

Butterfield Canyon Elementary School

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

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

www.butterfieldcanyonelementary.org

Jay Eads – Principal

Ami Anderson - Assistant Principal

Tricia Loveridge – Secretary

Yvette Wood- Custodian

Maria Gutierrez - Lunchroom

School Hours

Grades 1-6:

9:00 a.m. - 3:35 p.m. (M-Th)

9:00 a.m. - 1:00 p.m. (Fri)

Kindergarten AM:

9:00 a.m. – 11:40 a.m. (M-Th)

9:00 a.m. - 10:55a.m. (Fri)

Kindergarten All Day:

9:00 a.m. - 3:35 p.m.

9:00 a.m. - 1:00 p.m. (Fri)

Lunch Schedules

1st grade 11:40-12:15

4th grade 11:55-12:30

3rd grade 12:10-12:45

6th grade 12:25-1:00

2nd grade 12:40-1:15

5th grade 12:55-1:30

** Students eat lunch before recess.*

*** Note: The closing bell will dismiss at 1:00 on early out days**

Visitors: All visitors must report to the main office, sign in, and receive a visitor's pass.
Please have ID ready to show office staff upon entrance.
Don't forget to sign out at the office before you leave.



BUTTERFIELD CANYON
ELEMENTARY

August 2023				
M	T	W	T	F
		1	2	3
				4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

14-18: Teachers Contract Days
22: First Day of School - Grades 1-6
22-29: Kindergarten Testing - No School for Kindergarten
30: First Day of School - Kindergarten

September 2023				
M	T	W	T	F
				Early Out 1
				Early Out 8
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4: Labor Day Recess - No School
22: Teacher Professional Development Day
No school for students

No early out day the week of September 22.

October 2023				
M	T	W	T	F
				Early Out 6
				Early Out 13
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

4-5: Elementary Parent Conferences in Evening
6: Elementary Teacher Compensatory Day
No School for Elementary Students
20: Last Day of Quarter 1
23: Grade Transmittal Day - No School
24-27: Fall Recess - No School

November 2023				
M	T	W	T	F
				Early Out 3
				Early Out 10
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

22-24: Thanksgiving Recess - No School

December 2023				
M	T	W	T	F
				Early Out 1
				Early Out 8
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

22-29: Winter Recess - No School

January 2024				
M	T	W	T	F
				Early Out 5
				Early Out 12
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1: Winter Recess - No School
2: Teacher Professional Development Day
No school for students
12: End of Quarter 2
15: Martin Luther King, Jr. Day Recess
16: Grade Transmittal Day - No School

February 2024				
M	T	W	T	F
				Early Out 2
				Early Out 9
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

9: Health & Wellness Virtual Day
19: Washington & Lincoln Day Recess
21-22: Elementary Parent Conferences
23: Elementary Teacher Compensatory Day
No school for Elementary students

No early out day the week of February 9.

March 2024				
M	T	W	T	F
				Early Out 1
				Early Out 8
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

22: Last Day of Quarter 3
25: Grade Transmittal Day - No School
26-29: Spring Recess - No School

April 2024				
M	T	W	T	F
				Early Out 5
				Early Out 12
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

12: Teacher Professional Development Day
No school for students

No early out day the week of April 12.








May 2024				
M	T	W	T	F
				Early Out 3
				Early Out 10
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

20-24: Kindergarten Testing - No School for Kindergarten
27: Memorial Day Recess - No School
30: Last Day for Kindergarten
31: Last Day of Quarter 4
31: Kindergarten Testing Makeup - No School for Kindergarten

June 2024				
M	T	W	T	F
Check Out / Make Up 3				
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

3: Teacher Check Out / Emergency Closure Make-up Day
(In the event of a makeup day, teacher check out will be June 4)

ELEMENTARY SCHOOLS: The last in-person day of most weeks is an early out day. No early out the weeks of 9/22, 2/9, 4/12

-  Quarter Start/End
-  Grade Transmittal or Professional Development Day
Students Do Not Attend
-  School Recess
Students Do Not Attend
-  Teacher Professional Development Day
Students Do Not Attend
-  Parent Conferences
-  Exception Days
(Different schedule for some grades/levels)
-  Virtual Health & Wellness Day

Butterfield Canyon Elementary

2023-24 School Handbook

Welcome to Butterfield Canyon Elementary School. The administration and staff at Butterfield Canyon believe we are a school where KIDS COME FIRST! 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 if classroom practices and expectations are schoolwide, students feel more confident and better able to navigate the school environment. In an effort to streamline this organizational process, the staff at Butterfield Canyon will support the following expectations:

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Animals in the Building

Due to the prevalence of allergies to animals along with potential safety risks, classroom pets or non-human guests will not be welcome inside the building. Service dogs must be approved through the District Compliance Officer.

