

Eastlake Elementary School  
Information  
2017-18

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**Eastlake Elementary Dragons Firing Up Excellence**

<b>Friendliness</b>	Be kind to everyone
<b>Integrity</b>	Be honest and trustworthy
<b>Respect</b>	Respect for the school, teachers, staff, and other students
<b>Excellence</b>	Always do your best!

## ***Eastlake Elementary Code of Conduct 2017-18***

### **➤ 5 Procedures for Staff**

- Welcome students and walk them into the classroom each morning, and walk out with them as they leave each afternoon.
- Teach students how to receive and give a compliment.
- Teach eye contact when shaking hands or speaking to someone.
- Students complete planners every day and have parent(s) initial every day.
- Drop and go to the assembly when notified.

### **➤ 5 Procedures for Students**

- Lunchroom Behavior - Enter quietly in a line, watch for other students, hands and feet to yourself. Stay seated until excused. Use soft voices.
- Walking in the hall – voices off, hands and feet to yourself.
- Entering and exiting the classroom/building – Walk single file, low voices, use proper doors. When on the stairs, keep to the right, use handrail, and take one step at a time.
- Follow Safety Patrol and Crossing Guard directions.
- Bus Procedures – Line up, single file, in the designated place.

# 7 Habits of Happy Kids

- ★ Habit 1 – Be Proactive
- ★ Habit 2 – Begin with the End in Mind
- ★ Habit 3 – Put First Things First
- ★ Habit 4 – Think Win-Win
- ★ Habit 5 – Seek First to Understand, Then to Be Understood
- ★ Habit 6 – Synergize
- ★ Habit 7 – Sharpen the Saw

All students of Eastlake Elementary can expect:

- To be welcomed by teachers each morning.
- To work in a productive classroom with a structured daily schedule.
- To have appropriate and motivating curriculum.
- To have high rates of praise from teachers.
- To be respected and to respect others.
- To use a clean restroom in a proper way.
- To attend a neat, clean, safe school free of vandalism.
- To play on a safe playground free from danger, teasing and rough play.
- To walk to and from school without being bothered by others.
- To walk in the building without being pushed, shoved, or having objects thrown at them.
  
- To have a School-Wide Positive Action Program for good behavior
  1. Dragons Dare to Care Postcards
  2. Honor Roll
  3. Individual classroom awards and student recognition

## \*Important Notice\*

Teacher planning/short day are Fridays, unless there is a short week. If the week ends on Friday, Friday is a short day (1:55). If the week ends on a Thursday, Thursday is a short day. If the week ends on a Wednesday, Wednesday is a short day. If the week ends on a Tuesday or Monday, there will be no short day for that week.

### **Homework Policy (See complete Jordan District Policy AA405)**

1. Learning is an ongoing process. Homework, properly planned, gives the student a feeling of continuous learning and shifts the emphasis from "receiving an education" to learning that is self-initiated.
  1. Homework may be required in all grades, augmenting the learning experiences initiated at school. Assignments of homework shall be made judiciously at the discretion of the teacher after taking into consideration the individual needs of the pupil. The development of good study habits should be an outgrowth of homework assignments.
  2. The frequency, amount, and quality of homework may vary according to the nature of the subject, the teacher's plan of instruction, and the amount of study time allowed at school. These will be weighed against the student's age and his/her ability to respond and benefit from homework.
  3. Where appropriate, long-range assignments may be given. Enough time should be allowed so students may give their other lessons fair and adequate consideration. . Assigned homework during the summer, holidays, and year-round track changes is encouraged to only take place on a limited basis.
  4. Because each year's work becomes progressively more difficult, it is assumed that students in the upper grades will devote more of their outside time to independent study.
  5. The objectives of homework assignments are:
    1. To encourage students to do independent study and research.
    2. To provide an environment of continuous learning that moves beyond what is being learned in the classroom.
    3. To gain additional practice in the processes relating to classroom instruction.
    4. To encourage students to study subject matter in depth.
    5. To prepare students for career and college readiness.

### **Assembly Conduct**

- Enter and exit quietly.
- Voices off once students enter the multipurpose room.
- Show appreciation by applauding and paying attention to the speaker or program. No hooting or whistling.
- Students need to sit flat on the floor.
- Unacceptable behavior may be cause for dismissal from the assembly.

