



# School Code of Conduct

*School Year 2020 - 2021*

**Principal: Tina Susuico**

**Assistant Principal: Michelle Kilcrease**

**Mountain Shadows** is an excellent school where the administrators, teachers, and staff work together to provide all students the opportunity to learn in a safe, meaningful, academic environment; empowering each student to pursue learning as a lifelong goal.

As we work together, we will have a successful school where students feel confident and happy while they learn.

**RESPECT** is a key word at Mountain Shadows. Respect for self, respect for others, and respect for property are essential elements of school success. Parents, please keep the issue of respect in mind as you review the School Code of Conduct with your students.

It is the intent of the faculty and staff to lead students toward being productive, informed, disciplined, and fulfilled individuals. To achieve these goals, mutual respect and understanding must be present in the learning process on the part of all participants -- the faculty, staff, students, parents, and community.

### **SAFE SCHOOL POLICY**

The following conduct is considered dangerous or disruptive and is prohibited on school property at any time:

1. Possessing or bringing any potentially harmful item (including, but not limited to: guns, knives, weapons, explosives, poisonous items, lighters, matches, or any flammable materials)
2. Possessing or bringing any item that cannot be legally possessed by a juvenile (including, but not limited to: alcohol, tobacco, drugs, over-the-counter drugs, or unauthorized medication).
3. Possessing or bringing any facsimile of the items in #1-2 (including but not limited to: toy guns, pocket knives, lighters, matches, drug paraphernalia, or items represented as drugs).
4. Attempting, threatening, conspiring, or committing any act that could result in harm to others or to the school (including, but not limited to: stealing, vandalism, assault, arson, playing with matches or lighters, sexual harassment, or gang related activities).

**Students who violate the Safe School Policy will face disciplinary action in the form of: restitution, suspension, or removal from school.**

### **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

**Student's Responsibility:**

What should you do if you are getting bullied? Try the following:

1. Tell the person to "STOP". Look the person in the eye without emotion or fear and command him or her to stop.
2. If the person continues to bother you, WALK AWAY.
3. If that doesn't work, TELL AN ADULT (Teacher, Administrator, Counselor, Parent or an adult you trust). If you remain in silence, nobody will know and you will continue to suffer at the hands of the person who is bullying.

**Teacher/Administration Responsibility:**

1. Investigate
2. Inform the parents/guardians
3. Provide consequences as necessary

All reports of bullying are confidential and handled carefully. Remember: Everyone has a right to come to school and feel safe! If you are bullying others, stop. Parents will be notified when bullying is taking place.

For those students who choose this behavior, consequences may include:

- Mandatory parent/guardian conference
- Loss of recess or activity
- Lunch Detention
- In School Suspension (ISS)
- Suspension from school.

The Jordan School District does not tolerate acts of bullying, violence, use or possession of weapons, criminal behavior, sexual harassment or gang activity in schools, on school property or in the proximity of school or school activities. Students whose actions pose a threat to the health or safety of a student, teacher, or staff member may be suspended from school and/or referred to a district level hearing that could result in expulsion from school. A complete copy of policy AS67 NEG - Discipline of Students is located at the Jordan School District website.

**CODE OF CONDUCT**

Respect is the key word in Jordan District's 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. Mountain Shadows students should abide by the following school rules for behavior in all areas of the school and playground:

- I will follow directions the first time I am asked.
- I will follow the school-wide procedures.
- I will be respectful of school property and the property of others.

- I will keep my hands, feet and objects to myself.
- I will keep a proper voice level and only use polite words.
- I will treat classmates, teachers and staff members with respect.

When students follow the school rules, they feel good about themselves, learn more and may earn extra privileges. They may also earn positive notes home and the Star Student Award.

