



**RIDGE VIEW**  
ELEMENTARY

**Code of Conduct**  
2024 – 2025

# Ridge View Elementary

[ridgeview.jordandistrict.org](http://ridgeview.jordandistrict.org)

*This handbook provides general information about school policies. Additional concerns or questions may be directed to the main office.*

## **Attendance Policy**

Jordan District Policy AA432 recognizes that regular attendance at school facilitates academic achievement. The interactions that take place between students and teachers in the classroom are invaluable components of the learning experience. The benefits of this face-to-face instruction, once lost, cannot be entirely regained. Utah's Compulsory Education Law states that all school age children must be in attendance at school unless there is a valid and legitimate excuse (Utah Code 53-A-11-101). The goal of the attendance policy is to increase student success by encouraging daily attendance and to help students develop personal responsibility in preparation for attendance expectations in their future.

It is the responsibility of students, parents, teachers, and administration to ensure that a student is in attendance.

Student responsibilities include:

- Be in school regularly and arrive on time
- Collect work missed during an absence

Parent responsibilities include:

- Ensure that their student attend regularly and arrive on time
- Notify the school of absences

Teachers and administration will work cooperatively with students and parents to encourage and improve school attendance. The administration will use earnest and persistent effort, including parent notification, to deter excessive and unexcused student absences.

## **Arrival/Dismissal**

Students are expected to enter and leave the building through assigned grade level doors. Teachers will greet students at grade level doors when the first bell rings.

## **Check-ins**

Students arriving at school after 9:00 a.m. must check in at the front office and receive a tardy slip before going to class. Late arrivals due to illness, medical or dental appointments are noted in Skyward.

## **Check-outs**

All students must be checked out in the office. Please arrange for check-outs in advance by contacting the teacher and/or office. Students will be checked out only to adults listed on their Skyward account. *In an effort to limit classroom and instructional interruptions, please make after school arrangements and plans prior to sending your child to school.*

## **Behavior Standards and Expectations**

The School-Wide Positive Behavioral Interventions and Supports (PBIS) Program aims to decrease inappropriate student behaviors and recognize positive student actions and contributions that are conducive to teaching and learning.

Ridge View Elementary is committed to providing students with an emotionally and physically safe learning environment through the following supports:

- Students, staff, and parents are educated on rules and expectations at the beginning of the year and throughout the year as needed. Please refer to the "School-Wide Behavior Expectation Matrix" at the back of this handbook.
- Students will learn how to recognize bullying, report it, and resolve problems in a positive and productive way.
- Positive behavior is reinforced through the Principal's PRIDE Club, Monthly Recognition Award Assemblies, Good News Phone Calls, and other class and school-wide behavior support implemented through the Ridge View PRIDE Code and School-Wide Behavior Expectations.
- Consequences for student misbehavior focus on learning and are applied in a fair and consistent manner, respecting individual rights, responsibilities, ability, needs, age and maturity. Most situations can be resolved by working together (students, parents, teachers, and administrators). In the event of a significant behavior issue, students may be suspended in or out of school.

Reporting Process

- Students are instructed to report incidents of bullying and/or other concerns to teachers, instructional assistants, playground aides, and/or administrators as soon as it occurs so that it can be resolved. We strive to ensure that all students are safe at school.
- Parents are encouraged to communicate concerns with teachers or administrators.
- When issues arise we will use a problem-solving approach, which includes the involvement and participation of students, parents, and staff.

## **Classroom Conduct**

Every student has the right to learn. Students are expected to act in a manner that contributes to a productive learning atmosphere for themselves and their classmates. Disruptive behavior that inhibits learning will be resolved between the teacher, administration, and parent/guardian. Please refer to Jordan District Policy AA419 - Student Conduct and Dress.