### **Bicycles, Skateboards, Rollerblades, Scooters, Wheelie Shoes**

- Students may ride bicycles, skateboards, rollerblades, and scooters to school.
- Students are not allowed to ride bicycles, skateboards, rollerblades and scooters on school property. Walk with these items until you leave the school property.
- Wheelie shoes are not allowed at school.
- Bikes and scooters should be placed in the bike rack during school hours. The bike rack provides a convenient place to store these items but it is not locked. Students should bring a lock from home. Security of these items is not the responsibility of the school.

### **Building Conduct**

- Walk in the halls. Running is not permitted.
- When using the stairs, always stay to the right and use the handrails. Take one step at a time on the stairs. Do not run, skip, or jump on the stairs.
- Enter and leave through your own grade-level doors.
- Grade doors are secured during the day for safety and security. The main door is open before, during and after school.

- Toys, electronic games, gum, and candy are not allowed.
- Students are required to follow all classroom rules.

## **Cell Phones**

- Cellular telephone use during classroom time, instructional activities and field trips is prohibited. Cellular telephones must remain off during these times. Possession of a cellular telephone by a student is a privilege that may be forfeited by any student that uses their 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.

## **Checking In and Checking Out**

- Students are not allowed to leave the school grounds during school hours except with a parent or a parent designee. Please check your student out of school by sending a note to the teacher and then, at the agreed time, coming to the office to get the child. All students must be checked in or out through the office.

## **Dangerous or Disruptive Conduct**

- District Policy states: Jordan School District students and employees are entitled to a learning/working environment, which is free from unlawful and violent actions. Students whose actions pose a threat to the health and/or safety of a student or staff member shall be suspended and/or suspended to a District Hearing (Board Policy AS67).
- The following conduct is defined as "dangerous or disruptive conduct" and is prohibited on school property, at school-sponsored activities and while traveling in school-funded or school-dispatched transportation.

Possessing (regardless of intent), using, selling or attempting to possess any firearm, weapon, knife, explosive device, fireworks, chemical weapon, martial arts weapon, or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use. This includes toy knives, toy guns, and squirt guns.

Students violating these guidelines will be disciplined in accordance with District policy AS67—Discipline of Students. See AS67 for full description of policy.

## **Discipline Procedures**

A problem solving approach will be used with discipline problems. The following steps will be used with most situations.

1. First Offense: Discuss the problem with the classroom teacher and use a problem solving approach to solve the situation.
2. Second Offense: Discuss the problem with the principal and use a problem solving approach to solve the problem. The student will complete a Think Sheet.
3. Third Offense: Call the parents and discuss the situation so that a solution is found to correct the problem. A parent conference with the teacher and/or principal may occur.

With serious offenses, parents will be contacted on the first and second offense so as to keep communications open and to reach a quick resolution. Students may be suspended until a recommended solution is reached.

Every effort will be made to deal with problems fairly and in a manner that demonstrates respect for students. Principal intervention might include one or more of the following and will depend upon the seriousness of the offense, number of repeated offenses, and other mitigating circumstances

- Principal/student conference
- Temporary denial of privileges
- Detention at Recess
- In-school/out-of-school suspension
- Principal/teacher/student/parent conference
- Restoration/restitution of damaged property

### **Dress Code – (See complete Jordan School District Policy AA419)**

- Clothing should be clean, neat, and in proper repair (no holes).
- No bare shoulders, bare midriff tops, or tank tops.
- Footwear should be designed for active outdoor play.
- Hats are not to be worn.
- Gang-related clothing of any kind is not allowed.
- T-shirts depicting violence, use of drugs, alcohol, or other inappropriate slogans are not allowed.

### **Educational Leave Guidelines**

1. A student may be counted present up to ten days (maximum for Travel/Vacation in any one year).
2. Parent/Guardian must make homework arrangements with the teacher at least one week prior to the absence.
3. The student will receive a comparable number of days to complete homework in order for absences to be considered excused. Example: If a student is absent five days, homework will be due five days after the end of the vacation.