Attendance Policy

It is the stance of the school that is impossible to replicate the learning experiences missed due to being 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:

- Be in school regularly and on time
- Discuss making up critical work missed with teacher

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 the attendance policy

Teacher responsibilities include:

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

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 (10) days** for travel/vacation each year, IF an "*Educational Leave*" form has been 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 listed on their registration 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 8:45am. 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 must walk their bikes/scooters and carry skateboards when on school property. The student is responsible for securing their ride in the bike rack. We would prefer to keep all scooters out of the building, in rare circumstances they may be carried inside. Lost or stolen bicycles, scooters and/or skateboards are not the responsibility of the school personnel. Student shoes with “wheelies” are not permitted for safety reasons.

Bobcat Code of Conduct

Students are expected to exhibit the BIG 4 expectations (**RESPECT, OPTIMISTIC, ACCEPTING RESPONSIBLE**) in all areas of the building. *See matrix on the last page for details regarding those expectations.* All students at Butterfield Canyon have incredible capacities 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 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.

Busing

Students who live 1.5 miles or further from the school qualify outright for 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 attached tutorial on how to do that.

[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.

Communication with the Student, Parent, and Teacher

Good communication between home and school will facilitate each student's success. Communication may occur through: phone calls, emails, student planners, progress reports, report cards, appointments and through Skyward (*the online grade book*). 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 <https://skystu.jordan.k12.ut.us> "Skyward."

Dangerous or Disruptive Conduct

We would like to turn discipline situations into learning opportunities whenever possible. The administration will use a hierarchy of interventions to support the student in acquiring the skills necessary to improve behavior. For more severe or repeated behaviors, a white slip will be issued or further 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 AA419) [LINK](#)

School administrators are responsible for the implementation and enforcement of student conduct, dress and appearance standards contained in 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.

Drop-Off/Pick-Up Procedures

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 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 in hand.

Emergency Drills

Emergency drills are required at regular intervals. Whenever the school is evacuated, students and teachers will follow INCIDENT COMMAND procedures. In the event that a real emergency occurs, you will need to check your student out in an orderly fashion as directed by the office staff in order for us to safely account for our students.

Field Trips / Background Checks

Students will have the opportunity to participate in various field trips that are fun and geared towards reinforcing classroom learning objectives. Any adult volunteering in a classroom or on field trips who has *access* to children, needs to undergo a *free* background check at the district office. The prospective volunteer will simply need to go to the school website butterfieldcanyon.jordandistrict.org. Once here you will find the mandatory yearly video that needs to be watched. Once you have watched this video please fill out the video form and the volunteer form. Both need to be filled out yearly and returned to the office. If you have not been fingerprinted you will need to watch the video, fill out the forms and bring them to the office, get it signed by an administrator. Then you will need to make an appointment with the Human Resource department at the district. Please take the forms along with a photo ID to the Human Resource department at the district office (7387 S. Campus View Drive West Jordan, UT 84084). We appreciate your willingness to help out at school and we appreciate your willingness to have this background check completed for the safety of our students. You only need to participate in this background check once (as of July 1, 2015), but you will **need to fill out a volunteer form and the video form each year** and return it to the front office.

Gum

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

Recent research has shown that there is no benefit of homework at the elementary school level. BCE will be maintaining a "No Homework Policy" this year. Instead, here is a list of Student's Daily Home Assignments:

1. Read just-right books every night — 20+ minutes a night (*and have your parents read to you too*).
2. Get outside and play — *that does not mean more screen time*.
3. Eat dinner with your family — *and help out with setting and cleaning up*.
4. Get a good night's sleep.

It is the stance of the school that is impossible to 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 absence. Please give advance notice to the teacher when you know you'll be gone.

5. If you are receiving tutoring services you may ask your student's teacher for which standards they are currently working on.

