

**HAYDEN PEAK**

**2024 - 2025**



**CODE**

**OF**

**CONDUCT**

**Mission Statement:**

**Our mission is to engage students' minds to excel academically, think critically, and be kind and ethical.**

**Vision Statement:**

**Empowering lifelong learners through the partnerships of family, school, and community.**

**Motto:**

**Engage, Empower, Excel**

**Welcome Note from the Principal:**

It's a great pleasure to welcome you to Hayden Peak Elementary. The entire Hayden Peak staff is excited to begin the adventure of the new school year.

Hayden Peak has wonderful students, supportive parents, and amazing teachers. We strive to recognize and reward student academic achievement, positive behavior, and daily attendance. We are also learning the seven habits of highly effective people and strive to live by them. We invite you to join us as we work with our students to acquire 21<sup>st</sup> Century learning skills.

Parents, your involvement in your students' education is essential to their success. Together we can help students to become leaders in their own ways, and to enjoy high levels of learning!

Welcome to school, students and parents! We are looking forward to a fabulous year together!

Jennifer Fisher

Principal

# Hayden Peak Elementary Bell Schedule

**GRADES 1 - 6 &  
Full Day Kindergarten**  
MONDAY - THURS: 8:25 - 3:05  
FRIDAY/EARLY OUT: 8:25 - 12:25

**1/2 Day KINDERGARTEN**  
AM: MON-THURS 8:25 - 11:10  
FRIDAY/EARLY OUT: 8:25 - 10:15 PM:  
PM: MON-THURS 12:25 - 3:05  
FRIDAY/EARLY OUT: 10:35 - 12:25

## Stand Tall, Respect for All!

Hayden Peak Students also pledge to “Stand Tall” and show “Respect for All!” Hayden Peak designed this program in an effort to teach students proactive ways to respond to disrespect. Students are taught the following 3 steps.



1. **STOP** (Students stand up for themselves by saying stop and they hold out their hand in a stop gesture.)
2. **WALK AWAY** (Students walk away from the situation.)
3. **GET HELP FROM AN ADULT** (Students get help from an adult.)

# HAYDEN PEAK ELEMENTARY

## CODE OF CONDUCT

Our goals at Hayden Peak include ensuring that each child has a safe, positive and caring learning environment. The *Code of Conduct* is an important piece in meeting this goal.

### **VISITORS AND VOLUNTEERS**

All visitors must check in and out at the front office and wear a visitor tag at all times while in the building (DE 502).

If you have family or friends visiting from out of town, they may not attend school with your child.

Volunteers who will be working with students, including chaperoning field trips are required to be fingerprinted and submit to a background check. Paperwork is to be picked up in the school office and signed by the principal then taken to the Jordan School District office in the Human Resource Department for the fingerprinting. Background checks are good for five years, but the information sheet must be completed each year and retained at the school.

### **CHECKING STUDENTS IN AND OUT OF SCHOOL**

To ensure the safety of our students, no child will be allowed to leave the campus once school has started without a parent or a designee of the parent. **We must have written permission to release your child to anyone other than his or her legal guardian.**

Call the school a few minutes before you come to pick up your child and we will have them waiting in the office for you. Come to the school office and sign him/her out. This is for safety reasons. Sending a message from your car is not sufficient. If someone else is sent to pick up your child his or her name must be an emergency contact on Skyward or you must have sent a note stating that this person may pick up your child. We will not release your child without such permission.

### **ATTENDANCE/TARDIES**

Regular attendance and punctuality are of the utmost importance for academic achievement. Students are expected to attend each school day and be on time. When a student is not in school, it is recorded as an absence. It is the responsibility of parents, students, classroom teachers, and school administrators to ensure that a student is in attendance. Please schedule outside appointments before or after school hours, or when school is out of session.