### **Lunchroom Conduct**

- Show respect for lunch workers at all times.
- Use soft speaking voices in the cafeteria.
- Clean up after yourself. Pick up any food you drop. Never throw food or touch another student's lunch.
- Sit where you are assigned. Students are required to sit at the lunch table for eight minutes. This will encourage students to eat their lunch before running to recess.
- Do not take food, milk cartons, candy, straws, etc. out of the cafeteria.
- Students are not allowed to trade food.
- Students will always walk--NEVER RUN in the cafeteria.
- For student safety, all classroom doors are locked during lunch. Please take everything you will need for recess with you to the lunchroom, including coats and playground equipment. Students will not be allowed to go through the halls after they have arrived at the lunchroom.

### **Playground Conduct**

- SAFETY FIRST – If it is dangerous or someone could get hurt, do not do it.
- Use equipment in the way it was intended. Do not use broken equipment. Report broken equipment to the person supervising the playground.
- NO FIGHTING- Solve differences without hitting. If you have a problem, talk with a teacher or playground supervisor. Fighting will not be tolerated at anytime on the playground or in the building.
- All students will be allowed to participate in organized games (soccer, basketball, etc.). Games will not be "locked."
- Contact games, which include tackling, shoving or pushing, will not be permitted on the playground. Tackle football and hardball are not allowed.
- Snowballing, sliding on the snow, whitewashing and rock throwing are prohibited in all areas on the playground.
- Students are not allowed to leave school grounds to retrieve playground equipment.

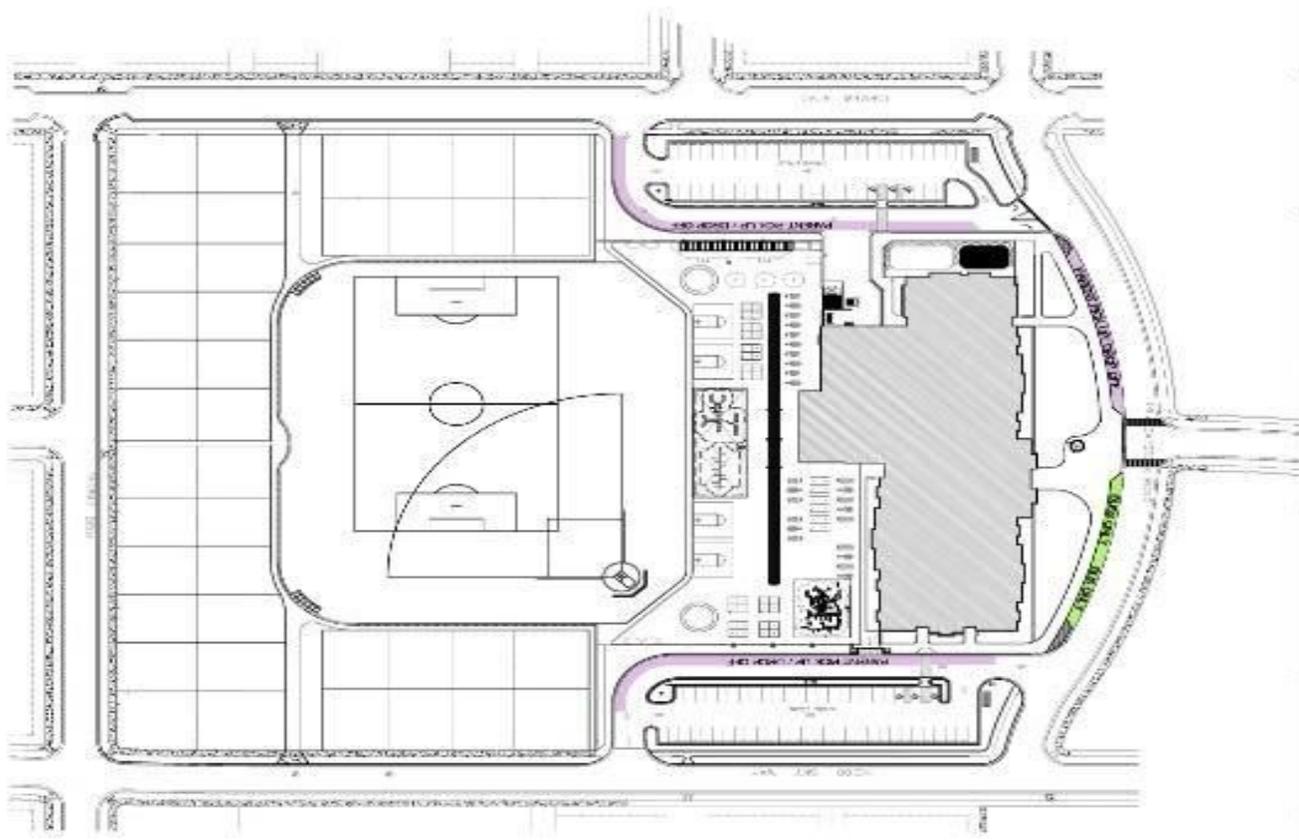
- Students will treat all supervising adults with respect and follow their directions at all times.
- Possession of knives, guns, drugs, alcohol, or tobacco is in violation of our district policy and is reason for expulsion.

