



Butterfield Canyon Elementary School

6860 W. Mary Leizan Lane (13825 S.) – Herriman, Utah 84096

Office Hours: 8:30am - 4:00pm

www.butterfieldcanyonelementary.org

Kimberly Andersen – Principal

Amber Allen- Assistant Principal

Tricia Loveridge – Administrative Assistant

Adam Richens - Head Custodian

Maria Gutierrez - Nutrition Manager

School Hours	Lunch Schedules (M-Th)	Lunch Schedules (Fridays)
Grades 1 - 6: 9:00 a.m. - 3:35 p.m. (M-Th) 9:00 a.m. - 1:00 p.m. (Fri)	Kindergarten: 11:40-11:55 First Grade: 12:30-12:45 Second Grade: 11:15-11:30 Third Grade: 12:05-12:20 Fourth Grade: 12:50 - 1:05 Fifth Grade: 11:50 - 12:05 Sixth Grade: 12:25-12:40	Kindergarten: 11:20-11:35 First Grade: 12:05-12:20 Second Grade: 11:05-11:20 Third Grade: 11:40-11:55 Fourth Grade: 12:15 - 12:30 Fifth Grade: 11:30-11:45 Sixth Grade: 11:55-12:10
Kindergarten AM: 9:00 a.m. – 11:40 a.m. (M-Th) 9:00 a.m. - 10:55a.m. (Fri)		
Kindergarten Full Day: 9:00 a.m. - 3:35 p.m. 9:00 a.m. - 1:00 p.m. (Fri)		

**All students in all grades eat lunch before recess.*

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Visitors: All visitors must report to the main office, sign in, and receive a visitor's pass.

Please have your ID ready to show office staff upon entrance.

Don't forget to sign out at the office before you leave.



2025-26 School Year Calendar

Teacher Contracts Begin.....	Monday, August 11, 2025
New Educator Induction.....	Friday, August 8, 2025
District-directed Professional Development Day.....	Tuesday, August 12, 2025
Check-out Day for Teachers.....	Monday, June 5, 2026

Labor Day Recess.....	Monday, September 1, 2025
Grade Transmittal Day (No School for Students).....	Monday, October 20, 2025
Fall Recess.....	Tuesday, October 21 – Friday, October 24, 2025
Thanksgiving Recess.....	Wednesday, November 26 – Friday, November 28, 2025
Winter Recess.....	Monday, December 22, 2025 – Friday, January 2, 2026
Martin Luther King, Jr. Day Recess.....	Monday, January 19, 2026
Grade Transmittal Day (No School for Students).....	Tuesday, January 20, 2026
Washington & Lincoln Day Recess.....	Monday, February 16, 2026
Professional Development Day (No School for Students).....	Friday, March 6, 2026
Grade Transmittal Day (No Students Attend).....	Monday, March 30, 2026
Spring Recess.....	Tuesday, March 31 – Friday, April 3, 2026
Professional Development Day (No School for Students).....	Friday, April 17, 2026
Memorial Day Recess.....	Monday, May 25, 2026

Elementary Schools	Q1: Aug. 19 – Oct. 17 (43)	Q2: Oct. 27 – Jan. 16 (47)	Q3: Jan. 21 – Mar. 27 (47)	Q4: Apr. 6 – Jun. 4 (43)
Beginning of Classwork (Grades K-6).....	Wednesday, August 20, 2025			
Professional Development Day – No School.....	Friday, September 26, 2025			
Fall Parent-Teacher Conferences.....	Wednesday, October 1 – Thursday, October 2, 2025			
Teacher Compensatory Day – No School.....	Friday, October 3, 2025			
Health & Wellness Virtual Day.....	Friday, February 6, 2026			
Spring Parent-Teacher Conferences.....	Wednesday, February 11 – Thursday, February 12, 2026			
Teacher Compensatory Day – No School.....	Friday, February 13, 2026			
End of Classwork.....	Thursday, June 4, 2026			

Middle Schools	Q1: Aug. 19 – Oct. 17 (43)	Q2: Oct. 27 – Jan. 16 (47)	Q3: Jan. 21 – Mar. 27 (47)	Q4: Apr. 6 – Jun. 4 (43)
7 th Grade Orientation.....	Tuesday, August 19, 2025			
Beginning of Classwork (Grades 8-9).....	Wednesday, August 20, 2025			
Fall Parent-Teacher Conferences.....	Wednesday, September 24 – Thursday, September 25, 2025			
Teacher Compensatory Day – No School.....	Friday, September 26, 2025			
Professional Development Day – No School.....	Friday, October 3, 2025			
Health & Wellness Virtual Day.....	Friday, February 6, 2026			
Spring Parent-Teacher Conferences.....	Wednesday, February 11 – Thursday, February 12, 2026			
Teacher Compensatory Day – No School.....	Friday, February 13, 2026			
End of Classwork for 7 th Grade.....	Wednesday, June 3, 2026			
End of Classwork for 8 th & 9 th Grade.....	Thursday, June 4, 2026			

High Schools	Q1: Aug. 19 – Oct. 17 (43)	Q2: Oct. 27 – Jan. 16 (47)	Q3: Jan. 21 – Mar. 27 (47)	Q4: Apr. 6 – Jun. 4 (43)
Beginning of Classwork.....	Tuesday, August 19, 2025			
Fall Parent-Teacher Conferences.....	Wednesday, September 24 – Thursday, September 25, 2025			
Teacher Compensatory Day – No School.....	Friday, September 26, 2025			
Professional Development Day – No School.....	Friday, October 3, 2025			
10 th Pre-ACT Test & 12 th College Prep Half Day (date subject to change).....	Wednesday, November 12, 2025			
(10 th & 12 th Grades AM Only – 11 th Grade No School – Teacher Professional Development in PM)				
Health & Wellness Virtual Day.....	Friday, February 6, 2026			
Spring Parent-Teacher Conferences.....	Wednesday, February 11 – Thursday, February 12, 2026			
Teacher Compensatory Day – No School.....	Friday, February 13, 2026			
ACT Testing (date subject to change).....	Tuesday, March 10, 2026			
(11 th Grade AM Only – 10 th & 12 th Grades No School – Teacher Professional Development in PM)				
High School Graduation.....	Tuesday, June 2 – Wednesday, June 3, 2026			
End of Classwork.....	Thursday, June 4, 2026			

Per District Policy D207 – Calendar Development: Emergency closure make-up days will be recommended by the Administration and approved by the Board.