Leader in Me

Butterfield Canyon is a "Leader in Me" school that teaches leadership principles to students in a ubiquitous approach. The 7 Habits of Highly Effective People are the core concepts embedded in classroom teaching. Our hope is to equip students with the tools to become leaders of their own lives. The benefits of this program are far reaching. The program will provide all of us with a common language that will help the adults in the Butterfield Canyon community, in the home and at school to help promote success and encourage greatness in each of our students. We

appreciate your support, encouragement and ideas as we try to maximize the benefits available to our school community in an attempt to effectively implement these leadership principles and habits of effectiveness in the work we do here at Butterfield Canyon Elementary.

Lunch Program

Meal Prices

Elementary Breakfast –\$1. 05

Elementary Lunch – \$2.00

Families can apply for Free/Reduced meals now for the upcoming 2023-24 school year. ***YOU MUST APPLY TO RECEIVE MEAL BENEFITS.

Free/Reduced meal applications are available at the District Office, at all schools, or online using your Skyward login at skystu.jordan.k12.ut.us
Also, to help meal service in our schools run as smoothly as possible, we remind you to put money in your student's lunch account monthly

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 needs to be filled out 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 of medication dispensing.

Personal Items at School

Jordan School District is not responsible for any 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. Toys or distracting items should not be brought to school. Please identify 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. Know that a few times a year (after parent-teacher conferences), 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 your child and the school. A small voluntary membership fee is collected during registration. Your support of the PTA is appreciated. There are a variety of volunteer options that can match your schedule and availability.

Recess

When students go out to recess, they are encouraged to wear proper footwear to prevent unnecessary injury. There is blacktop space, playground equipment and plenty of grassy areas for students to play. Students should include others in games and follow the school rules to ensure that they are respectful, responsible and safe while at recess. 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.

School Community Council

Butterfield Canyon Elementary has an active School Community Council, 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.

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 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:

Positive Tickets – Students can earn “Paws”itive tickets by demonstrating good behavior, following our Big 4, 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 drawing for larger prizes will be held on short days. Students must be present at school to win.

Principal's Pride – The principal honors students at a before school assembly. Parents are invited to attend.

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

Fit & Buff Bobcat – Students who achieve fitness goals will be recognized at the end-of-year.

D.A.R.E. Graduation – Fifth grade students who successfully complete the D.A.R.E program during the year will be invited to go through a graduation process and be recognized by the administration, the D.A.R.E. officer, and their parents.

Enrichment Activities at School –, Student Council, Safety Patrol,, School Plays, Choir, etc. (These activities may vary year-to-year, as they are teacher led.)

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

Each classroom is 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. Students have access to our school's devices. We are always trying to find ways to improve our students' access to technology and the learning benefits it offers.

Telephones / Cell Phones / Smart Watches

The office telephone is a business phone and should be used by students for emergencies only. **Parents should not call students at school except in emergencies.** After school arrangements should be made by families **prior to the school day beginning** to alleviate an inordinate amount of calls being answered and made by students at the end of the school day. Students are welcome to use their cell phones **before or after school**. Cell phones may not be used or displayed during the school day. Smart watches are treated like cell phones at school and are not to be worn during the school day. Lost or stolen cell phones and smart watches are not the responsibility of the school personnel. **Our school policy is that the 1st time it's out the student can pick it up from the teacher at the end of the day, the 2nd time it happens the student can pick it up from the office at the end of the day and the 3rd time it happens a parent will need to pick it up from the office.** Our goal is to provide a safe, instructional environment that is free from distractions and that is aligned with guidelines in our district policy. The exception to this rule is those with a medical purpose that have worked things out with the teacher and the administration. Students are welcome to bring cell phones and smart watches to school as long as they are put away while on school property. They can certainly keep them in their backpacks and put them back on or use them while walking home for convenience and safety, but during the day we have plenty of phones and clocks available for use at the school.

Textbooks

The school furnishes books 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.

Teacher Requests / Student Placement

Please be advised that there is a form available on our website or in the front office called “Parent Input Form” that provides an opportunity for you to make us aware of any specific learning needs your child has. Be advised this is not a way to request a specific teacher, but rather a way for us to make an informed and intentional placement for your child to maximize his/her potential for success. After school starts movement of any students rarely occurs and only with administration review and approval.

Vacations

We encourage you to schedule family trips and absences when school is not in session. Occasionally, there are times when this is not possible. Students are allowed up to 10 days of excused vacation each year. You need to pick up a form from the office and fill it out **PRIOR** to leaving on your trip. It is the stance of the school that is impossible to 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 absence.