### **Restroom Conduct**

- Each student is expected to show good judgment and proper behavior. Treat bathrooms as you would at home.
- Restrooms are not places to meet with friends.
- Be considerate of people using the restroom after you. Leave it clean.
- One student at a time in the restroom during recess time.

### **Safety Before and After School**

- Enter and exit at grade-level doors.
- Use sidewalks and crosswalks, no shortcuts.
- Stop, look, and listen before crossing or entering parking lots.
- Follow parking lot procedures as a pedestrian and passenger.
- All students must immediately leave the school grounds after school.
- Follow the Safety Patrol and Crossing Guards' instructions.
- Bus Procedure – line up behind the yellow line in an orderly fashion. Do not cross the yellow line.



DATE	11/8/100
SCALE	1" = 30'
SHEET NO.	A
OF	1
NAME TITLE SITE PLAN SITE PLAN	
NO. OF SHEETS	
DATE	11/8/100
BY	
CHECKED BY	
DATE	
APPROVED BY	
DATE	

**SITE PLAN**  
**118 EASTLAKE ELEMENTARY SCHOOL**  
 4389 West Isle Daybreak Road  
 South Jordan, UT 84096

**JORDAN J** Facility Services  

 1000 South 1000 West  
 Murray, UT 84202  
 801-263-1100  
 801-263-1100 Fax

## **Loading/Unloading Access Zones Eastlake Elementary**

### **Drop Off Procedures**

Parents who drive their children to school will enter the west parking lot on Topview Road, or the east parking lot from Isla Daybreak Road. They will pull all the way through the drop off lane. Please use the drop off lane for loading/unloading purposes only.

Please do not park in the loading zones.

***(\* Please access Isla Daybreak Road from Indigo Sky Way to reduce dangerous traffic directly in front of the school.)***

**Bus drop off and loading zone will be on the north-east along Isla Daybreak Road.**

Please have your children exit and enter your vehicle on the passenger side so they are not in the way of moving traffic. If you need to park and wait, please use either parking lot and walk with your student using the crosswalks. For the safety of all students, please do not use the parking lot for drop off or pick up.

The north-west temporary parking area along Isla Daybreak Road is intended for short term parking only. Please do not park for more than a few minutes in this area.

**Please help reduce traffic on ISLA DAYBREAK ROAD directly in front of the building by using Topview Road and Indigo Skyway for school related traffic.**

The School Community Council has recommended these changes to increase student safety. The changes allow more loading/unloading curb space, and reduce traffic risks on Isla Daybreak Road.

Remember: Never park in the bus zones or along any red curb.

## **Safe Walking Routes**

Adult crossing guards will be on duty at 3 locations around Eastlake: Isla Daybreak Road directly in front of the main school entrance, directly west on Topview Road and Enid Drive, and at the intersection of Indigo Sky Way and Isla Daybreak Road. Sixth grade safety patrol will assist students using crosswalks in the school parking lot before and after school only.

Students are to cross onto the school property using crosswalks and with the assistance of a crossing guard in front of the school where possible. All students should be respectful of crossing guards and safety patrol members. Please caution students to use sidewalks, walking paths and crosswalks.

