

West Jordan Elementary School Policies

School hours - Monday - Thursday: 9:00 a.m. - 3:35 p.m., Friday: 9:00 am -1:00 pm

Arriving on Campus

Students should arrive on campus no earlier than 8:40 am. For safety reasons, please do not send your children to school early, as adult supervision doesn't begin until that time. Our teachers use their time in the morning to prepare for the day's instruction. Students should go home immediately after school ends at 3:35 pm. Adult supervision is provided outside after school until 3:45 pm. The first bell will ring at 8:55.

Breakfast

Students wishing to eat breakfast at school must be in line outside the cafeteria doors on the north side of the building at 8:35 am. Students who are in line at that time will be let into the school for breakfast. If students arrive after 8:35 am, they should enter through the same doors and immediately go into the cafeteria. For safety reasons, the doors will remain locked, so an adult will be stationed at that door to let late students in.

Attendance

Regular school attendance is required by law. Legitimate absences include illness and emergency situations. Please contact the school if your child is absent. Any absences we are not notified of are considered unexcused. If a student has excessive, unexcused absences from school, the school will send a notification letter to the parents which will be followed up by the District. We will work with students who must stay out for multiple days due to illness, or quarantine. For vacation days to be excused, please obtain a vacation leave form from the school and return to the office **before** your planned vacation.

Student Absence Verification

To help ensure the safety of all students, an automated call will be placed to the homes of children who are marked as absent without a call from parents. As a result, please double-check your enrollment record in Skyward Access in order to ensure that your phone numbers are updated and accurate. **If your child is going to be absent, please notify the school by phone as soon as possible.** Absences that have not been verified by 9:45 a.m. will receive a phone call from the District's automated system.

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 to the building will need to be "buzzed in." After entering through the front doors, please push the button to your right. The office staff will then respond and you may state your business at the school. The staff will then buzz you in. In accordance with state law, visitors are required to sign in and receive an identification tag to be worn while in the school.

Checking Students Out Early

Please send a note to the teacher whenever your child will be released early. You may come to the office and sign them out, or you may take advantage of our curbside check out procedure outlined in our School Safety plan. If a note or phone call from the student's legal guardian is not received, only the parent, guardian, or individuals listed in the child's enrollment records will be allowed to check the child out. Students will not be allowed to walk home before school is over. Picture ID is required in order to check students out or see them during the school day.

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 consult with their child's teacher whenever they have a concern or question. To avoid disrupting the classroom, we encourage parents to schedule appointment times before or after school or by email.

School Visitation

West Jordan Elementary values the contributions of parents and patrons, whether serving in the school as volunteers or working at night with your children. In order to ensure that school visitors have a productive and enjoyable experience, we ask that parents serving as volunteers leave preschoolers and small children at home. Also, school-age children not enrolled at West Jordan Elementary may not be on the premises during school hours, unless they are attending a school-sponsored activity such as a grade-level program.

Playground Safety

In accordance with state law, motorized vehicles are not allowed on the lawns, sidewalks, or playground. No alcoholic beverages, drugs, smoking, firearms, archery, golf, dogs, skateboarding, rollerblading, sleigh riding, tubing, or skiing are allowed on school grounds. The grounds are closed from 10:00 pm. to 6:00 am.

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.

There is now a charge associated with breakfast and lunch. However, you may still qualify for free or reduced lunches. Please fill out the free and reduced lunch application provided in your child's registration materials so that there will not be an interruption in your benefits. You may also ask the office for a copy.

Transportation

West Jordan Elementary is a walking school. In accordance with state busing guidelines, students who live within the West Jordan Elementary boundaries (and who are not transported to school as a result of special education placement) do not qualify for busing.

Please sign and return to the school as soon as possible.

Disclosure Statement

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

Family Name: _____

Parent Signatures: Date: _____

Print Name _____ Signature _____

Print Name _____ Signature _____

Student Signatures: Date: _____

Print Name _____ Signature _____

Print Name _____ Signature _____

Print Name _____ Signature _____