## **Discipline Referrals**

When a student misbehaves to the extent of warranting administrative intervention, the staff member working with the student will complete an Office Discipline Referral. The Administration will use a hierarchy of interventions to support the student in acquiring the skills necessary to change the behavior. In the event of a significant behavior issue, the administration will follow Jordan District Policy AS67 - Discipline of Students

## **Dress Code – School Dress, Grooming and Appearance**

Dress and appearance standards include (but are not limited to) the following general standards:

Any clothing, jewelry, accessory, footwear, personal item or appearance practice may be prohibited when it:

- Draws undue attention, distracts, disrupts, and/or interferes with the learning environment at school or school sponsored activity.
- Endangers or affects the health, safety and/or welfare of the individual or others.
- May cause damage or harm to individuals, school devices, resources, equipment or facilities.
- Limits the ability to identify the student.
- Appears as an attempt to challenge the intent and scope of policy or the authority of the school.

Specific dress and appearance standards are found at Student Support Services online at <https://studentsupport.jordandistrict.org/dresscode>.

### **Harassment/Bullying Policy**

The purpose of this policy is to assure a learning environment that is free from harassment of any kind and is in compliance with state and federal law. Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. 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.

- Physical bullying: hitting and/or punching
- Verbal bullying: teasing or name calling
- Non-verbal or emotional bullying: intimidation through gestures, social exclusion and relational aggression
- Cyber-bullying: sending insulting, threatening or harassing messages by phone or computer, or electronic messaging

Involvement in any activity which violates federal, state or local law or regulation, disrupting normal school proceedings, or causing, or attempting, threatening or conspiring to cause other students to violate federal, state or local law or regulation or to disrupt school proceedings, or attempting, threatening or conspiring to do any of these. For a full explanation of this policy see Jordan District Policy AS98 - Bullying and Cyberbullying

### **Bicycles, Skateboards, Scooters, Rollerblades**

Students must walk with these items when on school property. The student is responsible for securing these items at the bike rack. Lost or stolen bicycles, skateboards, scooters, or rollerblades are not the responsibility of the school.

### **Inclement Weather**

When the temperature is below 21 degrees or if precipitation is coming down that will soak students, we will call an 'Inside Day'. Please encourage your child to dress appropriately for the weather and to come prepared for recess out in the cold. When kids have the right gear, they can have fun along with a much needed break outside. We follow the state guidelines for air quality and monitor it on a daily basis to plan for recess.

### **Medications**

Students are not permitted to carry any medication except for an inhaler or EpiPen when proper paperwork is completed in the office. Prescription and over-the-counter medicines in the original container are to be kept in the front office along with a medication form that has been filled out and signed by the parent and physician. The required medication forms are available in the front office or on our website. *These forms must be submitted each year.*

### **Personal Electronic Devices**

When authorized by school personnel, electronic devices or resources may be used at school or a school sponsored activity. Any use of an electronic device or resource, whether personal or district/school owned that disrupts the educational process or compromises the integrity of educational programs is strictly prohibited., ([AS98-Bullying, Cyberbullying and Hazing](#)). The possession, use, or care of any electronic device or resource is a privilege that may be forfeited if it causes a disruption to the learning environment. At no time shall the District be responsible for preventing theft, loss or damage to personal electronic devices or resources brought to school or school sponsored activity. **Personal electronic devices must remain in the student's backpack on silent mode during the school day unless authorized to use by the teacher or administration.**

### **Personal Items at School**

Jordan School District is not responsible for any personal property that is lost, stolen, or vandalized. There are no provisions that allow payment for any personal item, which is taken from a student enrolled in the Jordan School District.

### **Textbooks & Chromebooks**

The school furnishes textbooks, Chromebooks, and other materials. Students are expected to use these items in a responsible and respectful manner. Students/parents will be responsible to pay for items lost and/or damaged beyond reasonable daily use.

### **Vacations (Educational Leave)**

A student may be allowed up to a maximum of ten days for travel/vacation each school year provided that an Educational Leave Form is submitted to the office prior to the absence. Parents/guardians must make homework arrangements with the teacher at least five days in advance of the absence. The student will receive a comparable number of days to complete homework. For example, if a student is absent five days, homework will be due five days after his/her return from vacation.