### **Zone 1 North/West**

Students walking from Brookside Homes north of 10400 South will walk along South Jordan Parkway to Topview Road where the crossing guard will walk them across South Jordan Parkway. At Topview Road, they will head south and walk along Topview Road, turning east at Mille Lacs Drive. Students will walk along Mille Lacs Drive until they reach Ozarks Drive, where they will turn south and walk to the crossing guard in front of Eastlake Elementary School.

Students living north of South Jordan Parkway and east of Oquirrh Lake Road will walk up Clarks Hill Drive or South Jordan Parkway to Topview Road to cross South Jordan Parkway with the crossing guard. They will continue to Mille Lacs Drive where they turn east to Ozarks Drive. At Ozarks Drive, students will turn south and walk to the crossing guard in front of Eastlake Elementary School.

### **Zone 2 South/East**

Students walking from Jordan Heights subdivision west of 4000 West and just north of Daybreak Parkway should walk along Hampton Way, Eureka Drive or Tippecanoe Way to 4000 West. Students should use the crosswalk and follow the traffic light signals to cross 4000 West at Daybreak Parkway (11400 South). Students living in Jordan Heights west of 4000 West will walk to the corner of 4000 West and 11400 South to the walking trail. All students should continue to walk upward, following the walking trail west toward Topview Road. Students will walk along Topview Road until they reach Eastlake Elementary property.

### **Bused Students**

Some students living on Tippecanoe Way, Ivey Ranch Road, and Coastal Dune Drive just west of Bangerter Blvd. are bused to Eastlake Elementary. On the farthest west boundary of Eastlake, some students living on Split Rock Drive and Bear Trap Drive are bused.

### **Walking Route Map**

To view the Safe Walking Route Map for Eastlake Elementary, go to:

[http://www.snapforschools.com/Map\\_view.aspx?EntityID=1435](http://www.snapforschools.com/Map_view.aspx?EntityID=1435)

## **RULES AND REGULATIONS FOR STUDENTS RIDING JORDAN SCHOOL DISTRICT BUSES**

The Board of Education recognizes the need for school bus discipline in order to assure the safety and well-being of school bus passengers, drivers, and others. Therefore, the Board delegates to the Administration responsibility for establishing guidelines for school bus discipline. Riding the school bus is a privilege not a right, and is conditional upon compliance with these guidelines. (DA170)

### **STUDENT CODE OF CONDUCT WHILE RIDING BUSES IN JORDAN SCHOOL DISTRICT**

1. I will follow the driver's' instructions. The driver is in charge of the bus and may assign seats.
2. I will be courteous, respect property and use appropriate language.
3. I will behave as expected in the classroom.
4. I will not bring objects on the bus if they create a safety hazard.
5. I will not eat or drink on the bus, without the driver's' permission.
6. I will keep the bus clean.
7. I will remain seated while on the bus.
8. I will keep all body parts and objects inside the bus.
9. I will arrive at my bus stop 5 minutes early and behave appropriately.
10. I understand that buses are equipped with video cameras and I may be subject to video monitoring.

#### **WARNING: It is Unlawful To...**

- enter a school bus with the intent to commit a crime.
- enter a school bus and disrupt or interfere with the driver.
- refuse to disembark after ordered to do so (76-9-107, Utah Code).

### **DISCIPLINE POLICY**

1. **First Minor Offense:**  
The driver may give a verbal warning.
2. **Repeated Minor Offenses and Serious First Offenses:**  
The driver may issue a student ticket, providing copies for the parents and school administrator and transportation department.
3. **Continuing Problems and Repeated Offenses:**  
The driver may issue a "Second Offense" ticket, providing copies for the parents and school administrator and transportation department. The school administrator may implement disciplinary procedures.
4. **When Student Behavior Poses an Immediate Threat to Safety:**  
The driver may have the authority to perform one or all of the following:
  - a. stop the bus and restore order.
  - b. remove the student from the bus at a regular bus stop or at the school.
  - c. call for assistance from the Transportation Department, District Security, or local police department.
  - d. file a ticket with parents and school administrator and the transportation department.
  - e. corrective disciplinary measures determined by the school administrator according to the procedures outlined in Policy AS67–Procedures for Student Disciplinary Action.

