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RIDGE VIEW
ELEMENTARY

Code of Conduct
2019 – 2020

Ridge View Elementary

ridgeview.jordandistrict.org

Ridge View Elementary is a great school with outstanding staff, students, and academic programs. The information in this handbook can help answer questions you may have about our school. If you have further concerns or questions, please feel free to contact 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. 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 supports 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, administration will follow Jordan District Policy AS67 - Discipline of Students

Dress Code – School Dress, Grooming and Appearance

Jordan District Policy AA419 has set the standards for school dress and appearance. Included in this policy, but not exhausted in this list:

- Personal items shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive items that bear advertising, promotions and likeness of tobacco, alcohol, or drugs shall not be worn.
- Hair shall be kept clean and not conspicuous, extreme, odd in color or style so that it draws undue attention, disrupts, or tends to disrupt or interfere with the learning atmosphere at the school.
- Clothes that are mutilated, cut off, or immodest (short shorts, mini skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, or similar clothing) shall not be worn.
- Clothing shall cover the midriff, underwear, and backs at all times.
- Skirts, dresses and shorts must be at least mid-thigh length or longer when seated.
- Hats or gloves are not to be worn inside the school building except as part of an approved activity, or for religious, or medical purposes.
- Shoes shall be worn at all times that ensure personal safety and hygiene.
- Slippers are not allowed except as part of an approved activity, or for medical purposes.

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.

Cell Phones

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 must be authorized by the teacher. Exceptions to this policy may be granted by school administration on a case by case basis to accommodate family emergencies or medical necessity. Students violating these guidelines will be disciplined in accordance with Jordan District Policy AS67 - Discipline of Students.

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 Items at School

Jordan School District is not responsible for any personal property that is lost, stolen, or vandalized. There are not provisions that allow payment for any personal item, which is taken from a student enrolled in Jordan School District.

Textbooks

The school furnishes textbooks and other materials. Students are expected to use books and materials 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 Behavior Expectations

I CAN...	Classroom	Hallway	Cafeteria	Library	Restroom	Playground/ Recess	Assembly	Bus	Arrival & Dismissal
P Positive	Have a good attitude and give appreciations to my peers.	Greet others with a smile.	Be courteous. Say, "Please," and "Thank you."	Help others.	Wait my turn patiently.	Speak kind words to others.	Applaud and show appreciation for the presenter.	Be friendly to others.	Come to school happy and ready to learn.
R Respect	Keep hands, feet, and body to myself. Take turns and share.	Walk quietly and respect other classes.	Respect others' space. Use appropriate table manners.	Keep checked-out books in a safe place. Line up quietly.	Flush. Give privacy to others. Use an inside voice.	Acknowledge feelings of others.	Enter and exit quietly. Keep hands, feet, and objects to myself. Listen to the presenter.	Listen to the bus driver. Keep bus clean.	Be on time.
I Involvement	Invite, include, and accept others. Be an active participant in my own learning.	Enjoy displays with my eyes only.	Invite and include others to sit at the table. Be open to meeting new friends.	Use materials and equipment properly. Return books on-time.	Keep floors and sink dry and clean. Report a problem.	Invite and include others to play.	Keep questions/comments on-topic and be prepared to learn from the presenter.	Pay attention to my bus stop. Keep track of my belongings.	Walk at all times. Follow car and bus safety rules.
D Directions First Time	Follow directions and routines.	Listen to adults' directions.	Sit correctly. Clean up my area.	Use a quiet voice.	Wash my hands with soap and water.	Follow playground rules.	Be a good audience member. Stay seated for the entire assembly.	Listen to the bus driver. Stay in my seat. Keep my feet in front of me and on the floor.	Listen to adults the first time.
E Excellence	Always do my best. Be prepared to learn.	Go directly to my destination. Keep the floor clean.	Use polite language. Walk and wait my turn in line. Use the appropriate entrance & exit.	Choose to read daily.	Use restroom responsibly. Return to class quickly.	Be honest about my own behavior.	Strive to make my class the best behaved class.	Share seats. Help others.	Line up and be ready with belongings. Remove my hat and turn off electronic devices.

Please sign below and return the bottom portion to your teacher during the first week of school.

My child, _____, and I have reviewed the Ridge View Elementary Code of Conduct.

Student Signature

Date

Parent Signature

Date