Updated 5/15/2025

Is There Elementary School Today?

2025-26



No School Today

The last instructional day of each week is an early out day, except for 9/25, 2/5, 3/5, and 4/16.

NOVEMBER 2025				
M	T	W	T	F
				1
3	4	5	6	Early Out 7
10	11	12	13	Early Out 14
17	18	19	20	Early Out 21
24	Early Out 25	26	27	28

26-28: Thanksgiving Recess - No School

DECEMBER 2025				
M	T	W	T	F
1	2	3	4	Early Out 5
8	9	10	11	Early Out 12
15	16	17	18	Early Out 19
22	23	24	25	26
29	30	31		

22-31: Winter Recess - No School

JANUARY 2026				
M	T	W	T	F
			1	2
5	6	7	8	Early Out 9
12	13	14	15	Q2: 47 Days Early Out 16
19	20	21	22	Early Out 23
26	27	28	29	Early Out 30

1-2: Winter Recess - No School
19: Martin Luther King, Jr. Day Recess - No School
20: Grade Transmittal Day - No School

FEBRUARY 2026				
M	T	W	T	F
2	3	4	NO Early Out 5	6
9	10	11	Early Out 12	13
16	17	18	19	Early Out 20
23	24	25	26	Early Out 27

6: Health & Wellness Virtual Day
13: Teacher Compensatory Day - No School
16: Washington & Lincoln Day Recess - No School

MARCH 2026				
M	T	W	T	F
2	3	4	NO Early Out 5	6
9	10	11	12	Early Out 13
16	17	18	19	Early Out 20
23	24	25	26	Q3: 47 Days Early Out 27
30	31			

6: Teacher Professional Day - No School
30: Grade Transmittal Day - No School
31: Spring Recess - No School

APRIL 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	Early Out 10
13	14	15	NO Early Out 16	17
20	21	22	23	Early Out 24
27	28	29	30	

1-3: Spring Recess - No School
17: Teacher Professional Day - No School

MAY 2026				
M	T	W	T	F
				Early Out 1
4	5	6	7	Early Out 8
11	12	13	14	Early Out 15
18	19	20	21	Early Out 22
25	26	27	28	Early Out 29

25: Memorial Day Recess - No School

JUNE 2026				
M	T	W	T	F
1	2	3	Q4: 43 Days Early Out 4	5
8	9	10	11	12
15	16	17	18	19
24	25	26	27	28
29	30			

4: Last Day of School

2025-26 School Handbook

Welcome to Butterfield Canyon Elementary School. The administration and staff at Butterfield Canyon believe we are a school where “every person matters and every moment counts!” Butterfield Canyon is a great school with outstanding staff, students, and academic programs. The information in this handbook has been prepared to answer questions you may have about your school. If you have further concerns or questions, please feel free to contact us at (801) 254-0737. For more information about our school, please visit butterfieldcanyon.jordandistrict.org

We believe that clear schoolwide expectations create an environment in which students feel more confident and are better able to navigate their school experience. In an effort to streamline this organizational process, the staff at Butterfield Canyon support the following expectations (please note that additional topics or concerns not addressed in this handbook may be addressed by contacting the school faculty and/or administration):

- [Animals in the Building](#)
- [Attendance Policy](#)
- [Before / After School](#)
- [Bicycles, Scooters, and Skateboards](#)
- [Bobcat Code of Conduct](#)
- [Busing](#)
- [Closed Campus](#)
- [Communication with the Student, Parent, and Teacher](#)
- [Dangerous or Disruptive Conduct](#)
- [Dress Code – \(see complete policy AA419\)](#)
- [Drop-Off/Pick-Up Procedures](#)
- [Emergency Drills](#)
- [Field Trips / Background Checks](#)
- [Food for Class Parties/Celebrations](#)
- [Gum](#)
- [Health / Allergies](#)
- [Homework / Request for Work](#)
- [Lunch Program](#)
- [Medications](#)
- [Personal Items at School](#)
- [PTA](#)
- [Recess](#)
- [School Community Council](#)
- [Skyward Access](#)
- [Student Illness](#)
- [Student Recognition and Success Programs](#)
- [Supply Lists](#)
- [Technology in the Classroom](#)
- [Teacher Requests / Student Placement](#)
- [Textbooks](#)
- [Use of Personal Electronic and Communication Devices](#)
- [Vacations](#)
- [Visitors](#)
- [Volunteers](#)

Animals in the Building

Due to the prevalence of allergies to animals along with potential safety risks, classroom pets and non-human guests are not welcome inside the building. Service dogs must check in at the office and are accompanied by their owner. [JSD Policy](#) determines the specific expectations around service animals.

Attendance Policy

It is the stance of the school that it is difficult to replicate the learning experiences that are missed when students are tardy and absent. 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 Butterfield Canyon 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:

- Attend school regularly and be on time.
- Discuss making up critical work missed with teacher.
- Understand and follow the attendance policy.

Teacher responsibilities include:

- Track and record student attendance accurately.
- Greet students at the door.
- Promote and celebrate good attendance in their classrooms.
- Notify parents of attendance/tardy problems.

Parent responsibilities include:

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

Administrative responsibilities include:

- Support the appropriate tracking of student attendance.
- Notify parents of attendance/tardy problems.
- Intervene according to Utah Code 53-A-11-101 when necessary.

What is an Excused Absence?

BCE follows 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 (10) days** for travel/vacation each year. An “*Educational Leave*” form should be filled out in the office **BEFORE** the vacation occurs. Students and parents should work with the classroom teacher to discuss making up any critical work missed due to absence. However, students missing school will **not** qualify for receipt of any awards associated with attendance (*i.e., 100% attendance award, etc.*).

Checking Students In and Out

Students arriving at school after 9:00 a.m. are considered late, will be marked tardy by the teacher and will need to enter the building from the front/main doors.

Students arriving at school after 9:10 a.m. must check in at the front office and receive a tardy slip before going to class. Please bring in any medical/dental notes for excused check-ins.

Parents must show a valid picture ID to check out a student from school. Students will be checked out only to adults (over 18 years of age) listed on their Student Information System (Skyward) account. If a student must leave school during the day, they are required to use a school phone, not a personal cell phone, to contact his/her parents.

