



EASTLAKE ELEMENTARY DRAGONS

FIRING UP EXCELLENCE

Eastlake Elementary Code of Conduct

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 have a School-Wide Positive Action Program for good behavior

1. All staff will recognize students with good behavior
2. Honor Roll
3. Individual classroom awards and student recognition

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.

Attendance Policy

The Jordan School District will comply with its obligation under the Compulsory Attendance Law to monitor student attendance and communicate with parents if the student's attendance pattern is not in compliance with Utah State Law.

According to the Utah Compulsory Attendance Laws (53G-6-2), every school-age child from six to eighteen years of age must be in school. The parents are responsible for their student's regular attendance. It is a misdemeanor if you fail to have your student in regular attendance.

Occasionally, a student must be absent from school for unavoidable reasons. Please notify the school every time your student is absent and explain the reason. Your cooperation is needed to help us give your student a quality education.

- Notification #1: Because of our school's commitment to quality education, we are concerned when a student misses school for any reason. The Jordan School District requires that all students achieve mastery in the basic skills identified for reading, language arts, and mathematics. Absence from school interferes with the student's opportunity to master these skills.

* The above paragraphs constitute Administrative Notification #1, found in the online Registration Packet.

- Notification #2: Five (5) Unexcused Absences - Parents of students with five (5) or more unexcused absences for the current school year will be mailed an attendance letter to the home address of each primary guardian outlining the days and attendance codes.
- Notification #3: Ten (10) Unexcused Absences - Parents of a student with ten (10) or more unexcused absences will be mailed an attendance letter outlining the days and comments of each absence requesting the primary guardians to contact the school to discuss attendance improvement options.
- Notification #4: Fifteen (15) Unexcused Absences - Parents of a student with fifteen (15) or more unexcused absences will receive a "Certified or Priority Mail Letter" requiring that the parent/guardian contact the school principal to meet and sign a School Attendance Plan, as well as, require that the parent/guardian provide written documentation within 24 hours of the absence or tardy (i.e. dentist, doctor's note, funeral program of immediate family member).

We feel the importance of communicating with parents whose children have ten (10) or more excused absences during the school year. If an excessive attendance pattern occurs, fifteen (15) or more excused absences, tardies, and/or check-in/outs, the administration will reach out via phone to discuss improvement options. If an excessive attendance pattern occurs, twenty (20) or more excused absences, tardies, and/or check-in/outs, the administration will request that a meeting be held to discuss improvement options.

On occasion, a Provisional Permit will be approved for families living outside of the school boundary. The Provisional Permit Attendance Policy requires that "out of boundary" students are on time and are attending school on a regular basis. After ten (10) excused and/or unexcused absences, tardies, and late check-ins/outs, parents will receive communication from the school to discuss improvement options. Should the student's attendance pattern not improve after this first discussion, then an additional notification will be sent requesting a meeting to revoke the student's permit and the requirements to enroll at their boundary school.

- Regular attendance increases the opportunities for students to be successful at school. Frequent absences or tardies disrupt the educational process. Absences should be for sickness or emergencies. **Please call the office before 10:00 a.m. to report an absence.**
- For safety reasons, please do not send children to school early. Teachers are planning for the day and are not available to supervise students. The first bell rings at 8:55 a.m. School begins at 9:00 a.m. **Students should arrive at school as close to 8:55 a.m. as possible.**

Daily attendance consists of two (2) attendance periods: If a student is absent the entire day, their attendance will reflect two (2) half days.

Attendance Codes

Unexcused Absence Codes

A=Absent

T=Tardy

Excused Absence Codes

E=Verified Excused (Physician's/Parents written note required)

V=Educational Leave/Vacation (Ed. Leave form completed BEFORE vacation is taken)

We understand that a physician's note is not needed every time your student is ill; however, it is important that communication is made with the school's attendance office EACH day that a student is absent.

Checking In and Checking Out

- Students are not allowed to leave the school grounds during school hours except with a parent or parent designee. All students must be checked in or out through the office. We have a video entry system for greater security.

Educational Leave Guidelines

1. A student may be counted as present for up to ten days (the 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. In order for an absence to be considered excused, the student will receive a comparable number of days to complete homework. For example, if a student is absent for five days, homework will be due five days after the end of the vacation.
4. Parents must use the Student Request for Educational Leave form for three or more days. This form is available in the office.

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.

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

- Student use of personal electronic and communication devices, including cellphones, laptops, tablet computers, smart watches, listening devices, wearable technology, and other similar personal electronic devices is not permitted **during the school day**. In extraordinary circumstances, exceptions may be approved by the school principal in consultation with their Administrator of Schools. Devices must be silenced and remain out of sight during the school day.
- Steps for Cell Phone & Technology Violations
 1. Warning
 2. Teacher holds until the end of the day
 3. Brought to administration until the end of the day
 4. Brought to administration until parent picks it up

Dangerous or Disruptive Conduct

- District Policy states: Jordan School District students and employees are entitled to a learning/working environment that 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 that 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.
- Jordan School District is committed to providing a safe and civil school environment in which all members of the school community are treated with dignity and respect. The Board, therefore, delegates to the District Administration responsibility for establishing policy regarding bullying and cyberbullying. See JSD Policy AS98 - Bullying and Cyberbullying

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. Parents will be contacted.

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)

- [JSD Updated Dress Code](#)

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 twelve 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 stand or slide on the top of the hill when it is covered with snow.
- 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.