## ATTENDANCE PROCEDURES

1. Compulsory Education Letter (**attendance letter # 1**) will be in the on-line information packet and may be secured at the front office of Hayden Peak.
2. Under *Jordan District Policy, AA432*, legitimate absences are defined as: verified illness, medical appointments, bereavement, court appearances, emergencies, pre-approved educational leave, and special family or religious events.
3. After 5 unexcused absences the teacher makes personal contact and expresses concern about the student's attendance. Improved attendance is encouraged. The office will send **attendance Letter # 2** to keep parents apprised of their student's attendance.
4. After 10 unexcused absences, the principal sends **attendance letter # 3**. Parents will be asked to contact the school about their child's attendance.
5. After 15 unexcused absences, **attendance letter # 4** is sent by certified mail and a mandatory attendance meeting is scheduled with the principal, parents/guardian, and student. At this time, an attendance contract will be signed.
6. After 20 unexcused absences, **attendance letter # 5** is sent by certified mail requesting attendance mediation or a referral to court.
7. An appropriate amount of time will be given for making up work.
8. A parent or authorized designee must come to the office to check out a student.
9. Notes from a doctor must be turned in to the office within 10 school days to excuse any absences or tardies.

## TARDY PROCEDURES

1. Students will check in at the office when late.
2. After 5 tardies, the teacher will contact the student's parents.
3. After 10 tardies, the principal sends **tardy letter # 1**.
4. After 15 tardies, the school sends **tardy letter # 2** and will request a meeting to develop a plan to improve the student's attendance habits.

Regular attendance is an important part of academic success. To ensure that concepts and skills are consistently learned, regular attendance is a must. Students should not be allowed to stay home from school unless they are ill with flu, have contagious symptoms, and/or have an elevated temperature. All students are required by Utah State law to attend school regularly. Please call the school in the morning if your child will not be attending school that day. Please schedule vacations, doctor and dentist appointments, or any other events that require your student to miss school during out of school time as much as possible.

Should you need to take additional time off during the school year, please come to the office prior to taking these days off and fill out an Educational Leave form. Students are allowed up to ten (10) vacation days per year and should be arranged prior to absence. When missed work is completed and turned in the absence will be marked as excused.

If you have previously received letters regarding your child's absences or tardies, please be aware that the attendance records follow each student from year to year.

# BE SAFE! BE RESPECTFUL! BE RESPONSIBLE!

- Arrival & Dismissal To/From School:
  - ◆ Use cross walks
  - ◆ Walk your wheels on school grounds and across cross walks
  - ◆ Arrive on time
  - ◆ Leave on time
  - ◆ BE SAFE

\*\*\* Parents please look at pick-up and drop-off procedures. \*\*\*

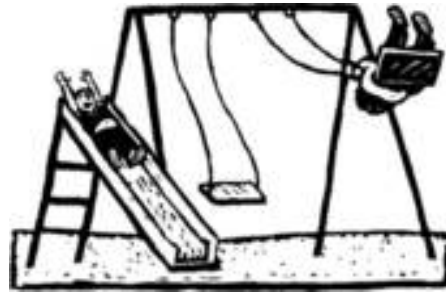
- Office:
  - ◆ Wait your turn
  - ◆ Follow adult directions
  - ◆ Use office phone with permission
  - ◆ Say please and thank you

\*\*\* Visitors need to check in at the office \*\*\*



- ◆ Cafeteria:
  - ◆ Wait Patiently in line
  - ◆ Eat politely
  - ◆ Stay in seat
  - ◆ Leave your area clean
  - ◆ Please do not take food or drinks out to the playground.
- ◆ Hallway:
  - ◆ Walk facing forward
  - ◆ Hands and feet to yourself
  - ◆ Get there directly

- Playground:
  - ◆ Play fairly
  - ◆ Respect adults and others
  - ◆ Use equipment properly
  - ◆ Return to class on time



- Assemblies:
  - ◆ Sit on pockets
  - ◆ Audience Manners
  - ◆ Enter and exit quietly
- Bathroom/Restroom:
  - ◆ Quick, Quiet & Clean
  - ◆ Respect others' privacy
  - ◆ Wash your hands