Before / After School

For safety reasons, please do not send students to school before 8:45 a.m. If students arrive prior to 8:45 a.m. they will not be supervised by school personnel. 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 21 degrees) or wet weather occurs before school, the *orange flags* will be posted on the exterior of the building indicating that students are welcome to come in the building to wait in/near their classrooms until the bell rings. They should enter through their assigned classroom doors.

Bicycles, Scooters, and Skateboards

Students may bring bicycles/scooters/skateboards to school as a means of transportation, however while on school grounds they must walk their bicycles/scooters and carry skateboards along designated sidewalks. Each student is responsible for securing their own bicycles/scooters/skateboards in the bike rack. Lost or stolen bicycles, scooters and/or skateboards are not the responsibility of the school or school personnel. Student shoes that include wheels or “wheelies” are not permitted to be used/worn on school grounds.

Bobcat Code of Conduct

Students are expected to exhibit the **R.O.A.R.** expectations: **RESPECT, OPTIMISM, ACCEPTANCE**, and **RESPONSIBILITY** in all areas of the building. All students at Butterfield Canyon have the capacity to learn and demonstrate success. Each student who enters our doors will receive a quality education in a safe environment. The staff of Butterfield Canyon Elementary expects that each student will have the responsibility to refrain from inappropriate or distracting behavior that endangers themselves or others, or that interrupts classroom instructional activities.



B.C.E R.O.A.R. Matrix - Student Code of Conduct

Area	Respectful BCE stakeholders respect themselves, others, and the physical spaces and items around them.	Optimistic BCE stakeholders are positive, hopeful, and confident about their futures and their abilities to become successful as they gain knowledge, collaborate, and share their unique strengths.	Accepting BCE stakeholders acknowledge and embrace achievements, mistakes, and growth. They are accepting and kind to others, even when they might have different perspectives.	Responsible BCE stakeholders show responsibility for their personal learning and growth, for their choices and actions, and how they contribute to a successful community.
All Common Areas	<ul style="list-style-type: none"> Follow adult directions the first time they are given Keep hands, feet, and objects to self Clean up after self 	<ul style="list-style-type: none"> Create a positive environment Make positive choices 	<ul style="list-style-type: none"> Use kind words and actions 	<ul style="list-style-type: none"> Follow school rules Walk facing forward Remind others to follow school rules Use all equipment and materials appropriately.
Cafeteria	<ul style="list-style-type: none"> Enter quietly with your hands to yourself. Use inside voices Act politely. Keep all food to self Sit with feet on the floor, pockets on the bench, and facing the table. Listen to adults and follow directions 	<ul style="list-style-type: none"> Help others when needed. Create a positive environment Be a good example Make any changes to your behavior that are needed or requested. 	<ul style="list-style-type: none"> Allow anyone to sit next to you Use kind words 	<ul style="list-style-type: none"> Clean up after yourself Get all utensils, milk, sauces, etc. before sitting down. Exit using determined route Walk when entering or exiting Food or drink must stay inside. Do not throw food. Get an adult for help when needed.
Recess	<ul style="list-style-type: none"> Play fairly Follow directions the first time given Be respectful of the spaces and people around you. 	<ul style="list-style-type: none"> Help self and others to have fun Create a positive environment Be a good example Make any changes to your behavior that are needed or requested. 	<ul style="list-style-type: none"> Include others Use kind words and actions Let others sit by or play with you Take turns and share. 	<ul style="list-style-type: none"> Line up when bell rings Return equipment to proper areas Follow playground and recess rules, including rules for specific games. Get an adult for help
Hallways	<ul style="list-style-type: none"> Use quiet voices in the hallways Stay in a single file line Keep hands, feet, and other objects to self. 	<ul style="list-style-type: none"> Create a positive environment Make positive choices Be a good example Have a positive attitude Learn from mistakes 	<ul style="list-style-type: none"> Hold the door open for the person behind you Be mindful of other classes. Walk on right side of the hallway 	<ul style="list-style-type: none"> Act safely. Walk facing forward. Use walking feet.

Bathrooms	<ul style="list-style-type: none"> • Use quiet voices • Keep water & soap in the sink • Clean up after yourself • Be quick and efficient. 	<ul style="list-style-type: none"> • Make positive choices. 	<ul style="list-style-type: none"> • Give others privacy 	<ul style="list-style-type: none"> • Flush toilet after use • Wash hands • Throw paper towel away in trash can • Return to classroom promptly • Use bathroom pass
Bus	<ul style="list-style-type: none"> • Follow directions • Keep your hands, feet and other objects to yourself. • Listen to adults and follow directions 	<ul style="list-style-type: none"> • Make positive choices • Help others, especially younger students. • Use positive and appropriate language. • Be a good example. 	<ul style="list-style-type: none"> • Be kind • Let others sit by you • Get adult help when needed. 	<ul style="list-style-type: none"> • Head straight to the bus or to your grade level area. • Stay in your seat • Do not eat or drink on the bus • Do not throw things. • Act safely.
Arrival & Dismissal Areas	<ul style="list-style-type: none"> • Use sidewalks and blacktop • Follow teachers, adults, and safety patrols directions. 	<ul style="list-style-type: none"> • Be Kind • Help others • Be a good example. 	<ul style="list-style-type: none"> • Use kind words and actions 	<ul style="list-style-type: none"> • Arrive on time • Leave on time • Lock up scooters and bikes in the bike rack • Wait in designated areas • Walk your wheels • Keep electronics in backpacks.
Specials	<ul style="list-style-type: none"> • Listen to adults and follow directions • Respect and follow the different rules in <u>specials</u> settings. 	<ul style="list-style-type: none"> • Create a positive environment • Make positive choices • Be a good example • Have a positive attitude • Learn from mistakes • Use polite manners 	<ul style="list-style-type: none"> • Let others sit by or work with you • Participate and try new learning experiences. 	<ul style="list-style-type: none"> • Act safely. • Be a team player. • Keep track of materials you use. • Clean and tidy up when asked to do so.
Assemblies	<ul style="list-style-type: none"> • Sit on pockets • Enter & exit quietly • Listen to the presentation • Follow directions from the student council and adults. • Keep your hands, feet and objects to self 	<ul style="list-style-type: none"> • Keep an open mind about assembly presentations. • Be a good example. • Use polite manners. 	<ul style="list-style-type: none"> • Clap/cheer when appropriate. • Listen and turn voices off when asked to do so. • Use kind words and actions 	<ul style="list-style-type: none"> • Don't bother your neighbor • No yelling or whistling • Do not bring items to the assembly that may cause distractions (i.e. hats, toys, fidgets, etc.)
Office	<ul style="list-style-type: none"> • Wait your turn • Follow adult directions • the first time they are given 	<ul style="list-style-type: none"> • Be kind and use manners. 	<ul style="list-style-type: none"> • Be patient. 	<ul style="list-style-type: none"> • Ask for adult assistance. • Use phone and office passes

