



**Code of Conduct  
2018 – 2019**

Monte Vista Elementary  
*montevista.jordandistrict.org*  
2018 - 2019

Welcome to Monte Vista Elementary School where our mission is **ensuring academic and social success by connecting with every child, every day**. Monte Vista is a great school with outstanding staff, students, and academic programs. The information in this handbook has been prepared to answer questions you may have about our school. If you have further concerns or questions, please feel free to contact us at 801-254-8040.

We believe that if classroom practices and expectations are school wide, students feel more confident in the school environment. In an effort to streamline this organizational process, the staff at Monte Vista Elementary will support the following expectations:

**Attendance Policy**

The philosophy of Monte Vista Elementary staff is that the explanations, clarifications, demonstrations, and discussions that take place in the classroom are invaluable components of the learning experience, and that a natural consequence of absence from the classroom is reduced academic performance. The benefits of 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 make up of work missed due to excused absence, and to help students develop personal responsibility in preparation for attendance expectations in their future.

Student responsibilities include:

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

Parent responsibilities include:

- Ensure that their student attends regularly and on time
- Notify the front office in case of legitimate absence **the day of the absence**
- Check in/out their student through the front office
- See Homework Request section

Teacher responsibilities include:

- Greet students at the door
- Send late students or students who are checking out to the front office
- Be the first line in notifying parents of issues concerning tardiness or truancy
- Develop procedures and guidelines that promote good attendance
- Provide rewards and incentives for good attendance and consequences for poor attendance

Administrative responsibilities include:

- Be present in halls before and after school and during the school day
- Be involved in tracking student attendance
- Notify parents of attendance/tardy problems
- Intervene according to Jordan School District "earnest and persistent" truancy procedures when necessary**
- Intervene according to Utah Code 53-A-11-101 when necessary**
- Develop procedures and guidelines that promote good attendance
- Provide rewards and incentives for good attendance and consequences for poor attendance

**Absences**

Reasons for which an absence may be excused:

Illness (if absences become excessive, you may need to verify an illness by providing a doctor's note), medical appointments, family wedding and emergencies, death of a family member or close friend, family activity or travel consistent with district/school policy (Educational Leave – defined below), court appearance, or parent-excused absences that are **called into the front office the day of the absence**.

**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**

Student check-outs are to be handled in advance. **To alleviate disruption of classes, assemblies and activities, notes are to be brought to the front office before school begins.** Students will be checked out only to adults listed on their Skyward account. If a student must leave school during the day, they are required to use a school phone, not a personal cell phone, to contact their parent. Parents must show valid identification.

**\*\*Please make after school arrangements PRIOR to sending your child to school.  
Messages and phone calls regarding these arrangements cause classroom and instructional interruptions.\*\***

**Before/After School**

The building will be open for students at 8:30 a.m. and closed at 4:00 p.m., unless involved in a teacher-directed activity or the "orange flags" are hung outside, indicating adverse weather.

**Monte Vista Elementary Attendance Protocol**

- Any child entering the classroom after 9:00 is marked tardy.
- Monte Vista Elementary School is a “closed campus”. Students are to remain on campus throughout the school day unless they have been properly checked out of school according to procedures outlined above. Under no circumstances may a student leave school without permission from the office.