### **Building Conduct**

- Running in the school is not allowed.
- Students will be expected to enter and leave the building in an orderly, quiet, and safe manner, using their assigned door.
- They are also expected to walk to activities in a line as directed by their teacher.
- Disruptive items, including, but not limited to toys, electronic games and sports equipment should not be brought to school. If such items are brought to school, it will be confiscated and returned to the parent/guardian at the end of the school day.

### **Restroom Conduct**

Students are expected to show good judgment and proper behavior in all restroom areas.

- Cleanliness and good health habits are very important. Always flush the toilet and wash your hands.
- Be considerate of the people using the restroom after you. Please leave it clean.
- The restroom is not a place to meet with your friends.

Students who write on the walls, misuse paper products or soap, or damage restroom property will be expected to pay for those repairs and will receive appropriate disciplinary action.

### **Lunchroom Conduct**

Our lunchroom is designed to be a place where students can come and enjoy a meal with their classmates. While at lunch students are expected to do the following:

- Show respect for the supervisors at all times.
- Yelling is not allowed. Use appropriate voices.
- Help keep the lunchroom clean. Pick up all garbage.
- Never throw food or touch another student's lunch.
- No sharing lunches.
- No running or trading seats after seated.
- Food never leaves the lunchroom!

### **Assembly Conduct**

Programs and assemblies are scheduled throughout the school year. All attending students will be expected to follow rules and show respect for presenters by being attentive during the program and remaining seated. We encourage students to show appreciation by applauding politely, no yelling or "cat calls".

During COVID-19 and for the health and safety of our students and employees, all assemblies will be conducted virtually for the school year until further notice.

## **Playground Conduct**

These rules are in place for the overall safety and enjoyment of the student body when on the playground.

1. We will not allow students to play in areas that are unsafe and/or unsupervised. This includes, but is not limited to; front lawns or sidewalks, parking lots, on or in trees, walls near main doors or kindergarten areas, by fences, bike racks or cages, or other areas that cannot be seen by supervisors.
2. Balls, jump ropes, slides, and other equipment should be used properly and safely.
3. Contact games which include tag, tackling, tripping, wrestling, or pushing will not be permitted at school.
4. Throwing objects of any kind, including snow, ice, rocks, sticks, wood chips, and sand is not permitted.
5. Sliding on the ice or lawns is not permitted.
6. Students should always treat supervising adults with respect and follow their directions at all times.
7. Fighting is not allowed. No one will be allowed to hit or otherwise abuse another student. This also includes "play fighting". Suspension may be given to students who are fighting.
8. Kindergarten playground is used for only kindergarten students.
9. All playgrounds are off limits before and after school for the safety of our students.

## **Discipline Referrals**

When a student misbehaves to the extent of warranting administrative intervention, the staff member working with the student will complete an Office Discipline Referral. The Administration will use a hierarchy of interventions to support the student in acquiring the skills necessary to change the behavior. In the event of a significant behavior issue, administration will follow Jordan District Policy AS67 - Discipline of Students

## **Cell Phones and other Personal Electronics**

Students are allowed to have cell phones and/or smart watches with them at school, but these devices may not be turned on or used during the school day (8:25 - 3:05). We realize the possible need for this technology, but do not wish for these devices to interfere with academic instruction or the classroom setting. All personal electronics brought to school are done so at the responsibility of the student, and Mountain Shadows cannot be held liable for damage or loss.

## **Second Steps - Social-Emotional Learning and Bullying Prevention Programs**

Mountain Shadows will be implementing Second Steps program. The program will be taught and implemented in all grades Kindergarten through sixth grade. The Social-Emotional Learning (SEL) program teaches students skills such as perspective-taking, emotion-management, and problem-solving, can help address the skills gaps experienced by children who have been traumatized and improve their ability to benefit from instruction.

