

WJE SCHOOL POLICIES 2012-13

Arriving on Campus

Students should arrive on campus no earlier than 8:20 a.m. For safety reasons, please do not send your children to school early. Our teachers use their time in the morning to prepare for the day's instruction. The classroom doors will not be opened until 8:25 a.m. Students should go home immediately after school ends at 3:05 p.m. There is no supervision provided for children after school hours either on the playground or in the school.

Breakfast

Students wishing to eat breakfast at school must be in line at the outside cafeteria doors (north side of building) at 8:10 a.m. Students who are in line at that time will be let into the school for breakfast.

Attendance

Regular school attendance is required by law. Legitimate absences include illness and emergency situations. Our state law places the responsibility for a student's attendance with the parent. If a student has excessive absences from school (one absence a week for 5 weeks or more) the school will send a notification letter to the parents which will be followed up by the district.

Please contact the school if your child is absent. The office number is (801) 565-7506. For vacation leave, please obtain a "Vacation Leave" form from the office.

Skylert

To help ensure the safety of our children, the district Skylert system will call the homes of children who do not arrive at school. If your child is going to be absent, please notify the school by phone.

Medical Needs

Please notify the office and your child's teacher if your child has any special medical needs or allergies.

School Security

We have a locked campus. All visitors must enter the school through the main doors and check in at the office. Visitors will sign in and receive an identification tag to be worn while in the school. This helps us know who is in the building.

Checking Children Out Early

Send a note to the teacher whenever you want your child released early. Photo I.D. is required to speak to or check out your student during school hours. If a note or phone call is not received, only the parent, guardian, or someone listed as approved to check out the child will be allowed to check the child out. **Students will not be allowed to walk home before school is over.**

Change of Address or Phone

Please inform the office if you change your address or phone number at home or at work. In the event of an emergency, we need to be able to locate you. This is vital in instances when your child is ill or injured.

Communicating with a Teacher

We invite parents to phone or meet with their child's teacher whenever they have a concern or question. To avoid disrupting the classroom, we encourage parents to make phone calls or schedule appointment times before or after school. Call (801) 565-7506.

Cell Phones

Students may have cell phones at school, but the cell phone must remain turned off during school hours—this includes during recess time. The school is not responsible for loss of or damage to personal property.

School Visitation

We ask that parents working inside the classrooms leave pre-schoolers and small children at home. No school-age children from other schools may visit West Jordan Elementary during school hours, unless they are participating in a school-sponsored activity. Legal complications can arise by having children at school who are not registered in our school.

Student Clothing

Students are expected to 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. Items not considered appropriate for school:

1. Clothing or belongings containing writing, pictures, or insignias that are crude, vulgar, profane, violent, sexually suggestive, or promote the use of tobacco, alcohol, or drugs.
2. Hair which is so conspicuous, extreme, odd in color or style that it draws undue attention, disrupts, or interferes with the learning atmosphere of the school.
3. Clothing that is not clean. Clothing, jewelry, accessories and piercings which are so conspicuous, extreme, or odd that they draw undue attention or pose a health or safety issue shall not be allowed.
4. Students shall not wear clothes that are mutilated, cut off, or immodest, e.g., short shorts, miniskirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, etc. 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.

5. Hats of any kind are not allowed within the building except as part of an approved activity or for medical purposes.

6. Gang-related clothing, colors, and paraphernalia shall not be allowed in schools.

7. Shoes shall be worn at all times to insure personal safety and hygiene.

For safety reasons, students who wear shoes with retractable wheels will remove the wheels while on school grounds.

8. Parents should watch the weather and remind children to dress accordingly.

Playground Safety

Motorized vehicles are not allowed on the lawns, sidewalks, or playground. No alcoholic beverages, drugs, smoking, firearms, archery, golf, or dogs, skateboarding, rollerblading, sleigh riding, tubing, or skiing is allowed on school grounds. Grounds are closed from 10:00 p.m. to 6:00 a.m.

Cafeteria

Our cafeteria serves nutritious lunches daily and we encourage all students to purchase their lunches in the cafeteria. Students may, if they prefer, bring cold lunches from home. Lunch menus will be sent home at the beginning of each month. Menus may be subject to change.

Meals need to be paid for in advance on a weekly or monthly basis. The cost of a regular school lunch is \$1.75 per day or \$8.75 per week. Breakfast is \$0.80 per day or \$0.30 for reduced breakfast. The cost of reduced lunches is \$.40 per day or \$2.00 per week. Milk is \$.25. Free and reduced applications are available online this year. You may also request a form from the school office any time during the school year. A lunch deposit slip is required with each lunch payment.

Transportation

West Jordan Elementary is a walking school. We do not have bus privileges available.

Medicine at School

Utah State Law requires that students not self-administer any medication in an Elementary School. All medication must be kept in the office and administered under the direction of school personnel. In order for the school to administer any medication, the office *must have* on file a **Request for Giving Medication at School Form** which must be filled out and signed by the child's physician. This pertains to non-prescription as well as prescription drugs.

Food and Treats at School

Please check with the classroom teacher or office concerning classroom treats before such arrangements are made. The Salt Lake County Health Department has advised us that foods that are prepared at home for classroom treats are illegal and unwise. If

you want to send a class treat, the following foods are acceptable.

1. Commercially prepared, non-hazardous foods such as cookies, cupcakes or candy in sealed packages.
2. Popcorn, fruits, and vegetables.

Student Code of Conduct

Respect is the key word in Jordan District schools - respect for self, others, and property. All students are expected to behave in a courteous and pleasant manner. Appropriate behaviors are expected in the classroom, on the playground, on buses, on the way to and from school, and at all school activities. Disruptions and abusive behaviors that interfere with the learning and safety of other students will not be tolerated. In instances where behavior violates the school code of conduct, parent help and support will be requested.

Please clip and return to school

Disclosure Statement

My family and I have read and understand the school policies as outlined in this packet.

Family/Student's Names: _____

Student Signatures:

Parent Signatures:

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

Date _____