Busing

Students who live 1.5 miles or further from the school qualify for district transportation (busing). Details regarding qualification and bus stop locations can be found at <http://planning.jordandistrict.org/boundaries/>. Students who live within 1.5 miles of the school do not qualify for busing to school and are encouraged to use the safe walking route detailed on our school's website. Students who live within 1.5 miles of the school may fill out an application for a "space available" permit that will be granted to students who live furthest from the school as there is space available after all qualified students

have a reserved seat. Those applications are accepted from the first day of school to the 15th day of school. It can take up to 10 days for an application to be approved, so please plan accordingly. We are no longer accepting paper requests, please fill in the request online.

Please see the linked tutorial on how to request busing for your student.

[Busing-Request-Tutorial](#)

Closed Campus

Butterfield Canyon Elementary School is a “closed campus”. Students are to remain on campus throughout the school day unless they have been properly checked out of school according to procedures outlined above. Under no circumstances may a student leave school without permission from the office. The school may involve the support of city police for those students who attempt to leave campus during the school day without utilizing the appropriate procedures.

Communication with the Student, Parent, and Teacher

Effective communication between home and school will facilitate each student's success. Communication may occur through: phone calls, emails, [ParentSquare](#) student planners, progress reports, report cards, appointments and through Skyward (the district Student Information System). At no time should a parent be in doubt of their child's progress. **It is highly recommended that a parent contact their child's teacher to review an issue or concern, prior to calling the school administration.** Information such as grades, lunch balances, attendance and much more can be instantly accessed from home by visiting Skyward Family Access: <https://skystu.jordan.k12.ut.us>.

Dangerous or Disruptive Conduct

BCE believes that, whenever possible, student behavioral issues are often opportunities for development and learning. Some behaviors and choices require further discipline, consequences, and/or restitution. Teachers and administration will use a hierarchy of interventions to support students in acquiring the skills necessary to improve behavior.

For more severe or repeated behaviors, action may be taken according to district policy AS67. A parent phone call may be made if deemed necessary by the administration. District policy states (AS67): *JSD students and employees are entitled to a learning/working environment, which 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 referred to a District Hearing.*

The following conduct is defined as “*dangerous or disruptive conduct*” and is prohibited on school property or while traveling on the bus:

“Possessing (regardless of intent), using, selling or attempting to possess any firearm, weapon, knife, explosive device, fireworks, chemical or martial arts weapon or other instrument including those which eject a projectile or substance of any kind, any replica or facsimile of any of the above, whether functional or non-functional, whether designed for use as a weapon or for some other use. This includes toy knives, toy guns and squirt guns.

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. It can take many forms: (1) *Physical bullying*: hitting and/or punching (2) *Verbal bullying*: teasing or name calling (3) *Non-verbal or emotional bullying*: intimidation through gestures, social exclusion and relational aggression (4) *Cyber-bullying*: sending insulting, threatening or harassing messages by phone or computer, or electronic messaging. Bullying is not to be tolerated at school and should be reported by any victims or bystanders to a teacher or administrator.”

Dress Code – (see complete policy JSD AA419) [LINK](#)

School administrators are responsible for the implementation and enforcement of student conduct, dress and appearance standards contained in *Jordan District policy AA419 - Student Conduct, Dress, and Appearance* and these guidelines. The legal concept of “reasonableness” shall be the guiding principle in the application and discipline of student conduct, dress and appearance. Adherence to the conduct, dress, and appearance standards and these guidelines will be the responsibility of the student and their parent(s)/guardian(s). School administrators will have final judgment on all matters concerning interpretation of student conduct, dress, and appearance.

The following specific guidelines have been established to aid students, parents, staff and administration in the implementation and enforcement of policy AA419-Student Conduct, Dress, and Appearance:

Dress and Appearance Standards include (but are not limited to) the following:

1. Clothing should be clean and in good repair.
2. Hats and other headwear:
 - a. May be worn unless it disrupts the school or school activity, poses a danger to self or others, or limits the ability of others to identify the student.
 - b. Any headwear that does not allow the student’s face to be visible is not allowed.
3. Clothing (See figure):

- a. Must cover from the top of the armpit to approximately mid-thigh with no viewable undergarments (waistbands and bra straps excluded).
 - b. Must be from the top of one armpit to another and connected from the front to back over the shoulder, have fabric in the front (covering the abdomen), on the sides (under the arms), and have a closed back (covering the upper and lower back).
 - c. Provide coverage of the buttocks, genitals, and chest with a fabric that is not see-through.
- 4. Clothing, appearance, jewelry, accessory, footwear, or personal item shall be free of any writing, images, symbols, or any other insignias that:
 - a. Are lewd, vulgar, profane, obscene, or sexually suggestive.
 - b. Advocates, represents, or promotes racism, discrimination, violence or hate in any form.
 - c. Signifies or depicts gangs and/or illegal or criminal activities.
(Administrators in consultation with law enforcement agencies will determine what signifies and/or depicts these activities.)
 - d. Shows or references tobacco, alcohol, drugs, or any illegal substance.
- 5. Except as a part of an approved school activity or medical reasons, sunglasses may not be worn in school during the school day.
- 6. Footwear, appropriate for the day's activities, shall be worn at all times.
- 7. Any dress or appearance item or practice that creates an unhealthy, unsafe, or disruption to the school or school activity may be prohibited.