## Eastlake Elementary School Attendance Policy

Parents/guardians have primary responsibility for regular student attendance at school. School staff and students also share in that responsibility.

1. Students are expected to be in attendance every school day in order to receive maximum benefit from their education experiences. If a student is legitimately absent from class, it is his/her responsibility to contact the teacher regarding make-up work. If a student is tardy for class, it is his/her responsibility to contact the school office, teacher, or utilize any other established school procedure so that an unexcused absence is not assessed. It is also a student's responsibility to obtain a checkout slip from the office when he/she must leave during the school day.
2. Parents/guardians are expected to ensure that their children attend school regularly and arrive on time. It is the responsibility of the parent/guardian to notify school officials of legitimate absences. The parent/guardian must telephone the office to confirm a checkout prior to the student's leaving during the school day.
3. Classroom teachers are required to record and verify daily student attendance. The individual school/teacher will, where appropriate, develop grading and credit policy that promotes attendance, class participation, and academic achievement.
4. Administrators shall work cooperatively with students, parents/guardians, teachers, and school guidance personnel to improve student attendance. Administrators shall use earnest and persistent effort, including parent notification, to deter excessive and unexcused student absences.

### Types of Absences

**Excused Absences** include the following:

- a. **Doctor or dental appointment** which cannot be scheduled outside of school hours and is accompanied by a note from that professional
- b. **Funeral** with parent permission
- c. **Vacation** absences and special types of obligations that have prior approval in accordance with Jordan District Policy with the prior completion of the Vacation/Educational Leave Form
- d. **Home and Hospital Instruction**
- e. **Required Court Appearance**

**Unexcused Absences** are absences that are not authorized by state law nor by the district or school policy which occur with parental knowledge or consent. Examples of unexcused absences may be, but are not limited to: "needed at home," "homework completion," "car problems," "babysitting," "skiing." Additionally, students will be considered an unexcused absence from school if a parent does not call in their absence and/or does not send a note to the office within one week of the absence.

**Truancy Absences** are those absences that occur without school and/or parent approval. A student is considered truant if he/she:

- a. Leaves for school but does not arrive at school
- b. Arrives at school but does not attend class
- c. Leaves school without following proper check-out procedure
- d. Obtains permission to go to a certain place but does not arrive there

### Educational Leave

Each student may be granted up to 10 educational leave days. Parents are required to fill out a Vacation/Educational Leave form prior to the absence.

### Checking Students In and Out

To ensure the safety of our students, no child will be allowed to leave the campus once school has started unless a parent or a designee of the parent signs for them to be checked out. We must have written permission from the parent (which will be confirmed by phone), to release students to anyone other than the legal guardian, or those persons who are designated by the parent on the yellow card (Elementary Registration Card). Both parents and authorized individuals need to come into the office personally to sign the check-out sheet. We will be unable to send children to the curb for pick-up.

## Eastlake Elementary School Lunch Information 2017/18

**Skyward Nutrition Module** – Students will be assigned at lunch card with their student number which will be scanned at the point of sale.

**School lunch prices** – Jordan School District prices for elementary students will remain at \$1.75 per day or \$8.75 per week. Reduced price lunches will continue to be \$.40. Milk is provided for students who purchase school lunch as part of the price of the lunch. Children who bring a lunch from home may purchase milk for \$.25.

**School breakfast prices** – Prices for elementary breakfast will remain at \$.80 per day or \$4.00 per week. Reduced priced breakfast will continue to be \$.30.

**Free and Reduced price lunches** – Free and reduced lunch applications can be submitted online by going to <http://auxiliaryservices.jordandistrict.org/nutritionservices/>. ***A new form must be submitted at the beginning of each school year.***

**No charge policy** – Jordan School District policy is that students may not charge school lunch. The school lunch program is subsidized and audited by the federal government on a regular basis. Please help us stay in compliance by keeping your child's lunch account current. We will do all we can to keep you informed when your child's balance is getting low.

If you have any questions, please call Marlene Kilgrow at 801-446-0778.

