

Attendance

Regular attendance is an important part of academic success. To ensure that concepts and skills are consistently learned, regular attendance is a must. Students should be in school every day. If a student misses one day of school every two weeks he/she will miss 10% of learning time, this is almost four weeks of school by the end of the school year. If your child is struggling, has an illness that will require several days out of school, or you need assistance from the school to form a plan for your child to attend regularly, please do not hesitate to contact us at 801-826-9625.

Children need to arrive at school on time, five minutes here and fifteen minutes there add up to a lot of missed time! The first bell rings at 8:15 a.m. The second bell, the tardy bell, rings at 8:20 a.m. Classes begin promptly at 8:20 a.m. The beginning of the school day sets the learning climate. When students are on time, it sets them up for a successful day.

If your child is going to miss school, please contact the front office to excuse the absence. You must come into the office to check your child in or check your child out during the school day. This is a safety precaution meant to ensure that only the people you have listed during the registration process leave school with your child.

If you are going on a vacation, please come into the office and pick up an *Education/Vacation Leave Form* and make arrangements to assist your child in making up the work he/she missed during the absence.

All students are required by Utah State Law to attend school regularly. If a child has several days of unexcused absences and/or is consistently tardy, we will contact his/her parent or guardian to form a plan to assist with more regular attendance. Canyons District attendance policy can be found at the following link:

<http://policy.canyonsdistrict.org/index.php/sections/section-j-students/item/policy-jea-compulsory-attendance-ages-teacher-disclosure-statements>

Volunteers & Visitors

All adults who wish to volunteer in the classroom and/or on field trips must complete the Canyons Volunteer Application process prior to any of these activities. All volunteers and visitors must report to the office before entering other parts of the school. The application link is below.

<http://foundation.canyonsdistrict.org/index.php/home/volunteer>

School- Wide Positive Behavior Interventions and Supports - SWPBIS

Willow Canyon Elementary

School-Wide Positive Behavior Supports



School Beliefs

Mission Statement: Our mission at Willow Canyon Elementary is to prepare students for a quality life by building strong academic skills and developing positive character traits.

Characteristics of a safe school:

1. Positive school climate and atmosphere
2. Clear and high academic and disciplinary expectations of students
3. Strong student attachment to the school
4. High levels of both student participation and parent involvement
5. Values and practices that make everyone feel included; appreciation of diversity

(Source, *Guidance for District-Level Hearings from Trends and Issues Affecting Safety*, 2001)

Wildcat Pledge

Polite

I can do my best each day to respect myself and others.

Responsible

I can arrive on time each day, complete all of my assignments, and do what I say I will do.

Disciplined

I can follow all of the rules and act as an example to all who see me.

Independent

I can motivate myself to do great things and accept the consequences of my actions.

Empowered

I have the ability to accomplish anything I set my mind to, and will not make excuses.

School Rules

Willow Canyon has three rules of conduct to be followed school-wide.

(1) I CAN BE RESPONSIBLE, (2) RESPECTFUL, AND (3) SAFE

The Wildcat Way involves learning the procedures and behavior expectations school-wide. Students receive "Pride Paws" for following the rules in their classrooms and throughout the building and for demonstrating academic excellence. Students have learned the Wildcat Pledge and know the character traits that will help them be successful in following the Wildcat Way.

Students pledge to follow The Wildcat Way every day!

Major / Minor Rule Violations

Minor Offense Teacher <i>Prompts/Re-teach/Think Time</i>	Major Offense Principal <i>Recess Detention/Suspension/Hearing</i>
<ol style="list-style-type: none">1. Cheating2. Dress Code3. Disrespect/Arguing4. Disturbing Class5. Electronic devices not used properly6. Excessive talking out7. Excessive tardies8. Lack of fair play10. Lying11. Minor Vandalism (bulletin boards)12. Obscenities13. Off task excessively14. Pushing / Shoving15. Tattling16. Unprepared regularly	<ol style="list-style-type: none">1. Bullying2. Consistent and excessive minor behaviors3. Defiance / Disrespect4. Fighting5. Illegal substances6. Intentional threats7. Leaving school grounds8. Physical harm9. Profanity /Obscenities10. Racial or sexual taunts11. Stealing12. Throwing food / objects13. Uncontrollable tantrums14. Vandalism15. Weapons

August, 2013

Minor violations are taken care of by the teacher/staff member. Major violations are referred to the office for a meeting with the principal.