Student Conduct, Dress & Appearance Guidelines

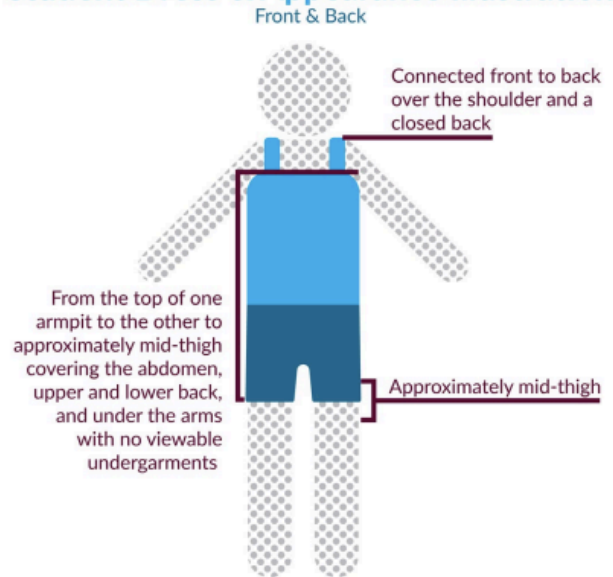
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7. Any dress or appearance item or practice that creates an unhealthy, unsafe, or disruption to the school or school activity may be prohibited.

Student Dress & Appearance Illustration



With the approval of District administration and the School Community Council, schools may make minor changes and/or adaptations to the dress and appearance standards in order to address local needs. Schools should seek input from various stakeholder groups.

Drop-Off/Pick-Up Procedures and Safety Guidelines

We would like to thank our Butterfield Canyon parents in advance for their cooperation in helping us achieve the goal of making the parking lot safe for the children and more convenient for each of you. Please follow these safety guidelines to ensure that you can get in/out quickly and safely. Please visit our [Safe Walking Routes page](#), to view the recommended safe walking routes within our boundaries.



Butterfield Canyon Elementary Loading/Unloading Access Zones Map Plan (Drop-Off/Pick-Up) [Link](#)

*All directions are for drop-off/arrival. Reverse instructions for pick-up/dismissal.

Zone A: Cars entering the school property from Mary Leizan Lane should use Lane 1 to enter the school in the lane closest to the school sidewalk. Drivers should follow the red arrows in Lane 1 all the way through to the flagpole if possible before stopping to unload students. Cars should pull all the way forward enabling all traffic to flow smoothly. The area highlighted in yellow is the approved area for loading/unloading and is marked with posted signage on both ends of the area.

Zone B: Car Lane 2 is a drive thru lane. As cars enter the school property they should follow the blue arrows to exit the school grounds. This lane is used for cars who may be parking in the front parking lot (Zone E) or who have already dropped students off in a drop-off/unloading zone.

Zone C and D: Crossing guards/Safety patrol students at the front of the school will help guide traffic along Lane 1 and Lane 2. Drivers should carefully watch and abide by their directions.

Zone E: This area is the front parking lot. Students should be walked with an adult to or from the parking lot accessing Zone C or D for assistance using the designated crosswalks.

Zone F: This is a bus lane and is designated for the loading and unloading of buses. This should not be used by cars to load/unload students.

Zone G: The faculty parking lot is used for faculty parking only and should not be used for private vehicles to load or unload students.

Zone H: The open gate at the back of the school playground is an access point for students arriving and leaving the school property. Following the safe route to school map, students can safely enter the school grounds using the entrance, there is staff on duty to monitor this area inside the school grounds 15 minutes before and after school hours. The school playground is open for the community before and after school, but student should not be on the playground without supervision after school hours. In our plan this area is not a safe pick up or drop off location, there is not sufficient supervision.

NOTE: Once students have safely left their car or bus, they should follow the footpaths to their grade level door. All students should enter the building via their grade level doors, marked by stars on the map. Grade 6 go directly to their assigned portable classroom. The main doors should only be used during drop-off once the tardy bell has rung at 9:05 a.m. On inside mornings due to inclement weather all students should enter the school through the front doors.

Expectations for Drop Off/Pick Up

- Please have your child ready to exit the vehicle when you arrive at the school. It is hard to keep the flow of traffic running smoothly when we have last minute

problems being fixed in the cars at the curb. We do understand that there may be a day when you are running behind but if you need a few extra minutes with your child, please park in the parking lot and escort them across a crosswalk.

- When you need to cross the street/thru-lane, please cross at the crosswalk for safety.
- Please pull all the way forward up to the flagpole when you drop your child off. We understand how convenient it is to drop off at the crosswalk or at the 1st grade doors, but it makes it very difficult for our other parents to drop off their children. If everyone pulls as far forward as they are able, we can get more cars in/out of the drop-off lane quickly and safely.
- Please have your child exit out the right side of the vehicle. It is not safe for them to exit on the left as they are then exiting into a thru lane. Please never stop in the thru lane, especially to let your child out. This not only impedes the traffic but is VERY dangerous for your child.
- There is no parking in the red zone. If you have to exit your vehicle, please park in the parking lot.
- Students are not allowed to enter the parking lot without a parent accompanying them.
- **Students on Campus:**
 - Always walk your wheels for the safety of all.
 - Avoid running in high traffic areas.
 - Use sidewalks to allow our grass and garden areas to grow untrampled.
 - Always walk on the side closest to the school of the yellow line painted on the front sidewalk and bus zone, to create a buffer zone between the traffic and pedestrians.
 - Students should only exit vehicles on the sidewalk side.
 - Students should not cross the front crosswalks towards the parking lot without a parent.
 - Follow R.O.A.R. expectations in all areas at all times.
 - Bullying is not allowed at Butterfield Canyon. [Click here](#) to see how we are teaching this to the students.

Emergency Drills

Emergency drills are required at regular intervals. When a drill requires the school to be evacuated, students and teachers will follow SRP Incident Command procedures. In the event that a real emergency occurs wherein a reunification procedure is implemented, parents will be expected to reunify with students in an orderly fashion, as directed by the incident command staff, in order for students to be safely accounted for. Please be sure

to follow all staff and incident command directions during the reunification process. The school's reunification plan can be found on our school website:

<https://butterfieldcanyon.jordandistrict.org/student-safety-reunification/>

Field Trips / Background Checks

Students will have the opportunity to participate in various field trips geared towards reinforcing classroom learning objectives. Parents are invited to attend some of the field trips scheduled for groups of students. Adults who wish to volunteer on field trips need to undergo a background check at the Jordan School District office.

Any adult wishing to volunteer in the school, who will have access to children, must also complete a background check at the Jordan School District office. You only need to participate in the full background check **once** (as of July 1, 2015).

For those volunteers who have previously had a background check on file within Jordan School District, they should complete the annual volunteer requirements to renew their volunteer status.

