



School Code of Conduct

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. Utah's Compulsory Education Law states that all school-age children must attend school unless there is a valid and legitimate excuse (Utah Code 53-A-11-101).

It is the responsibility of students, parents, teachers, and administrators to ensure that each student attends school as frequently as possible.

Student responsibilities include:

- Attending school regularly and arriving on time, as well as picking up students on time
- Collecting work missed during an absence in a timely manner

Parent responsibilities include:

- Ensuring their student attends regularly and arrives on time
- Notifying the school of absences

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

Attendance codes seen on Skyward:			
Excused		Unexcused	
E	Excused absence (<i>requires written documentation or a phone call from parent</i>)	A	Student was absent and the school received no call or note from parent/guardian.
V	<i>Prearranged</i> Vacation/ Educational leave (max.10 days per/yr)	L	Excused Tardy
C-I C-O	Checked in or out by parent (with a valid and verified excuse)	T	Tardy

Guidelines:

- Valid excuses include illness, medical/dental appointment, death of family member, court appearance, and approved school activities.
- Illness absences will be excused (coded: E) **only** by receiving a phone call from a parent or providing written verification. See office staff in event of other valid absences.
- Students are responsible for work missed resulting from ANY absence, excused or unexcused.
- Educational leave form must be completed at least one week prior to the trip and any work provided must be completed for it to be excused.

Attendance Procedures

1. Compulsory Education Letter (attendance letter #1) is part of the registration for schools.
2. Under Jordan District Policy, AA432, legitimate absences are defined as: verified illness, medical appointments, bereavement, court appearances, emergencies, pre-approved educational leave, and special family or religious events.
3. After five unexcused absences the principal sends attendance letter #2. Improved attendance is encouraged.
4. After 10 unexcused absences, attendance letter #3 is sent.
5. After 15 unexcused absences, attendance letter #4 is sent.
6. An appropriate amount of time will be given for making up work.
7. A parent or authorized designee must come to the office to check out a student.
8. Attendance letters will be printed on a monthly basis.

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.

Arrival/Dismissal

Students are expected to enter and leave the building through assigned grade-level doors. Teachers will greet students at these doors when the first bell rings at 8:55 a.m. If students arrive at or before 8:55, they are expected to line up with their classes by their grade level doors.

Please do not send your child to school early! There is no supervision on the playground before and after school. Students will not be invited into the building as our staff needs that time to prepare for the school day.

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 or medical/dental appointments are noted in Skyward. If your child is checked in after mid-morning, you will receive a call indicating that they arrived late. If you have any questions about this from day to day, please feel free to call the office for clarification.

Check-outs

All students must be checked out at the office. Students will be checked out only to adults listed on their Skyward accounts. To limit classroom and instructional interruptions, please make after-school arrangements and plans prior to sending your child to school. Please let your child's teacher know if they will be leaving early. Once approved adults are in the office to pick up students, then the student will be called down to the office to leave.

Bicycles, Skateboards, Scooters, Rollerblades, etc

The school cannot assume responsibility for stolen, lost or bicycles or scooter. Ridge View provides bike racks and cages for bikes and scooters. **These cages are not locked!** You should provide a lock for your bike or scooter. **Students and family members on school property must walk their bikes and scooters while on school grounds. They are not to be ridden on school grounds or while crossing marked crosswalks.** These rules are enforced before and after school.

Heelys shoes can be worn to school but the wheels should be removed and not be used while on school campus.

Skateboards, rollerblades, hoverboards, and little motorized transportation such as motorcycles are never allowed at school due to the danger they pose.

Inclement Weather

We'll announce an "Inside Day" when the temperature or "feels like" reading is below 21 degrees, or if rain or snow is heavy enough to soak students. On Inside Days, students may enter the building starting at 8:45 AM, and recess will be held indoors.

Please encourage your child to dress appropriately for the weather and come prepared for outdoor recess in the cold. We follow state guidelines for air quality and monitor it daily 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 their original containers, are to be kept in the front office along with a medication form filled out and signed by the parent and physician. Required medication forms are available in the front office or on our website. These forms must be submitted each year.

Personal Electronic Devices

Student use of personal electronic devices—including cell phones, tablets, smart watches, etc.—is not permitted during the school day unless authorized by school personnel. Electronic devices must remain in the student's backpack, turned off or on silent mode, during the day. The school is not responsible for theft, loss, or damage to personal electronic devices. For a full explanation of this policy, see [Jordan District Policy AA453](#) - Use of Personal Electronic and Communication Devices.

Personal Items at School

Items such as toys, games, balls, cards, sports equipment, etc. should remain at home. If such items are brought to school, they will be confiscated. The school is not responsible for personal property that is lost, stolen, or vandalized.