The Wildcat Way

Rules apply to all before and after school activities

I AM A WILDCAT	I CAN BE SAFE	I CAN BE RESPECTFUL	I CAN BE RESPONSIBLE
All Common Areas	<ul style="list-style-type: none"> Walk facing forward Keep hands, feet, and objects to self Get adult help for accidents and spills Use all equipment and materials appropriately 	<ul style="list-style-type: none"> Use kind, appropriate words and actions Wait patiently for your turn Clean up after self (any garbage) Follow adult directions 	<ul style="list-style-type: none"> Follow school rules Kindly, remind others to follow school rules Take proper care of all personal belongings and school equipment Be honest
Cafeteria	<ul style="list-style-type: none"> Keep all food to self Sit with your feet on the floor facing the table Walk at all times 	<ul style="list-style-type: none"> Be kind and courteous to others sitting by you Voice level should be at a normal conversational level 	<ul style="list-style-type: none"> Remain at the assigned table and clean up after yourself Eat and keep all food in the Cafeteria
Playground Recess	<ul style="list-style-type: none"> Be careful on the blacktop Stay within boundaries Be aware of activities and games around you Use all equipment according to rules 	<ul style="list-style-type: none"> Play fair Include everyone Use appropriate language Be courteous Share game courts Prevent injury, no tackling, riding on backs or shoulders, or rough play 	<ul style="list-style-type: none"> Listen to and follow directions the first time the adult on duty makes the request One person at a time going to the bathroom Follow the hall monitor's directions
Passing Areas Halls Sidewalks	<ul style="list-style-type: none"> Stay to the right Allow others to pass Walk at all times 	<ul style="list-style-type: none"> Hold the door open for the person behind you Use quiet voices in the hall 	<ul style="list-style-type: none"> Stay on sidewalks Follow the Safety Patrol's directions in the morning and afternoon

Bathrooms	<ul style="list-style-type: none"> • Keep feet on the floor • Keep water in the sink only • Wash hands • Put towels in the garbage • One person at a time 	<ul style="list-style-type: none"> • Knock on stall door if the door isn't open • Give people privacy • Use quiet voices 	<ul style="list-style-type: none"> • Flush after use • Return to classroom or recess promptly • Ask permission before going to the bathroom • Use soap and dispenser properly and only for washing hands
Arrival & Dismissal Areas Arrival & Dismissal Areas	<ul style="list-style-type: none"> • Walk your bike, scooter, etc. when on school property • Carry skateboard on school property • Use sidewalks and crosswalks • Wait in designated areas by grade level doors • Go directly home after school 	<ul style="list-style-type: none"> • Use kind, appropriate words and actions while waiting for school to start • Wait patiently for the bell to ring • Follow adult directions 	<ul style="list-style-type: none"> • Arrive on time • Leave on time • Get permission to use the phone • Leave bike, scooters, and skateboards in designated area • Obey Safety Patrol
Media & Computers	<ul style="list-style-type: none"> • Follow adult direction • Practice Internet Safety 	<ul style="list-style-type: none"> • Use quiet voices in the Computer lab and the Media Center 	<ul style="list-style-type: none"> • Return books on time • Take care of computer equipment • Clean hands before using computers
Gym	<ul style="list-style-type: none"> • Follow game rules • Use equipment properly 	<ul style="list-style-type: none"> • Take turns 	<ul style="list-style-type: none"> • Participate in all activities • Listen to directions •
Special Events & Assemblies	<ul style="list-style-type: none"> • Enter Assembly in an orderly way going to the designated area • Sit with your class • When the event is over, watch for 	<ul style="list-style-type: none"> • Always use quiet voices • Pay attention to the signal letting you know the Assembly is ready to start • Show respect for 	<ul style="list-style-type: none"> • Sit on the floor, pay attention, and applaud appropriately by clapping hands • Pay attention to the performer and any

	your teacher's signal before standing to leave	performers by being quiet during performances	directions they give, then participate with appropriate enthusiasm
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Classroom Behavior