**Be sure to keep track of your students’ absences and follow the guidelines below.**

Number of Absences	Action to be taken
1-7	Teachers are to be aware of and document, if needed, the reasons students are missing school. The office will run attendance reports of students who have seven or more absences and the administrator will go through them. If the administrator is not already aware of the reasons for the absences he/she will place the printout in the teacher’s box asking for their knowledge of the absences. Please document the information you have and return it to the administrator’s box. The administrator will then send the <b>second notification</b> if it is needed. (The first notification was the Compulsory Education letter completed online with during student registration)
12	The office will pull all attendance reports for students who have 12 or more absences. The administrator will go through them and the same protocol as above will be followed. A letter and phone call from the school administration will be completed ( <b>3<sup>rd</sup> notification</b> )
17	The office will pull attendance reports for students who have 17 or more absences and the same protocol will be followed. The parents and student will be required to attend a meeting with the Attendance Committee and a certified letter will sent home informing parents that if their student accumulates 20 absences, they will be referred to Jordan School District Truancy School.
20	When 20 or more absences are reached students will be referred to Jordan School District Truancy School. If the parents and students do not attend Truancy School, truancy mediation will be initiated. Mediation will involve the school team, parents, and a mediator from the juvenile court system. At the conclusion of the mediation meeting an attendance contract will be put into action. If a family attends Truancy School and then has 3 more absences, they will be referred to juvenile court. If a family attends Truancy School and no problems with attendance persist, there will be no future referrals.

**Bicycles and Skateboards**

Some students use a bicycle or a skateboard as a means of transportation to and from school. Students must walk their bikes and carry skateboards when on school property. The student is responsible for securing their bicycle at the bike rack. Lost or stolen bicycles and/or skateboards are not the responsibility of the school personnel.

**Mustang Standards and Expectations**

All students at Monte Vista are important and valuable. Each student who enters our doors may expect a quality education in a safe environment. They may expect to be treated with respect by fellow students and teachers. The staff of Monte Vista expects that each student will have the responsibility to refrain from inappropriate or distracting behavior that endangers them or others, or that interrupts classroom instructional activities. We also expect that students will treat one another and staff members with respect.

Administrators will follow district policies AS67 and AS90 when dealing with serious discipline issues. These policies can be found on the Jordan School District website ([jordandistrict.org](http://jordandistrict.org)).

Please refer to the Monte Vista Elementary School-Wide Expectations Matrix at the back of the handbook.

**Discrimination Issues**

It is the policy of Jordan School District not to discriminate on the basis of race, color, national origin, sex, or handicap in any educational program. All students and employees of Jordan School District are expected to adhere to this policy. In addition, demeaning references (written or verbal) to a person’s ethnicity, race, or gender will constitute harassment and will be subject to immediate disciplinary action by the school administration. Initiating any unwelcome behavior such as taunting or teasing will not be tolerated. Students and parents are encouraged to report these incidents to a teacher, counselor, or an administrator.

**Discipline Referrals**

When a student misbehaves to the extent of warranting Administrative intervention, the staff member working with the student will complete a referral. The Administration will use a hierarchy of interventions to support the student in acquiring the skills necessary to change the behavior. A parent phone call may be made if deemed necessary by the Administration.

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

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

- 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
- clothing shall be clean
- 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

### **Drug and Alcohol Policy**

Violations will result in the strict application of Jordan School District's Drug and Alcohol Policy AS90. The school administration can provide a complete copy of this policy.

### **Emergency Drills**

Emergency drills are required at regular intervals. Whenever the school is evacuated, students and teachers will follow INCIDENT COMMAND procedures.

### **Gum**

Gum is not allowed on school grounds or in the school building at any time. We take pride in our building and expect the same of our students and any visitors.

### **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. Student assessment of the prevalence of bullying in schools shall take place.

- 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. These activities include, but are not limited to: extortion, forgery, lewdness, and distributing obscene materials, including the sharing of pornography and "sexting."

For more information see Jordan District Policy AS94 – Student Discrimination and Harassment and Jordan District Policy AS67 – Discipline of Students

### **Homework/Request for Homework**

Home study is a necessary part of each student's educational program. Each student is expected to spend some study time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long-range and require planned study time for their completion. Planned study eliminates the necessity of spending too much time completing an assignment the day before it is due. If a student is absent three or more days due to illness, or in the event of an emergency, a parent may request homework through the front office. The teacher must be notified at least 24 hours prior to when the homework is to be picked up.