We can start building an environment of safety and support by implementing a social-emotional learning program that includes content to increase student protection, prevent bullying, and promote safety. Feeling safe and supported at school is especially important for students affected by trauma and negative life events. Students coping with trauma need school to be a sanctuary, a place where they feel physically and emotionally safe and buoyed by positive relationships with supportive adults. When the most vulnerable students experience school as a safe and supportive learning environment-one in which they feel welcome and respected, engaged and connected, challenged and valued-then it's likely all students will feel safe and supported, too. And when students feel safe and supported, they're ready to learn. For more information about Second Steps, please click on the link below.

## **DRESS CODE**

Student dress is a constant challenge for faculty and staff as it plays a role in the learning process. As a school we will enforce Jordan School District dress policy AA419: “There is a reasonable connection between proper dress and grooming and the successful operation of a school with respect to discipline, as well as student achievement.” The following is an abbreviated version of policy AA419: (For a complete copy please consult the Jordan School District website).

Items that disrupt the educational mission shall not be allowed.

- Items such as clothing, backpacks, water bottles, jewelry, lunch bags, etc., shall be free of writing or pictures which are crude, vulgar, profane, violent, sexually suggestive or gang related.
- Items that advertise tobacco, alcohol or drugs, or which are contrary to the educational mission shall not be allowed.

All students shall maintain in a well-groomed manner.

- Hair which is so conspicuous, extreme or distracting in color or style that it draws undue attention or tends to disrupt the learning atmosphere, shall not be allowed.
- All students shall wear clean clothing.
- Clothing, jewelry, accessories and piercing that are so conspicuous, extreme or odd that they draw undue attention, disrupt, interfere with or pose a health or safety issue shall not be allowed.
- Students shall not wear clothes that are mutilated, cut off or immodest.
- Clothing shall cover the midriff, underwear, back, and cleavage at all times.
- Skirts, dresses and shorts must be at least mid-thigh length or longer when seated.
- Tank tops worn must be at least a two-inch width on the shoulders.
- Shoes that insure personal safety and hygiene shall be worn at all times.
- School personnel may require students to wear certain types of clothing for health and safety reasons in connection with certain specialized activities.
- We do not wear hats, hoods or sunglasses in the building, except if approved as part of a special activity.

## **ATTENDANCE & TARDY POLICIES**

School attendance is mandatory under Utah State Compulsory Education Law. “Frequent absences of students from the day-to-day classroom experiences disrupt the instructional process. The benefits of instruction, once lost, cannot be entirely regained. Therefore, the local school will make every effort to encourage regular attendance for all students and to assist parents in their responsibility to have their children attend school regularly.” **Regular attendance is the key to academic success.**

Students should be in school unless they are sick or otherwise incapacitated. If your child is sick, please keep them home if they are contagious. If your child is going to be absent, please call the office at **801 963-0291 to report the absence.**

Students arriving after 8:30 are tardy, and they will need to check-in at the office. District Policy requires that all tardies be recorded.

## School Hours

School office hours are from 8:00 a.m. until 4:00 p.m. Monday - Thursday, and 8:00 a.m. - 3:00 p.m. on Friday. The academic day begins at 8:25 a.m. and ends at 3:05 p.m. Monday - Thursday. **Students should not arrive before 8:10 a.m. unless they are eating breakfast, and they should not be at school later than 15 minutes after the end of the academic day.**

Teachers will use Fridays to help students who may need extra help with a specific skill or concept previously taught. Teachers will schedule small group instruction or one to one instruction with students from 10:30am – 11:30 and 12:00pm – 1:30 pm on Friday's unless it's a scheduled non-school day.

## Kindergarten Schedule

### A.M. Bell Schedule

Monday – Thursday                    8:25 a.m. – 11:10 a.m.

### P.M. Bell Schedule

Monday – Thursday                    12:25 p.m. – 3:05 p.m.

## Checking In & Checking Out

Once students arrive at school, they will not be allowed to leave except with a parent or parent designee. If you need to check your student out for an appointment, you will need to come in to the office for your signature. You will be asked to show your ID whenever you check a child out- even if we know you. **We will not release a student to an individual who is not listed on Skyward.** Emergency contacts may not excuse a student's attendance nor check them out of school. However, an emergency contact may pick up and/or deliver a student when a parent/guardian excuses a student's attendance and authorizes that person to do so.