- Gym/Library/Computer Lab:
  - ◆ Follow adult direction
  - ◆ Use equipment/materials appropriately
  - ◆ Clean up after yourself
  - ◆ Put materials away



## CELL PHONES AND ELECTRONIC DEVICES

Students may have a cell phone at school but it must be turned off and stored in the student's backpack during school hours. Any cell phone used during the school day will be confiscated and will be returned to a student's parents after school. Electronic devices, such as iPods, gaming systems, etc., should not be brought to school and will be confiscated and returned to a student's parents after school. **The school is not responsible for lost or stolen electronic devices.**

## BICYCLES and SCOOTERS

The school will not assume responsibility for stolen or damaged bikes or scooters. Students and parents must assume any risk if these items are brought to school. Do not bring these items to school if you do not want to assume such a risk. The school provides a bike rack; locks must be provided by the bike/scooter owner. Students should wear protective helmets. Students must walk their bikes or scooters once they enter the campus. Students must lock up bikes and scooters in the bike rack. Students who do not follow these rules may lose the privilege of bringing a bicycle or scooter to school.

**SKATEBOARDS, ROLLERBLADES, LONGBOARDS,  
ROLLERSKATES, HEELIES, and MOTORIZED SCOOTERS  
ARE NOT ALLOWED AT SCHOOL.**

# MEDICATION AT SCHOOL

Elementary-aged students should not bring prescription or over-the-counter medication to school as per district policy A545. If your child needs to receive medication during the school day, please bring the medication to the school with the Jordan School District Request For Giving Medication At School Form. You will find this form in the registration materials in On Line Registration or you can pick one up in the office.

## DRESS CODE

Jordan School District has adopted a code of dress that is designed to assist in the proper learning environment (AA419).

Appropriate dress and appearance avoids extremes, exemplifies personal cleanliness, promotes an effective learning environment free of unnecessary disruption(s) and increases school safety, security and sanitation factors. There are a variety of clothing styles which may be popular but are inappropriate for the school or school sponsored activity setting.

Dress and appearance standards include (but are not limited to) the following:

1. General Standards
  - a. Any clothing, jewelry, accessory, footwear, personal item or appearance practice may be prohibited when it:
    - b. Draws undue attention, distracts, disrupts, and/or interferes with the learning environment at school or school sponsored activity.
    - c. Endangers or affects the health, safety and/or welfare of the individual or others.
    - d. May cause damage or harm to individuals, school devices, resources, equipment or facilities.
    - e. Limits the ability to identify the student.
    - f. Appears as an attempt to challenge the intent and scope of policy or the authority of the school.
    - g. Dress and appearance, including clothing, jewelry, accessory, footwear, personal item or appearance practice, shall be in a manner suitable to the day's activities consistent with the standards of health, safety, and appropriate behavior. School personnel may require students to wear certain types of clothing for health, safety, security, or sanitation factors or in connection with classes, activities or circumstances.
    - h. Clothing, appearance, jewelry, accessory, footwear, and/or personal items shall be free of writing, images, symbols or any other insignias that:
      - i. Are lewd, obscene, vulgar, or profane.
      - j. Advocate, represent or promote racism, discrimination, violence or hate in any form.
      - k. Signify gang affiliation.
      - l. Advocate, represent or promote tobacco, alcohol, drugs, or any illegal substance(s).
      - m. Advocate, represent or promote criminal or illegal activities.
      - n. Infringe on the rights of others.
      - o. Are pornographic or sexually suggestive.
    - p. School administration may authorize exceptions for health/medical issues, religious beliefs, or safety reasons.
    - q. School dress and appearance enforcement should be reasonable and seek to minimize the loss of instructional time.