1. Go to <https://butterfieldcanyon.jordandistrict.org/volunteer-code-of-conduct-video/> and watch the mandatory yearly Code of Conduct video.
2. After watching the video, the prospective volunteer will fill out the [Code of Conduct Acknowledgement form](#) and the [Volunteer Application Form](#) and have them signed by an administrator. **Both forms need to be filled out and returned to the BCE office EACH SCHOOL YEAR by all those adults wishing to volunteer in the school.**

If you have not been previously fingerprinted through the Jordan School District you will need to complete the following steps:

1. Watch the code of conduct video (as detailed above).
2. Fill out the forms listed above and bring them to the BCE office where the forms must be signed by an administrator.
3. Make an appointment with the Human Resources department at the district. Please take the previously mentioned forms along with a photo ID to the Human Resource department at the district office (*7387 S. Campus View Drive West Jordan, UT 84084*) where they will help you complete your background check and the volunteer process. **Be sure to bring your signed forms (as detailed above) with you to your appointment.**

We appreciate your willingness to volunteer at BCE and we appreciate your willingness to have this background check completed for the safety of our students.

Food For Class Parties/Class Celebrations

Food/beverages given to students for special occasions should be brought to school in a sealed package and labeled with nutritional information. Homemade foods/treats are not allowed for consumption. In order to protect those students with food allergies and medical needs related to food, only foods purchased from a store with official nutrition information can be given to students for class parties/celebrations. This helps to also protect our students with diabetes and other food related conditions, who must have access to the nutritional information for the item. There can be a risk of cross-contamination of allergens in many foods. Even if ingredients of foods prepared at home are written down and provided to the school, there is no way to be assured that there is no cross contamination of allergens.

Food Allergies: Students with life-threatening food allergies have the right to expect the food provided to them, either by the school for regular meals or treats brought in for special occasions, will be safe for them to eat. For this reason, all food brought into the school for consumption by students should be in a sealed package labeled with nutritional information, including all ingredients.

Diabetes: In order to maintain good control of blood glucose, those with diabetes must dose with insulin for all carbohydrates eaten. For this reason all food brought into the school for consumption by students should be in a sealed package labeled with nutritional information, including carbohydrate count.

There is a risk for a food-borne illness if the food is not prepared according to FDA regulations. All food served must come from an approved food source. Proper food preparation, safe handling practices, holding criteria, and serving guidelines must also be met when serving food to students. Food should be unopened and in a sealed package prior to use.

Parents may still provide homemade or home-baked foods for their child's snack or lunch. However, those items may not be shared with other students.

Gum

Gum is not allowed on school grounds or in the school building at any time. We take pride in our building and expect the same of our students and visitors.

Health / Allergies

Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, and medical and dental care. It is imperative that your child's immunizations are kept up-to-date as required by state law or the appropriate paperwork is filled out for an exemption. If immunizations are incomplete, parents will be notified. Please communicate your student's health needs to your teacher and the front office staff. We have a school nurse who is available to meet with you to discuss

the needs, provide training to our staff, and create a plan to ensure that your student's needs are met.

Homework / Request for Work

BCE maintains a “No Homework Policy.” Our faculty respects the many needs and activities of families and students outside of the school day and wishes to be supportive of those schedules. Our teachers will not schedule traditional regular homework assignments each night but may request certain projects or unfinished work be completed at home as needed. Parents may request ideas for home support in helping their students to grow academically if desired, but the specific tasks/work assigned for that purpose will be determined in collaboration with the families and school staff. In place of traditional homework assignments, BCE requests that students participate in learning activities that support lifelong learning and child development. Examples of these activities include the following daily practices:

- 1. Read every night!** Reading text that is appropriate to a student's skill level for 20+ minutes a night has been shown to improve overall reading skills, standardized test scores, and fluency and comprehension.
- 2. Get outside and play!** Limit screen time and practice skills related to problem solving, creativity, communication, and more, by being engaging in play.
- 3. Eat dinner with your family.** Enjoy a meal together by helping to plan, cook, clean, and communicate together whenever possible.
- 4. Get a good night's sleep!** Students who get appropriate sleep do better in school and have more capacity for social and academic success.

Lunch Program

More detailed information regarding our school lunch program can be found on our [school](#) and [district](#) websites.

Meal Prices (per meal):

Elementary Breakfast – \$1.05

Elementary Lunch – \$2.00

To help meal service in our schools run as smoothly as possible, we ask that for students purchasing school lunch, their accounts are replenished on a regular basis so as not to carry a negative balance. Payments can be made at any time online or through sending cash or check to the school office. Instructions for Online Payments are included here:

Online Payments for School Meals & A La Carte Items:

(A regular meal contains a milk, entrée (protein & bread/grain) and fruit/ veggie sides. A la carte items cost extra outside of a meal and include additional milk, bottled water, desserts etc.)

Skyward family access is free to use and includes access to your child's account, purchased items, and low-balance e-mail notifications

- [Log into Family Access](#) using the parent or guardian's login, not the students.
- Select "Food Service" to the left of the screen. Here you can see the account information for all of your students.
- [Step by step instructions for making a payment through Skyward](#)
- [Pagos Web de Almuerzo y Cuotas Estudiantiles](#)
- [Jordan District Meal Deficit Guidelines](#)

Families of students who carry a negative meal balance will be contacted until that balance is resolved. Please be prompt in responding to those balances. If a family is experiencing hardship or is in need of support for meal costs, they are welcome to apply for Free/Reduced meals and/or contact the school for assistance.

Families can [apply for Free/Reduced meals](#) beginning July 14, 2025 for the upcoming 2025-26 school year. YOU MUST APPLY TO RECEIVE MEAL BENEFITS. Free/Reduced Meal Applications are available at the District Office, at all schools, and online: <https://auxiliaryservices.jordandistrict.org/nutritionservices/payment/#freereduced>

Special dietary meal requests for allergies or other needs can be made on our district website: <https://auxiliaryservices.jordandistrict.org/nutritionservices/diet/>

Students are responsible for their lunch tray or home lunch and ensuring that all leftover food and garbage is dumped into the garbage can provided. This is to be done after their table is dismissed and before heading out for lunch recess. If students have not finished their lunch and need additional time, they may move to the center table to have a few extra minutes to finish eating.

Medications

All medications at school need to follow "[District Policy AS85 - Medications in the School Setting](#)." Prescription and over-the-counter medicines in the original container with specific directions are to be kept in the front office along with a form that must be completed and signed by the parent and physician. **These forms must be resubmitted each year.** The required medication forms are available in the front office. The student is responsible for remembering to take his/her medicine. Please speak with your child's teacher so he/she can support your child in remembering to go to the front office at the appropriate times for medication dispensing.