You can make changes to emergency contact information at any time. *Your student's safety is our primary concern!*

## Inclement Weather

To help ensure the health and safety of our students, we have established an inclement weather protocol. We request all students come to school appropriately dressed for the weather of the day.

- Each student should have a coat, hat, and gloves as necessitated by the temperature.
- Students are welcome to come into the building on inclement "inside" days.
- An announcement will be made at 8:10 if students should be inside in the morning.
- Students should come in and sit quietly in their classroom until class begins.
- Running or loud play in the hallways or classrooms on inside days is not allowed.

## Un-enrolled Students and Secondary Students

Students who are not enrolled in Mountain Shadows are not to be on school grounds during the school day, or in the building unless accompanied by a parent. Middle and High School students who are here during the school day are considered to be trespassing, unless with a parent.

### **Vacations (Educational Leave)**

A student may be allowed up to a maximum of ten days for travel/vacation each school year provided that an Educational Leave Form is submitted to the office prior to the absence. Parents/guardians must make homework arrangements with the teacher at least five days in advance of the absence. The student will receive a comparable number of days to complete homework. For example, if a student is absent five days, homework will be due five days after his/her return from vacation.

### **AWARDS & RECOGNITION**

#### **Distinguished Cub**

At Mountain Shadows we believe that all students are capable of achieving their personal best. **Distinguished Cub Awards** are given to students who complete a set of requirements as defined by each grade level. All students can earn a Distinguished Cub Award through hard work and persistence. Teachers will provide a list of the grade level requirements. Requirements must be completed three weeks prior to the last day of school.

#### **Attendance Awards**

As a faculty and staff, we strive to provide the best education possible for our students. In order for this to occur, students need to be in attendance and in their classroom on time. **Attendance Awards** will be given to students who demonstrate outstanding attendance and punctuality. These awards will be presented during the student awards assembly at the end of the school year.

One class from each grade level will be presented with a class trophy each trimester for having the highest class attendance. The office staff will calculate student absences and tardies to determine a class from each grade level with the highest percentage of student attendance.

#### **Star Student Awards**

**Star Student Awards** will be presented to one student in each classroom, each week. Teachers nominate students for this award by doing better work in one or more areas in their academic class work, or by reaching individual goals. It is our intention that each child will earn this award sometime during the year and that through this incentive we will see "more students doing better work."

### **Phone Calls**

We have an overwhelming amount of phone calls each day with messages for students. Please make arrangements for rides before school so that we do not have to interrupt classrooms and the office staff during the school day. There are also a limited number of phone lines and so students will not be allowed to use the school phone unless it is an emergency. Bad weather, playtime, and arranging for rides are not considered an emergency.

### **Bicycles, Scooters etc.**

The school cannot assume responsibility for stolen, lost or damaged bikes or scooters. Mountain Shadows provides bike racks and cages for bikes and scooters. **These cages are not locked!** You should provide a lock for your bike or scooter. Students on school property must walk their bikes or scooters. These are not to be



ridden on school grounds or while crossing marked crosswalks. These rules are enforced before and after school.

**Skateboards, or rollerblades shoes** are never allowed at school due to the danger they pose. Please do not allow your child to bring these items to school.

## **Mountain Shadows Code of Conduct**

*School Year 2020 - 2021*

After reviewing the Code of Conduct with your child, please sign below and return it back to your child's teacher during the first week of school. The Code of Conduct is located on Mountain Shadows website.

You can also access it through: <http://mountainshadows.jordandistrict.org/info/code/>

My child, \_\_\_\_\_, and I have reviewed the Mountain Shadows Code of Conduct.

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Student Signature

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Date

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Parent Signature

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Date