### **Lunch Program**

Monte Vista Elementary is proud to boast about our school lunch program. A computerized lunch system is in place to manage the accounting of the program. Students pay for their lunch by adding money into their personal lunch accounts through the use of a lunch deposit slip. This deposit slip and money is given to the classroom teacher during the opening activities of the school day, and then sent to the office to be deposited into the student's account. When the students proceed through the lunch line, they input their individual lunch number into the computer system, and then state their first name to the lunch clerk. This system alleviates the wrong student from using someone else's account. Parents are also able to pay for their child's lunch account from their home using Skyward.

### **Medications**

Prescription and over-the-counter medicines in the original container with specific directions are to be kept in the front office along with a form that has been filled out and signed by the parent and physician. **These forms must be resubmitted each year.** The required medication forms are available in the front office or online at <http://schools.jordandistrict.org/mvista/messages.html>. The student is responsible for remembering to take his/her medicine. Please speak with your child's teacher so he/she can support your child in remembering to go to the front office at the appropriate times of medicine dispensing.

### **Parking Lot Drop-Off/Pick-Up Procedures**

In order to ensure the safety of our students at Monte Vista Elementary, as well as the smooth flow of traffic in our parking lots, we would like to remind you of the following procedures:

- Please limit your speeds. It is important to remember that children sometimes act unpredictably, and lower speed allows for appropriate reaction time.
- Please refrain from using your phone during drop-off and pick-up. Text messaging while driving is banned in the state of Utah.
- Please pull all the way forward when dropping off and picking up your child(ren) so as not to back up incoming traffic. We ask that students walk the short distance required in order for you to pull completely forward. This will also contribute to the smooth flow of traffic, so that vehicles are not entering the drop-off/pick-up zone from the thru lane.
- Please do not leave your car unattended in the drop-off/pick-up zone. If you need to come into the school for any reason, please park in the parking lot and use the crosswalk.
- Students should exit and enter vehicles on the right (curb) side of the vehicle. It is not safe for them to exit/enter on the left, as they will be in the thru lane. Never let your child(ren) exit/enter the vehicle in the thru lane. This is very dangerous and impedes traffic.
- Please refrain from dropping off and/or picking up students in front of the school. This is for bus loading/unloading ONLY. In the morning, students are asked to enter the school through their grade level doors.
- The staff/visitor parking lot on the south end of the school may be used for drop-off and/or pick-up. Should you choose to use this lot, please be aware that you must park your vehicle and come to the sidewalk to pick up your child(ren). Students will not be permitted to cross if there is no adult waiting for them at the sidewalk. Please understand this cautionary measure is for the safety of your children. There is no supervision in the staff/visitor parking lot and we do not want to place students in hazardous situations.

### **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.

### **PTA**

Monte Vista Elementary has an active parent-teacher association that works cooperatively in the interest of your child and the school. A small membership fee is collected during registration. Your support of the PTA is appreciated.

### **Safe Schools Policy Summary**

Jordan School District students and employees are entitled to a learning/working environment that is free from unlawful and violent acts. Therefore, the Jordan District Board of Education shall not tolerate acts of violence, use or possession of weapons, criminal behavior, or harmful gang activity in schools, on school property, or at or around school activities. Students whose actions pose a threat to the health and/or safety of a student or staff member shall be suspended from school until a District hearing is held. (Board Policy AS67)

### **School Community Council**

Monte Vista Elementary has an active School Community Council, which provides the school with valuable community input. This group consists of parents, teachers, and administrators who meet at least quarterly during the school year. The members of the community elect the council members.

### **Student Illness**

A student who becomes ill during the school day will report to the front office. The student or an office staff member will call the numbers listed on Skyward which was completed online by the parent/guardian at the beginning of the school year. **If this information is inaccurate after the beginning of the school year, please update the student account online on Skyward. Under no circumstances may a student leave school without permission from the front office.**

### **Student/Parent/Teacher Communication**

Good communication between home and school will facilitate each student's success. If parents have questions, they may e-mail the teacher directly, or they may call the school and make an appointment with the teacher, counselor, and/or principal. Teachers may also request conferences with a student and/or parents to provide individual help. Parent Teacher Conferences occur in fall and spring. It is highly recommended that a parent contact their child's teacher to review an issue or concern, prior to calling the school administration.