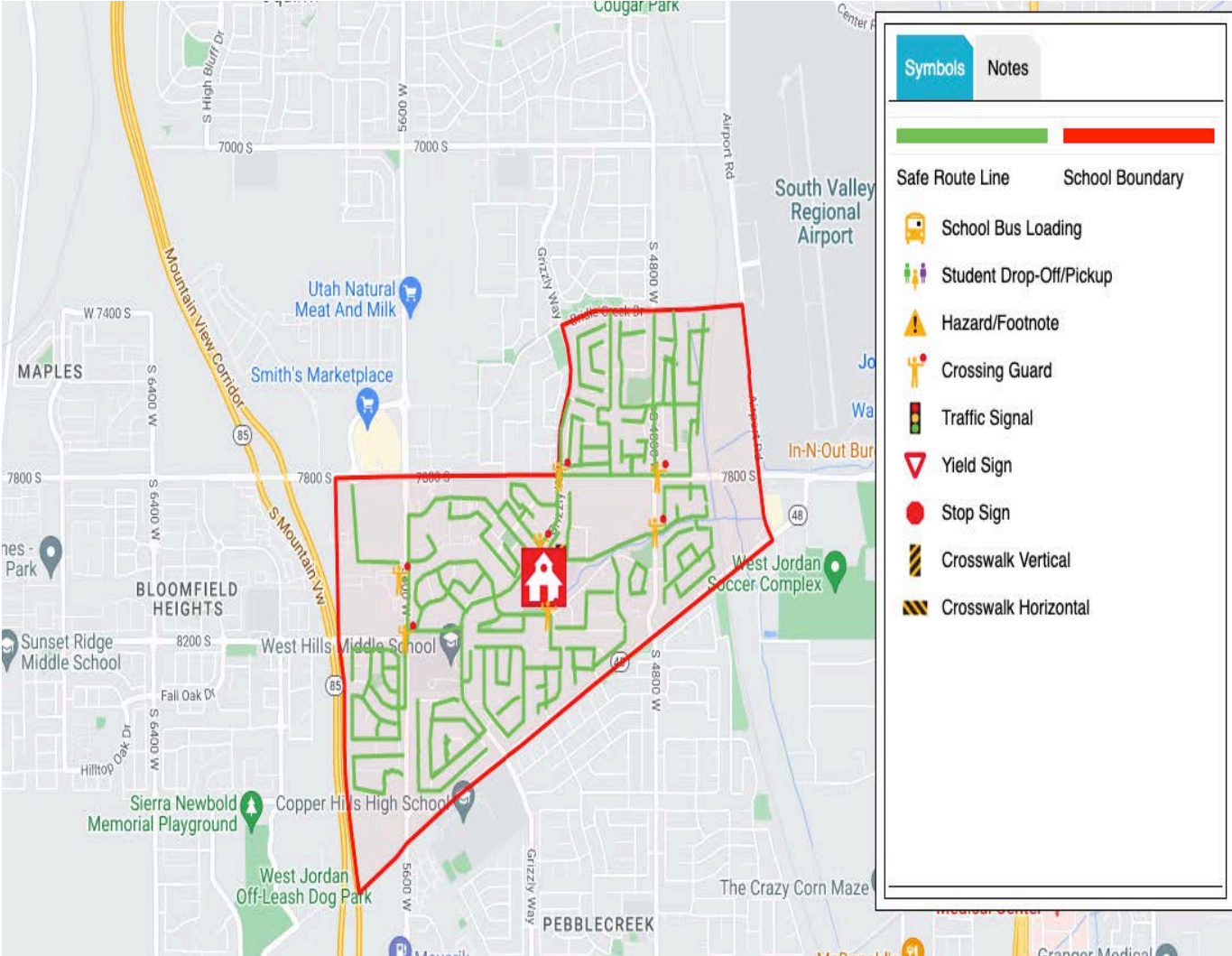
## **SNAP** **(Student Neighborhood Access Plan)**

Student safety is a priority at Hayden Peak Elementary. We want all of our students to be safe. To help keep our students as safe as possible, we suggest you walk, at least once, the safe walking route with your child. This will ensure they know the safest route to school.

