Please review the dress code and support us by sending your child to school in modest, appropriate school attire.

Home and Hospital Instruction

Students who are expected to miss school for ten or more consecutive school days due to an

illness or injury are eligible for Home and Hospital instruction. A parental request and a written recommendation from a licensed physician are required to initiate this service. If an illness or injury causes a student to miss several school days, but not the ten days required for Home and Hospital instruction, the parent(s) should make arrangements to get homework from the child's teacher.

Homework

Homework is a valuable part of the learning process. Students should expect to have some homework. The amount will vary according to the age of the student, the subject, the amount of study time allowed in class, and how effectively the student uses the class time provided.

Parking Lot Safety

For the safety of our students, we ask you to abide by some basic guidelines. When picking up or dropping off a student in the morning or afternoon, please use the lane provided for that purpose on the **south side** of the building. Please use the drop off and load lanes provided at all times. Please don't expose your student to traffic when they are entering or exiting the family car. Zero fatalities. It's a goal we can all live and be happy with. The combination of bus, car, and pedestrian traffic during these times poses particular risks that we are working to minimize. Please don't magnify those risks by pulling through the busing area drop off and loading. Of course, you are always welcome to pull into the main parking lot, park your car and then walk into the school if you have business to conduct with the office or a teacher.

Personal Property

Jordan School District is not responsible for personal property that is lost, stolen, or vandalized or which may have been entrusted for storage and/or safekeeping by the district or any of its employees. There is no provision to pay for personal items that are lost, stolen, or vandalized on our premises. Please encourage your child not to bring toys or other valuables to school.

Punctuality

Punctuality is a valuable life skill that we encourage at Bluffdale Elementary. Learning time is interrupted and important instructions for the day are missed when students arrive tardy. Our students are expected to arrive on time every day prepared to take advantage of the educational opportunities provided. Students who arrive late must be checked into the main office before reporting to class by a parent/guardian.

We have reviewed the Bluffdale Elementary School Information, Procedures, and Code of Conduct, including the “discipline procedures” that outline consequences for not following the Code of Conduct.

We have also reviewed the Jordan School District Dress Policy and Dangerous and Disruptive Conduct Policy found in the Code of Conduct and Elementary Registration Booklet.

We will support these policies.

Student _____ Date _____

Student _____ Date _____

Student _____ Date _____

Student _____ Date _____

Parent _____ Date _____

Parent _____ Date _____

Please have all of your students who attend Bluffdale sign the document. Parents, please sign and return this page to the office. Thank you for your assistance in ensuring our students’ safety.