Personal Items at School

Jordan School District is not responsible for personal property that is lost, stolen or vandalized. Recess equipment is available at school, and students should not bring equipment from home. Equipment that poses safety risks (*i.e. baseballs, softballs, lacrosse equipment, bats, etc.*) are not allowed at school. Cell phones & smart watch use during school hours is prohibited (see [JSD Policy AA453 – Use of Personal Electronic and Communication Devices](#)). Toys or distracting items should not be brought to school. Please label your child's items so that we can return lost items directly to the students rather than simply adding them to the lost and found. Please check the lost and found regularly for missing items, as throughout the school year, unclaimed items from the lost and found are donated to local charities.

PTA

Butterfield Canyon Elementary has an active Parent Teacher Association that works cooperatively in the interest of students, teachers, and the school. A small voluntary membership fee is collected during registration. Your support of the PTA is greatly appreciated. There are a variety of volunteer options that can match your schedule and availability. See opportunities at the PTA section of our website: <https://butterfieldcanyon.jordandistrict.org/community/pta/>.

Recess

Recess is an important part of the elementary school experience. Butterfield Canyon recognizes the importance of student movement, mental relief from academic learning, and socialization. Recess is an important time for student development. Recess time is considered instructional time and can be utilized by the school to teach and support students in social, emotional, and physical development in a variety of ways. We strive to provide experiences that are in alignment with [Utah's Best Practices for Recess Guidance](#):

Active Recess: is when students play and are physically active during the scheduled recess breaks. Some example strategies for facilitating students in active recess include providing adequate equipment, painting games on the playground surface, and creating activity stations (e.g., student-invented activities, ball bouncing and wall passing station where wall space is available; jump rope area; field game area for games of soccer, kickball, speedball, flag football, running/walking on playground perimeter).

Organized Recess: is when a variety of activities of games are planned and supervised by an adult. Every student is active. Students move about on their own to various areas of play.

Structured Recess: is an activity or game that is planned and actively supervised by an adult. Students will participate in structured activities and games with supervision. This is a recommended alternative to withholding recess for students with classroom and recess behavior challenges.

Appropriate attire for outside play is encouraged. When students go out to recess, they are encouraged to wear proper footwear to prevent unnecessary injury. Students should wear jackets, coats, hats, etc. as needed for being outside. Students will be sent to recess in all types of weather as determined safe and appropriate through provided guidelines (see [Temperature](#) and [Air Quality](#) sections of this document).

Our school playground has blacktop space, playground equipment and plenty of grassy areas where students are encouraged to engage in play. Recess equipment is available at school, and students should not bring equipment from home. Equipment that poses safety risks (*i.e. baseballs, softballs, lacrosse equipment, bats, etc.*) are not allowed at school. R.O.A.R. expectations are taught and enforced on the playground. Students should include others in games and follow the school rules to ensure that they are respectful, inclusive, responsible and safe while at recess.

Adult employees who supervise recess (e.g. Educational Support Professionals, Teachers, Administrators) are trained to support students with conflict resolution, fair game play, and school appropriate peer interactions. While organized games such as basketball and soccer are allowed at recess, school appropriate rules are taught and enforced in order to ensure student safety and inclusivity. Elementary school recess sports are not a place for competitive league play therefore behavior that is overly aggressive (including but not limited to rough play, trash talking, and peer exclusion) will be addressed with students through recess aides, teachers, and administrators as needed.

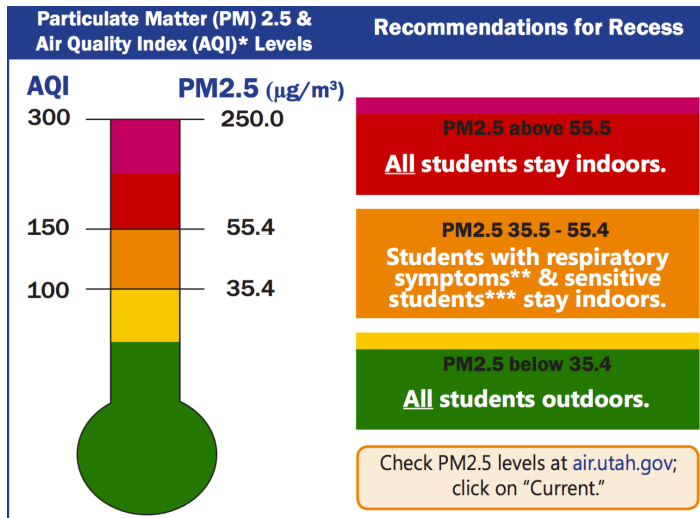
Temperature:

When the temperature drops below 21 degrees Fahrenheit or when the weather is very wet, students will have their recess indoors. Students are encouraged to dress appropriately to be able to participate in recess on cold or snowy days.

Air Quality:

For air quality days we follow the Utah recommendations as follows:

The Recess Guidance for Schools recommends that on days when the PM_{2.5} is:



- PM2.5 above 55.5 or AQI over 150 – All students stay indoors.
- PM2.5 between 35.4 and 55.5 or AQI between 100 and 150 – Students with **respiratory symptoms**** and **sensitive students***** stay indoors.
- PM2.5 Below 35.4 and AQI below 100 – All students stay outdoors.

Check PM2.5 levels at air.utah.gov; click on "Current."

**Respiratory symptoms may include coughing, wheezing, shortness of breath, and chest tightness.

***Sensitive students may include those with asthma, cystic fibrosis, chronic lung disease, congenital heart disease, compromised immune systems, or other respiratory problems.

Parents, with the advice of their health care provider, should inform the school if their child is part of a sensitive group who should have limited outdoor physical activity when air quality is poor.

As outlined in the graph, students with respiratory symptoms or other health concerns should remain indoors when PM2.5 levels are above 35.5. All students remain indoors when PM2.5 levels are above 55.5.

School administrators are encouraged to check the PM2.5 levels throughout the winter months at least 30 minutes prior to recess. The school principal makes the final decision regarding when and where to hold recess.

School Community Council

Butterfield Canyon Elementary has an active School Community Council (SCC), which provides the school with valuable community input and insight. This group consists of parents, teachers and administrators who meet at least quarterly during the school year. The members of the community elect the council members. SCC is responsible for creating and supporting the school's LandTrust Plan. To learn more about School Community Council, please visit our website:
<https://butterfieldcanyon.jordandistrict.org/community/scc/>

Skyward Access

Our school district uses Skyward as the web-based system for the online grade book, tracking student information, and tracking/paying lunch accounts. There is one login for each family that gives you access to each of your student's information K-12. If you are unsure of your login information, please contact the office.