Visitors

ALL VISITORS 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. Don’t forget to sign out at the office before you leave.

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 **Learning Links**. Each classroom has a Learning Links 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 District Policy DE502 - any adult volunteering in a classroom or on field trips who has *access* to children, needs to undergo a free background check at the district office. The prospective volunteer will simply need to go to the school website butterfield.canyon.jordandistrict.org. Once here you will find the mandatory yearly video that needs to be watched. Once you have watched this video please fill out the video form and the volunteer form. Both need to be filled out yearly and returned to the office. If you have not been fingerprinted you will need to watch the video, fill out the forms and bring them to the

office, get it signed by an administrator. Then you will need to make an appointment with the Human Resource department at the district. Please take the forms along with a photo ID to the Human Resource department at the district office (7387 S. Campus View Drive West Jordan, UT 84084). We appreciate your willingness to help out at school and we appreciate your willingness to have this background check completed for the safety of our students. You only need to participate in this background check once (as of July 1, 2015), but you will **need to fill out a volunteer form and the video form each year** and return it to the front office.

Area	Be Respectful	Be Responsible	Be Safe
All Common Areas	<p>Follow adult directions the first time given</p> <p>Use kind words and actions</p> <p>Clean up after self</p> <p>Always take off your hat in the building</p>	<p>Follow school rules</p> <p>Remind others to follow school rules.</p> <p>Take proper care of personal belongings and school equipment</p>	<p>Walk facing forward</p> <p>Keep hands, feet, and objects to self</p> <p>Get adult help for accidents and spills</p> <p>Use all equipment and materials appropriately</p>
Cafeteria	<p>Allow anyone to sit next to you</p> <p>Use quiet voices</p> <p>Be polite</p> <p>Always remove your hat</p>	<p>Clean up after yourself</p> <p>Get all utensils, milk, sauces, etc., when first going through the line</p>	<p>Keep all food to self</p> <p>Sit with feet on floor, pockets on bench, and facing table</p> <p>Exit using determined route</p>
Playground/Recess	<p>Play fairly</p> <p>Include others</p> <p>Follow directions the first time given</p> <p>Play on the blacktop, playground, and fields</p>	<p>Use hall/bathroom pass for leaving the area</p> <p>Return equipment to proper areas</p> <p>Follow playground and recess rules</p>	<p>Stay within boundaries</p> <p>Be aware of activities/games around you</p> <p>Use playground equipment as directed</p>
Passing Areas, Halls	<p>Hold the door open for the person behind you</p> <p>Use quiet voices in hallways</p>	<p>See "All Common Areas"</p>	<p>Walk facing forward</p> <p>See "All Common Areas"</p>
Bathrooms			
Arrival & Dismissal Areas			
Media/Gym/Computer Lab	<p>Use quiet voices</p>	<p>See "All Common Areas"</p>	<p>See "All Common Areas"</p>

Special Events & Assemblies	<p>Use audience manners</p> <p>Sit on pockets</p> <p>Enter & exit silently</p>	See "All Common Areas"	<p>Wait for arrival & dismissal.</p> <p>See "All Common Areas"</p>						
Office	<p>Wait your turn</p> <p>Use kind words & actions</p> <p>Follow adult directions 1st time given</p>	<p>Get adult assistance</p> <p>Use phone and office passes</p> <p>Follow directions</p>	Ask for help						
Inside Recess	<p>Use inside voices</p> <p>Keep hands, feet, & objects to self</p>	<p>Take proper care of classroom materials</p> <p>See "All Common Areas"</p>	<table border="1"> <tr> <td data-bbox="1096 533 1390 659"> <p>Be seated in assigned areas</p> <p>See "All Common Areas"</p> </td> <td data-bbox="1390 533 1417 659"></td> </tr> <tr> <td data-bbox="1096 659 1390 816"> <p>Give others privacy</p> <p>Use quiet voices</p> </td> <td data-bbox="1390 659 1417 816"></td> </tr> <tr> <td data-bbox="1096 816 1390 974"> <p>See "All Common Areas."</p> <p>Use sidewalks and blacktop</p> </td> <td data-bbox="1390 816 1417 974"></td> </tr> </table>	<p>Be seated in assigned areas</p> <p>See "All Common Areas"</p>		<p>Give others privacy</p> <p>Use quiet voices</p>		<p>See "All Common Areas."</p> <p>Use sidewalks and blacktop</p>	
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