The following maps are marked with the safest routes to the school. You and your child(ren) are encouraged to follow these routes. Please emphasize with your child(ren) the importance of:

- Always crossing at a crosswalk and if a crossing guard is in place follow their instructions.
- Walk on the sidewalk and walking paths, not in the street.
- Before crossing a street, look both ways and make sure the way is clear before crossing.
- It is best to walk in groups
- Never accept a ride from a person you do not know.

# Safe Walking Route



## Pick-up, Drop-off and Parking Procedures

Hayden Peak is fortunate to have 2 pick-up and drop-off areas located on the north east and north west sides of our school. For the safety of all our students at Hayden Peak, we ask that you follow the procedures below.

- Enter the Pick-up and Drop-off lanes on either side of the school. (Please **do not pull ahead of others** in the thru lane as this is dangerous and slows traffic.)
- **Pull all the way forward** to the yellow line or the car in front of you. (Please do not stop without pulling completely forward.)
- **Stay in your vehicle** and pull forward as space becomes available.
- **Students should enter and exit vehicles on the curbside of the road.**
- Exit the drop-off loop by pulling into the thru lane.
- **Yield to students in crosswalks** and obey safety patrol students and teachers.
- Cars in the drop-off loop have traffic priority. Parents parked in the parking lot need to **yield to cars in the drop-off loop**.
- Parents who wish to accompany younger students to and from the school should park in a designated stall. **There is no parking in the pick-up/drop-off loop.**
- **Use crosswalks and sidewalks** with your children.



Thank you for helping us keep all of our children safe at Hayden Peak Elementary!

## EXCLUSION POLICY

Jordan School District students and employees are entitled to a learning/working environment, which is free from unlawful and violent acts. Students whose actions pose a threat to health and/or safety of a student or staff member shall be suspended and/or excluded from school (Board Policy AA419 and AS67).

### Dangerous or Disruptive Conduct

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.

1. Possessing, regardless of intent, using, selling or attempting to possess, use or sell 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.
2. Causing, or attempting, threatening or conspiring to cause, damage to personal or real property, or causing or attempting, threatening or conspiring to cause harm to a person through:
  - A. Drugs or alcoholic beverages (Board Policy AS90).
    - a. Sexual harassment.
    - b. Arson – the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.
  - B. Burglary – the breaking, entering or remaining in a structure without authorization during the hours when the premises are closed to students.
  - C. Larceny or stealing – the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
  - D. Criminal Mischief – willful or malicious injury or damage in excess of \$200.00 to public property or to real or personal property belonging to another.
  - E. Battery – the unlawful and intentional touching or striking of another person against his or her will.
  - F. Assault – placing another person in fear or apprehension of a harmful or offensive touching, whether or not touching is actually intended.
3. 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.

## Harassment/Bullying Policy

Bullying and harassment are not tolerated at Hayden Peak Elementary. Bullying is when a person or group of people repeatedly seeks to belittle, scare, hurt, put down, tease, threaten, harm, or intimidate you.

Bullying and harassment can be:

- ◆ Verbal: The bully aggressively teases or calls you names.
- ◆ Physical: The bully physically hits, shoves, punches, pokes, bumps, corners, or harms you.
- ◆ Visual: (leering, showing embarrassing material),
- ◆ Emotional: The bully uses gestures, notes, rumors, gossip, etc. against you. The bully may also exclude you or use your relationships with friends as a weapon.
- ◆ Cyber: The bully uses emails, text messages, Facebook, Twitter, other social networking websites, or other electronic devices to hurt you.

What should you do if you are getting bullied?

Try the following:

- ◆ Tell the bully to **STOP**. Look the bully in the eye without emotion or fear and command him or her to stop.
- ◆ If the bully continues to bother you, **WALK AWAY**.
- ◆ 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 bully.

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.