Technology

Technology is an integral part of learning at Jordan School District. School-issued Chromebooks or iPads will allow for continued learning opportunities. The purpose of a Chromebook or iPad is to help students at school complete academic tasks, collaborate more effectively, and further their education.

- Students and parents accept responsibility for safeguarding the Chromebook or iPad.
- Students should never attempt to repair the Chromebook or iPad.
- If the Chromebook or iPad becomes damaged or broken due to negligence, the student and parents will be held liable for the repair or replacement of the Chromebook or iPad.
- If the student loses the Chromebook or iPad, or it is stolen, they are responsible for the replacement fee. For stolen Chromebooks or iPads, a police report must be filed.

Lunch Account Balances

Please replenish your student's breakfast/lunch account by the end of each month so that your student does not have an outstanding balance carried over. If your child accrues a negative balance that is not paid after several attempts by the school to collect the money owed, the school may turn the balance over to a collection agency. Please contact the school office if you have questions.

If you would like to apply for free/reduced breakfast/lunch you may apply in your Family Skyward account or get an application in the office.

The following prices are for breakfast and lunch for the 2026 - 2027 school year.

Lunch

- Student Lunch \$2.25
- Student Reduced Lunch \$0.00 - to take effect after application has been submitted
 - (Utah Legislature is covering the cost for reduced lunch under UT House Bill 100)
- Adult Lunch \$5.00

Breakfast

- Student Breakfast \$1.30
- Student Reduced Breakfast 30¢
- Adult Breakfast \$3.00

RIDGE VIEW ELEMENTARY



SCHOOL-WIDE EXPECTATIONS



RAPTORS ARE...	CLASSROOM VOICE LEVEL: 0-3	HALLWAY VOICE LEVEL: 0	CAFETERIA VOICE LEVEL: 2	RESTROOM VOICE LEVEL: 0	PLAYGROUND VOICE LEVEL: 4	ASSEMBLY VOICE LEVEL: 0	ARRIVAL & DISMISSAL VOICE LEVEL: 3
RESPECTFUL	FOLLOW ADULT DIRECTIONS QUICKLY USE KIND WORDS AND ACTIONS RAISE HAND	WALK DIRECTLY TO MY DESTINATION	SAY PLEASE AND THANK YOU FOLLOW ADULT DIRECTIONS QUICKLY STAY IN LINE USE APPROPRIATE TABLE MANNERS	USE THE RESTROOM WHEN NECESSARY GIVE OTHERS PRIVACY KEEP FLOORS AND SINKS CLEAN	USE KIND WORDS AND ACTIONS STOP, TALK, AND WALK	SIT ON POCKETS EYES AND BODY ON THE PRESENTER USE THE RESTROOM BEFORE OR AFTER	WALK DIRECTLY TO MY DESTINATION WALK MY WHEELS FOLLOW PLAYGROUND RULES
RESPONSIBLE	READY TO LEARN AND PARTICIPATE USE MATERIALS APPROPRIATELY	WALK WITH ARMS FOLDED OR TO MY SIDE PAY ATTENTION TO YOUR SURROUNDINGS	PICK UP AND THROW AWAY GARBAGE STAY SEATED WHILE EATING	PICK UP AND THROW AWAY GARBAGE FLUSH THE TOILET	KEEP PLAYGROUND CLEAN USE EQUIPMENT CORRECTLY USE THIS TIME TO USE THE RESTROOM	STAY IN SPACE APPLAUD AND RESPOND AT APPROPRIATE TIMES	ARRIVE ON TIME LEAVE SCHOOL GROUNDS PROMPTLY KEEP TRACK OF YOUR BELONGINGS
SAFE	KEEP HANDS, FEET AND OTHER OBJECTS TO YOURSELF BE IN THE RIGHT PLACE AT THE RIGHT TIME	KEEP HANDS, FEET AND OTHER OBJECTS TO YOURSELF BE IN THE RIGHT PLACE AT THE RIGHT TIME LISTEN FOLLOW ADULT DIRECTIONS QUICKLY	KEEP HANDS, FEET AND OTHER OBJECTS TO YOURSELF RAISE HAND TO LEAVE WALK AT ALL TIMES CLEAN UP MY AREA	KEEP HANDS, FEET AND OTHER OBJECTS TO YOURSELF WASH HANDS REPORT PROBLEMS	KEEP HANDS, FEET AND OTHER OBJECTS TO YOURSELF FOLLOW ADULT DIRECTIONS QUICKLY	KEEP HANDS, FEET AND OTHER OBJECTS TO YOURSELF FOLLOW ADULT DIRECTIONS QUICKLY	KEEP HANDS, FEET AND OTHER OBJECTS TO YOURSELF STAY BEHIND THE YELLOW LINE, OUT OF THE ROAD AND THE PARKING LOT USE THE CROSSWALKS