### **Telephones**

The office telephone is a business phone and should be used by students for emergencies only. Parents should not call students at school except in emergencies. After school arrangements should be made by families prior to the school day beginning to alleviate an inordinate amount of calls being answered and made by students at the end of the school day. Students are welcome to use their cell phones before or after school. Cell phones may not be used or displayed during the school day.

### **Toys**

Personal toys brought from home, of any kind, are not allowed at school.

### **Textbooks**

The school furnishes books to students with the hope that students/parents recognize the books as a major investment and will properly safeguard them. Reasonable damage is expected as a result of daily use. Fines will be charged for unreasonable damage or loss of textbooks.

**Travel and Vacations (Educational Leave)**

A student may be allowed up to a **maximum of ten (10) days** for travel/vacation, if **prior** arrangements have been made with the school for the student to make up his/her homework. However, students will not qualify for receipt of any awards associated with attendance (i.e., one-hundred percent attendance award, etc.)

**Visitors**

Jordan School District Policy DA 158 states:

"In accordance with federal and state statutes and local ordinances, school administrators are vested with authority to limit or control access to any school facility or activity..."

"The local school administrator retains the discretionary authority to restrict access of school visitors to only those portions of the school reasonably associated with the purpose of the visit. Permitted access to a portion of the school does not grant access to all areas in the school."

"Parents, guardians, relatives and acquaintances are invited and encouraged to enter schools to participate in specific activities, meetings, and appointments with teachers and administrators. Parents and guardians do not have the right to attend school with their children or access school premises, including school buses, without specific authorization by school administration. Such authorization may be withdrawn without prior notice and a parent or guardian's continued presence after authorization has been withdrawn will be considered school trespass."

**ALL VISITORS MUST REPORT TO THE MAIN OFFICE, SIGN IN, AND RECEIVE A VISITOR'S PASS.**

**School-Wide Behavior Expectations**

	<b>HALLWAY</b>	<b>PLAYGROUND</b>	<b>CAFETERIA</b>	<b>RESTROOM</b>	<b>BUS</b>	<b>LIBRARY</b>	<b>ASSEMBLY</b>
<b>P</b> Prepared	Mouths quiet and hands to your side.	Go outside with everything you need. Return equipment to classroom.	Have your utensils and trays before you sit.	Use at appropriate times.	Get to the bus on time. Don't forget your homework.	Turn your books in on time.	Listen attentively.
<b>R</b> Respect People and Property	Walking feet, quiet voices, hands to self.	Use equipment properly. Play by the rules.	Clean up your area.	Respect privacy. Act appropriately, flush toilet, wash hands, put trash in garbage can.	Follow directions and keep bus clean.	Put materials back where they belong.	Keep hands, feet, and objects to self and use quiet voices.
<b>I</b> Involved in Learning	Look at, don't touch bulletin boards. Return to class in a timely manner.	Try someone else's idea.	By eating healthy foods before playing.	Use at appropriate times.	Keep hands, feet, and objects to yourself.	Choose to read every day.	Choose the right actions. Listen to presentations.
<b>D</b> Directions Followed the First Time	Listen and follow directions from adults.	Follow playground rules.	Use good table manners.	Use time wisely.	Listen to the bus driver and follow the rules.	Use quiet voices and shelf markers.	Listen attentively – Be good audience members.
<b>E</b> Encourage	Help others and quietly encourage them to follow the rules.	Be a friend by allowing others to play.	Invite others to sit with you.	Encourage others to use good hygiene habits.	Use kind words and quiet voices.	Share your ideas and listen to others.	Show appreciation with applause at appropriate times.

My child, \_\_\_\_\_, and I have read and understand the Monte Vista Elementary Code of Conduct.

Student Signature

Date

Parent Signature

Date

Return this completed page to your teacher during the first week of school.