## STUDENT SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct that adversely affects a person's educational opportunities, relationships, or environment (AS 94).

Sexual harassment may include, but is not necessarily limited to the following:

- \* Sex role stereotyping
- \* Visual or verbal gender bias
- \* Unwelcome sexual behavior, for example "panting" "wedgies", or touching others inappropriately.

Students who engage in this behavior will be disciplined, which may include suspensions or expulsions from school.

## Recess

Recess is scheduled as part of the regular school day. Please send your student to school prepared to participate in recess given the current weather conditions.

1. Students will go outside for recesses unless the temperature and/or wind chill factor at the school is below 20 degrees.
2. Students with notes from a doctor will be excused from going outside for the period of time stated in the note.

3. The playground assistants will monitor weather closely. If the conditions worsen during a recess period, the assistants will bring the children inside.
4. All students should be adequately dressed for seasonal weather.
5. No students are permitted to leave the playground, and students must stay within the fenced play areas.

## **Safe School Policy**

For the safety of students, staff, and visitors to our schools, Hayden Peak has a strict "School Safety" policy. The intent of the policy is to give all students the right to attend school in a safe school environment.

The School Safety policy establishes consequences and procedures for:

- ◆ Any threat or act of violence.
- ◆ Possession of a real weapon, explosive, noxious or flammable material.
- ◆ Actual or threatened use of look-alike weapons.
- ◆ Any form of organized gang activity.
- ◆ Any type of criminal behavior.
- ◆ Destruction or defacement of school property
- ◆ Conduct at locations away from the school that threatens or does harm to the school or persons associated with the school.

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

- ◆ Mandatory parent/guardian conference at school and/or district offices.
- ◆ Loss of recess or activity
- ◆ Lunch Detention
- ◆ Suspension from school.
- ◆ Referral to law enforcement.
- ◆ Placement in alternative educational program.
- ◆ Severe consequences may be imposed for any incident involving weapons.
- ◆ Other consequences and action steps appropriate for the specific circumstance.

## **DRUGS AND ALCOHOL**

The administration recognizes that the possession, use, or distribution of illegal drugs, alcoholic beverages, or other prohibited substances constitute a hazard to students and is disruptive to the educational process (AS 90). The following substances are prohibited at school:

- \* Illegal drugs
- \* Alcoholic beverages
- \* Illegal psycho toxic chemicals (inhalants)

\* Prescription medications in excess of an 8-hour dosage\*

\* Over-the-counter medications in excess of an 8-hour dosage\*

The possession, use, or distribution, by students of any substance listed above is prohibited on school district property during school hours, at any school-sponsored extracurricular program or activity including those held off school property.

## **GANG RELATED ACTIVITY**

The following gang-related activity is prohibited:

1. Gang-related activity that is dangerous or disruptive.
2. Gang-related activity may include, but is not necessarily limited to the following:
  - a. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang.
  - b. Use of a name, which is associated with or attributable to a gang.
  - c. Designating turf or an area for gang activities.

Jordan School District administrators are required to enforce this policy to protect the safety of those seeking an education and to ensure that a safe learning environment is maintained in every school (AA419).

Summary: Students who choose to not follow the rules may lose their recess and/or other privileges. Frequent or serious violations of this code will be investigated and, if necessary, a parent conference held. Violations may result in suspension from school.

In order for each student to reach his or her highest potential for academic and social growth, parents, students, and the school must work together. To assist students properly, all stakeholders must recognize and agree upon their roles in the learning process.

### **Student Agreement**

Education is important to me. I am the one responsible for my own success.