Student Illness

A student who becomes ill during the school day will report to the front office. The student or an office staff member will call the numbers listed on the registration account completed by the parent/guardian at the beginning of the school year. **If this information is inaccurate, please come in as soon as possible to update this information.** In case of an emergency, emergency responders and the student's parents will be notified. **Under no circumstances may a student leave school without permission from the front office.**

Student Recognition and Success Programs

Student recognition programs at Butterfield Canyon Elementary vary each year. These programs provide an opportunity for students to be acknowledged for positive behavior.

Special incentives are awarded to students for demonstrating that they care about themselves, their community and their school. The following programs are designed to recognize deserving individuals:

R.O.A.R Tickets: Students can earn R.O.A.R. Tickets by demonstrating good behavior, following our R.O.A.R. expectations and exhibiting leadership. Once students have collected 5 tickets, they can turn them in at the main office for a token to be used in our Token Tower. A monthly drawing for larger prizes is also offered.

Bobcat of the Month: The Principal honors students at a monthly recognition celebration. Parents are invited to attend.

Classroom Incentives: Each teacher uses classroom incentives for students who follow the classroom expectations. See your child's teacher for more details.

Enrichment Activities at School: Student Council, Safety Patrol, School Choir, etc. are offered at BCE. (These activities vary year-to-year, as they are teacher led.) Enrichment activities are provided to help students learn and grow in a variety of ways while also providing opportunities for recognition.

Supply Lists

Grade level supply lists can be found on [the school's website](#). Please keep in mind that students in Utah are entitled to a Free and Appropriate Public Education, so these supply lists are all optional items that you are welcome to send with your student(s).

Technology in the Classroom

Each classroom is currently equipped with a digital projector, a digital document camera, and an Apple TV. Teachers have the ability to enhance learning opportunities by projecting information, graphics, and videos on screen with an iPad or a laptop. As technology develops, BCE strives to provide the most appropriate access for educational use and experience for both teachers and students.

Students have access to school devices. We expect students to follow the behaviors taught in R.O.A.R. for use of these devices, as well as the school and district device agreements found in our Skyward registration documents and at the following link: [AA445 – Student Information Network Acceptable Use Policy](#). BCE strives to find ways to improve our students' access to technology and the learning benefits it offers.

Teacher Requests / Student Placement

Families have access to a form, which is available from January 1 - May 1 of each year [on our website](#) or in the front office, called "Parent Input Form." This form provides an opportunity for parents/families to make the school administration aware of any specific learning needs your child has. This form is not a way to request a specific teacher, but rather a way to help faculty and administration make an informed and intentional placement for your child to maximize his/her potential for success. Our school team makes every effort to provide the best placement for each student based on input from all stakeholders. Final decisions about class placement are the responsibility of the school administration. After class lists have been released, movement of any student from one class to another rarely occurs - occurring only with administrative review and approval.

Use of Personal Electronic and Communication Devices

At BCE, our goal is to provide a safe instructional environment that is free from distractions and that is aligned with guidelines in our district policy. Any exception to our district and school electronic devices rule must be arranged with school administration for extreme or specific situations, including those with a medical purpose.

A student who possesses a personal electronic device at school shall assume responsibility for its care. At no time shall the District or School be responsible for preventing theft, loss or damage to cell phones.

Jordan School District has a district-wide policy on Electronic Devices at School and Butterfield Canyon Elementary follows this district established policy as our own. See [JSD Policy AA453 – Use of Personal Electronic and Communication Devices](#):

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.

- a. 1st Offense: Verbal reminder/warning and notification to parent/guardian
- b. 2nd Offense: Device held in the office for pick-up at the end of the day by student and notification to parent/guardian.
- c. 3rd+ Offense: Device held in the office for pick-up at the end of the day by parent or guardian.
- d. Schools may implement additional consequences.

The office telephone is available for student use. **Parents should not call students at school on student personal devices.** After-school arrangements should be made by families prior to the beginning of the school day to alleviate an inordinate amount of calls being made by students at the end of the school day, and to ensure the office staff's work is not interrupted by calls about playdates and other such arrangements. If this is not an option, please call the office and messages can be relayed.

Textbooks

The school furnishes textbooks and workbooks to students with the hope that students/parents recognize the books as a major investment and will properly safeguard them. Normal wear is expected as a result of daily use. Fines will be charged for unreasonable damage or loss of textbooks.

Vacations

We encourage you to schedule family trips and absences when school is not in session. We recognize that on occasion, there are times when this is not possible. Students are allowed up to 10 days of excused vacation each year. Parents/guardians should pick up a form from the office and fill it out **PRIOR** to taking vacation days from school. It is the stance of the school that is not possible to fully replicate the learning experiences missed due to absences. Students and parents should work with the classroom teacher to discuss making up any critical work missed due to absences.

Visitors

All visitors to the school must report to the main office, sign in, and receive a visitor's pass. Please have an ID ready to show office staff upon entrance. Please also remember to sign out at the office before you leave the school. Visitors who do not demonstrate appropriate behavior according to our school and district expectations will be asked to leave the school campus. Those in extreme or continued violation of these expectations may be asked not to return to the school.

Volunteers

Volunteers are valuable in helping to support the educational process in the classroom. Volunteers who are unable to come during the day are encouraged to support the teacher and PTA with work that can be accomplished in the evenings.

The classroom volunteer program our school uses is called the Room Parent Program (and sometimes referred to as Learning Links). Each classroom has a Room Parent Representative who works one-on-one with the teacher to help accommodate the classroom needs. The classroom representative helps coordinate classroom needs such as parent volunteers and classroom celebrations and is a vital part of parent/teacher communication.

Volunteers in the building are required to Follow [JSD Policy DE502 - Volunteer Services](#). Any adult volunteering in a classroom or on field trips who has or may have unsupervised access to children, needs to undergo a free background check at the district office.

For further information on procedures for volunteering at school, see the section in this document [Field Trips/Background Checks](#).

Volunteers who do not demonstrate appropriate behavior according to our school and district expectations will be asked to leave the school campus. Those in extreme or continued violation of these expectations may be asked not to return to the school.