# RIDGE VIEW ELEMENTARY

## School-Wide Expectations

I can...	CLASSROOM	HALLWAY	CAFETERIA	LIBRARY	RESTROOM	PLAYGROUND/ RECESS	ASSEMBLY	WALK TO READ	BUS	ARRIVAL <del>AND</del> DISMISSAL
	STAY ON TASK, PARTICIPATE, & ENCOURAGE OTHERS	GREET OTHERS WITH A SMILE & USE A QUIET VOICE	BE COURTEOUS & SPEAK KINDLY TO OTHERS	WALK AT ALL TIMES & KEEP HANDS, FEET, & OBJECTS TO MYSELF	USE A QUIET VOICE & RESPECT OTHERS' PRIVACY	INCLUDE & ENCOURAGE OTHERS	WAIT QUIETLY DURING SEATING & DISMISSAL	HAVE A GOOD ATTITUDE & ENCOURAGE OTHERS IN MY GROUP	BE FRIENDLY TO OTHERS & USE A QUIET VOICE	TURN OFF ELECTRONICS & ARRIVE READY TO LEARN
	TREAT OTHERS KINDLY & KEEP BODY & OBJECTS TO SELF	FACE FORWARD & WALK QUIETLY ON THE RIGHT SIDE OF THE HALL	USE APPROPRIATE TABLE MANNERS & EAT MY OWN FOOD.	TAKE CARE OF THE BOOKS I CHECK OUT & RETURN THEM ON TIME	KEEP THE RESTROOM CLEAN & USE TOILET PAPER & TOWELS PROPERLY	KEEP THE PLAYGROUND CLEAN & USE EQUIPMENT PROPERLY	STAY SEATED & FACE FORWARD SO OTHERS AROUND ME CAN SEE & HEAR	MAKE QUICK & QUIET TRANSITIONS & BE KIND TO EVERYONE	FACE FORWARD, STAY SEATED, & KEEP HANDS, FEET, & OBJECTS TO MYSELF	WALK, NOT RUN, TO & FROM THE CAR OR BUS
	ACTIVELY PARTICIPATE IN MY LEARNING	HOLD THE DOOR FOR OTHERS & PICK UP TRASH IF I SEE IT	STAY SEATED WHILE EATING & CLEAN UP AFTER MYSELF	PARTICIPATE & USE MATERIALS PROPERLY	THROW TRASH IN THE GARBAGE CAN & REPORT IF THERE IS A PROBLEM	SHARE EQUIPMENT, TAKE TURNS, & PLAY FAIR	BE A POSITIVE AUDIENCE MEMBER & PARTICIPATE WHEN APPROPRIATE	PARTICIPATE 100% OF THE TIME & STAY ON TASK	WATCH FOR MY BUS STOP & KEEP TRACK OF MY PERSONAL BELONGINGS	USE CROSSWALKS, WALK MY WHEELS, & FOLLOW SAFETY RULES
	LISTEN & FOLLOW ALL DIRECTIONS	LISTEN & FOLLOW ALL DIRECTIONS	KEEP HANDS, FEET, & OBJECTS TO MYSELF	USE A QUIET VOICE AT ALL TIMES	FLUSH THE TOILET & WASH MY HANDS WHEN DONE	FOLLOW PLAYGROUND RULES & PLAY IN DESIGNATED AREAS ONLY	SIT QUIETLY & KEEP HANDS & FEET TO MYSELF	QUICKLY FOLLOW ALL INSTRUCTIONS & ACTIVELY LISTEN	LISTEN TO THE BUS DRIVER & FOLLOW ALL DIRECTIONS	LISTEN & FOLLOW ALL DIRECTIONS
	BE READY TO LEARN, WORK HARD, & TRY MY BEST	WALK DIRECTLY TO MY DESTINATION	WALK AT ALL TIMES, WAIT MY TURN IN LINE, & USE A QUIET VOICE	PRACTICE & IMPROVE MY READING	USE THE RESTROOM QUICKLY & QUIETLY	LINE UP WHEN THE BELL RINGS	BE AN ACTIVE LISTENER & APPLAUD OR CHEER AT APPROPRIATE TIMES	PUT FORTH MY BEST EFFORT & CELEBRATE PROGRESS	FOLLOW ALL SAFETY RULES & KEEP THE BUS CLEAN	LINE UP IN ASSIGNED AREA & BE READY WITH MY BELONGINGS