**As a student, I will be responsible for the following items:**

- ❖ Coming to school every day on time, well rested and fed, prepared to do my best.
- ❖ Participating in the classroom and asking for help when needed.
- ❖ Bringing necessary materials and completed assignments.
- ❖ Completing all assignments, including homework, to the best of my ability.
- ❖ Reading or being read to at least twenty minutes per day, five or more days per week.
- ❖ Practicing math facts and spelling weekly, as assigned by my teacher.
- ❖ Respecting others' right to learn without disruption.
- ❖ Showing respect for people and property by refraining from vandalism, stealing, and using profanity.
- ❖ Respecting the diversity of others.
- ❖ Following all classroom procedures and school rules as outlined in the Hayden Peak Code of Conduct.
- ❖ Communicating regularly with my parents and teacher so that they can help me to be successful in school (i.e. planners, notes, etc.).
- ❖ Encouraging my parents to participate in my education.
- ❖ Limiting my TV watching and electronic game playing.

### **Parent/Guardian Agreement**

I understand that participation in my students' education is vital to their success.

**As a parent, I will be responsible for the following items:**

- ❖ Ensuring student safety by checking in at the office when I come to school.
- ❖ Ensuring that my student comes to school each day on time, well rested and fed, prepared to do his/her best.
- ❖ Providing an appropriate place to study and encouraging my student to complete all homework.
- ❖ Ensuring that my student is reading or being read to at least twenty minutes per day, five or more days per week.
- ❖ Practicing math facts and spelling weekly with my student, according to class requirements.
- ❖ Assisting the school in maintaining discipline as outlined in the Code of Conduct and Jordan District Policy (i.e. dress code, cell phone, etc.).
- ❖ Participating in school events (i.e. back-to-school events, parent-teacher conferences, PTA meetings, and other school activities).
- ❖ Reading all school communications, and contacting the school when I have questions.
- ❖ Contacting the school to report the reason for any absence, and providing the school with doctor's notes when it is appropriate.



- ❖ Providing current phone number, email and other emergency information as changes occur.
- ❖ Notifying the teacher of any concerns and possible solutions that may affect my student's behavior or performance.
- ❖ Teaching my student to understand and respect the diversity of others.
- ❖ Encouraging positive use of out-of-school time and monitoring television watching and playing of electronic games.

### **Staff Agreement**

I understand the importance of a quality education for all students and my role as an educator and positive role model.

**As an educator, I will be responsible for the following items:**

- ❖ Creating and promoting a safe, positive, and healthy learning environment.
- ❖ Providing a challenging instructional program aligned with the Utah Core Standards that will motivate and challenge my students, as well as addressing their individual needs.
- ❖ Assigning appropriate homework with clear instructions.
- ❖ Encouraging students to read daily at school and at home.
- ❖ Facilitating frequent and clear communication (positive and possible concerns) between the classroom and home, including use of emails, phone calls, text messages and planners.
- ❖ Communicating ways for parents/guardians to support learning at home.
- ❖ Notifying parents/guardians of any concerns and possible solutions regarding their student.
- ❖ Providing opportunities for parents/guardians to volunteer, observe, and participate in classroom activities.
- ❖ Participating and contributing to the effectiveness of Professional Learning Communities.
- ❖ Fully participating in professional development and in-service that improves my instructional practice.
- ❖ Promoting an understanding and respect of diversity.
- ❖ Respecting the school, staff, and students.

### **Principal Agreement**

I understand the importance of my leadership role in establishing and implementing goals and objectives for a successful school program.

**As a principal, I will be responsible for the following items:**

- ❖ Providing leadership in establishing the vision and mission of the school and in formulating strategic plans to support school goals.
- ❖ Providing strong instructional leadership for the development and implementation of scientifically research-based instruction and curriculum that is aligned with Utah State Core Standards and embraces best practices.
- ❖ Assuming responsibility for student discipline and safety.
- ❖ Communicating with parents/guardians, teachers, and students regarding all programs that affect the education and welfare of all concerned.

*Please fill out and return to the school office. Forms will be kept on file in the principal's office.*

## Code of Conduct Agreement

Family Last Name \_\_\_\_\_

I have read the Hayden Peak Elementary Code of Conduct booklet:

Student Name (please print)	Teacher	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Home Phone number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_