



2018-19
Code of Conduct

School Motto:

"CHILDREN FIRST"

Mission Statement:

MORE STUDENTS DOING BETTER WORK
EVERY CHILD, EVERY CHANCE, EVERY DAY

Belief Statement:

Daybreak Elementary believes that students should exhibit
DOLPHIN P.R.I.D.E.

- P - PATIENCE** ...take turns, understand others
- R - RESPECT** ...pay attention, listen to others, care
- I - INTEGRITY** ...be honest, kind, trustworthy, and share
- D - DEPENDABLE** ...arrive at school prepared and on time
- E - EXCELLENCE** ...always do your best

Daybreak Dolphin Big 3

Be Safe

Be Respectful

Be Responsible

Daybreak Elementary

Code of Conduct 2018-19

Welcome to Daybreak Elementary, where we believe in making a difference every day.

Attendance Policy

Punctuality and regular attendance are two important factors affecting school success. When students are absent from school or arrive late, they miss valuable opportunities to learn. Utah's Compulsory Education Law states that all school age children must attend school unless there is a valid and legitimate excuse (Utah Code 53-A-11-101). The law further states that every parent or guardian has the responsibility of sending his/her child to school. The administration and staff at Daybreak Elementary are committed to the success of every student. Student success can best be achieved when students, parents, teachers, and school administration work together towards a common goal.

Student responsibilities include:

- Be in school regularly and on time
- Collect work missed during absence

Teacher responsibilities include:

- Greet students at the door
- Promote and celebrate good attendance in their classrooms.

Parent responsibilities include:

- Ensure that their student attends regularly and on time
- Notify the front office for each absence
- Check in/out their student(s) through the front office
- Understand the attendance policy

Administrative responsibilities include:

- Be involved in tracking student attendance
- Notify parents of attendance/tardy problems
- Intervene according to Utah Code 53-A-11-101 when necessary

What is an Excused Absence?

We follow the state guidelines for possible reasons in which an absence would be excused: Illness or medical/dental appointments (must be verified by providing a doctor's note), family weddings and emergencies, death of a family member, family vacation or travel (Educational Leave – defined below), and court appearances.

Family Vacation or Travel (Educational Leave)

Students are allowed up to ten days for travel/vacation each year, IF an "Educational Leave" form has been filled out in the office **BEFORE** the vacation occurs. Parents will be responsible for making arrangements with the teacher for making up work missed. However, students missing school will not qualify for receipt of any awards associated with attendance (i.e., 100% attendance award, etc.)

Before/After School

For safety reasons, please do not send students to school before 8:45. Teachers are planning for the day and are not available to supervise students. Students are allowed to play on the playground until the first bell rings at 8:55, at which time they should line up at their grade-level doors until invited inside by the teacher on duty. When cold (below 20 degrees) or wet weather occurs before school, the stoplight sign will be posted red on the main entrances of the building indicating that students are welcome to come in the building to wait until the bell rings. They should enter through the front doors, as all other doors remain locked.

Bicycles /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.** Daybreak Elementary provides a bike rack; locks must be provided by the bike/scooter owner. Once on school grounds students must walk their bikes or scooters. Students must lock up bikes and scooters in the bike rack during the school day. Those who do not follow these rules may lose the privilege of bringing a bicycle or scooter to school. Please remind your students to wear protective helmets. **SKATEBOARDS, ROLLERBLADES, LONGBOARDS, ROLLERSKATES, HEELIES, and MOTORIZED SCOOTERS ARE NOT ALLOWED AT SCHOOL.**

Cell phones/Electronic Devices

Students are welcome to bring cell phones and smart watches to school but they must be put away while on school property. Students cannot use cell phones or smart watches during the school day. They should keep them in their backpacks; students can use them as needed while walking home for convenience and safety. Our goal is to provide a safe, instructional environment that is free from distractions and that is aligned with guidelines in our district policy.

Daybreak school policy:

- 1st violation – student can pick up the device from the teacher at the end of the day.
- 2nd violation - student can pick the device up from the office at the end of the day,
- 3rd violation - parent will need to pick up the device from the office.

The exceptions to this rule are those with a medical purpose that have worked things out with the teacher and the office.

The school is not responsible for lost or stolen electronic devices.

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. Please come to the school office and sign him/her out. If someone else is sent to pick up your child, his or her name must be an emergency contact on Skyward.

Dress Code – (see complete policy AA419)

- Clothing should be clean, neat, and in proper repair (no holes).
- No bare shoulders or bare midriff tops. Tank tops straps should be greater than or equal to the width of 3 fingers (pointer, middle & ring fingers) of a student.
- When a student is standing, his/her shorts should reach the tip of their fingers when their hands are to their side.
- Footwear should be designed for active outdoor play.
- Hats are not to be worn in the building.
- Gang-related clothing of any kind is not allowed.
- T-shirts depicting violence, use of drugs, alcohol, or other inappropriate slogans are not allowed.

Harassment/Bullying Policy

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

Bullying and harassment can be:

- Verbal: The bully aggressively teases or calls 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 someone. 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 someone.

Students Responsibility:

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

1. Tell the bully to **STOP**. Look the bully in the eye without emotion or fear and command him or her to stop.
2. If the bully 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 bully.

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.

Medications

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.

Outside food/treats

At Daybreak Elementary, we work hard to ensure that students' minds and bodies are ready for learning each day. In addition to the hard work our teachers and staff do every day to prepare students for success in the classroom, we can also work to encourage healthy eating and physical activity, leading them to lifelong success. By helping them start healthy habits early in life, we can help reduce our children's health risks and increase their chances for longer, more productive lives.

Parents/guardians please:

- **Ask your child's teacher what food allergies are present in the class.**
- Honor their child's birthday by sending non-food treats such as stickers or pencils.
- Ensure all food sent to school for birthday celebrations promote healthy food choices.
- Ask your child's teacher what non-food or healthy rewards/incentives they are utilizing in the classroom.
- Become involved in planning school holiday parties that include games, crafts, and healthy foods and beverages.
- Any outside food needs to be store bought and have nutrition information.

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, Daybreak 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.

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.

SNAP (Student Neighborhood Access Plan)

Student safety is a priority at Daybreak 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. 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:

1. Always crossing at a crosswalk and if a crossing guard is in place follow their instructions.
2. Walk on the sidewalk and walking paths, not in the street.
3. Before crossing a street, look both ways and make sure the way is clear

before crossing.

4. It is best to walk in groups.
5. Never accept a ride from a person you do not know.

Visitors/Volunteers

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

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.

Please fill out and return to your teacher by Friday August 31, 2018.

Daybreak Elementary Code of Conduct Agreement

Students Name _____ Teacher _____ Grade: _____

Students Name _____ Teacher _____ Grade: _____

Students Name _____ Teacher _____ Grade: _____

Students Name _____ Teacher _____ Grade: _____

Students Name _____ Teacher _____ Grade: _____

I have read the Daybreak Elementary Code of Conduct:

Student Signature _____ Date: _____

Student Signature _____ Date: _____

Student Signature _____ Date: _____

Student Signature _____ Date: _____

Parent's signature _____ Date: _____

Parent's signature _____ Date: _____