

## Important Things to Remember

- Please arrive at school by 8:20 a.m. At 8:22 a.m., music will begin to play as a cue to the students to line up at their appointed place. Teachers will bring the students into the building at 8:25 a.m. The grade level doors are locked and school begins promptly at 8:30 a.m. If your child is late he or she must check in at the main office, even students whose classes are in the portables.
- If your child is going to be absent please call the school at 801-280-0722 to let us know the reason for their absence. Please provide a note from the doctor or dentist if applicable, or you may send a written note with your child when he or she returns to school.
- Students should have no more than 5 absences for the entire school year. Ten or more absences is considered excessive.
- We encourage you to limit the number of days your child is away from school. Activities, discussions, simulations, and presentations take place every day and cannot be duplicated, even with after-school instruction or make-up work.
- Education Leave form may be picked up in the front office two weeks prior to the vacation. When all homework has been completed and turned in the absence will be marked as an excused absence.
- Administration of Medication Policy: The Administration authorizes the following guidelines for administering medication to students:
  - School personnel may administer prescription medication or nonprescription (over-the-counter) medication to a student during the regular school day only when the medication has been prescribed by the student's licensed health care provider and the school principal receives:
  - A current Medical Authorization form signed by the student's parent or legal guardian, and by the student's health care provider. (This form can be picked up in the school office.)
  - The Medication Authorization form *must be resubmitted at the beginning of each school year* the medication is continued, and as medication is prescribed or changed.
  - All medication that is to be given at school must be provided by the parent or guardian and delivered to the school by a responsible

adult. Medication needs to be in the original prescription bottle or over-the-counter packaging with the student's name clearly indicated.

- Please be sure to label all of your student's items (lunch boxes, backpacks, jackets, etc.) with their name. It is very difficult to return lost items when they are not labeled.
- *Visitors and volunteers must check in and out* in the front office when helping in the school or visiting during regular school hours. All outside doors are locked during the school day except for the main door. **Please do not try to slip in the grade level doors as students are entering or exiting during the day.**
- All volunteers must be fingerprinted at the Jordan School District offices before volunteering in the school or going on fieldtrips. Please pick up the paperwork in the school office before you go to the district office, as they must first be signed by an administrator. Fingerprinting and background checks are good for the duration of your child's school career (12<sup>th</sup> grade).
- Volunteers must abide by the Jordan School District dress code, which includes no short shorts, tank tops or spaghetti straps, no low cut tops or excessive cleavage.
- If you need to check out your student during the school day you must come into the office to sign them out. We encourage you to schedule appointments and other activities before or after school if possible. It is important for students not to lose valuable in-class instruction.
- Utah Weather: Please be sure your student is dressed appropriately for our varying Utah weather. Students will be lining up outside in the morning and going outside for recess when the temperature is 20 degrees or above, including wind chill, as set forth by our School Community Council. Please be sure to provide your child with warm coats, hats, and gloves. During warm weather, please follow the school dress code by not wearing short shorts, tank tops, spaghetti straps, etc.

Thank you for your cooperation.