Students shall conduct themselves in a manner that contributes to a productive learning atmosphere for themselves and their classmates. Students are expected to be attentive, cooperative, and industrious while in the classroom. Students who habitually disrupt or destroy the learning atmosphere shall be disciplined. The classroom teacher will determine specific classroom rules.

Cell Phones and Electronic Devices

Possession of a cell phone is a privilege that may be forfeited by any student that uses the phone inappropriately. The School and District will not be responsible for preventing theft, loss of or damage to cell phones brought to school. Cell phones may not be used during classroom time, instructional activities or field trips. Phones must remain off during these times. Cell phones and electronic devices with access to the Internet may not be used during recesses (use of the internet at school must be supervised). Exceptions to this policy may be granted by the principal on a case-by-case basis to accommodate family emergencies or a medical necessity.

Student Code of Conduct Canyons District Policy

Dress Code. Policy – JK – Student Discipline – Page 14 of 15 states, “Students should dress in a manner that is consistent with the day’s activities and with standards of health, safety, and acceptable behavior.” Dress code standards prohibit: immodest or suggestive clothing, apparel advocating illegal or inappropriate behavior or language, headwear, gang symbols, disruptive apparel, and unsafe apparel.”

Please dress children in appropriate clothing for school each day taking into account modesty and weather conditions.

Bullying is not permitted at school. Bullying is defined as intentionally or knowingly committing an act that endangers the physical health or safety of another student. In an effort to ensure that students feel welcome and safe at school, Willow Canyon has implemented a program entitled, *Bully Prevention In Positive Behavior Support* (Scott Ross, Ph.D, Rob Horner, Ph.D, and Brianna Stiller, Ph.D). "Giving students the tools to extinguish bullying through the blending of School-Wide Positive Behavior and Intervention Supports, explicit instruction, and redefinition of the bully construct."

Students will participate as a grade level in a series of lessons designed to teach them what bullying is and how to be proactive.

Link to *Bully Prevention In Positive Behavior Support* (Scott Ross, Ph.D, Rob Horner, Ph.D, and Brianna Stiller, Ph.D).

http://www.pbis.org/common/cms/files/pbisresources/bullyprevention_ES.pdf

Please contact the principal if your child is experiencing bullying while at school.

Harassment: Conduct, including words or gestures and other actions, Repeatedly communicated to another individual, in an objectively demeaning or disparaging manner, that contributes to a hostile, demeaning, or offensive school environment for the individual based upon age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

Hazing: Defined as intentionally or knowingly committing an act that endangers the physical health or safety of a student.

Discrimination: Conduct, including words or gestures and other actions, which adversely affects a student's environment or results in disparate treatment or impact based upon age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

Bullying, harassment, hazing, and discrimination are not permitted and are subject to school discipline including, but not limited to the following.

- Parent contact
- Direct instruction and remediation for understanding of the adverse actions and consequences
- Missed recess time
- Think time
- Apology, reconciliation, and restitution

- Suspension for repeated occurrences

Substantial Disruption and Dangerous Conduct. Suspension shall or may be imposed for substantial disruption and dangerous conduct that is prohibited on school property, at school-sponsored activities, or while traveling in school-funded or school-dispatched vehicles. Serious violations are:

- Possession, control, or actual or threatened use of a real weapon explosive, or noxious or flammable material; actual or threatened use of a look alike weapon with the intent to intimidate another person or to disrupt normal school activities.
- The sale, control, or distribution of a drug or controlled substance, an imitation substance, or drug paraphernalia.
- An act involving force or threatened use of force, which if committed would be a felony or class A misdemeanor.

The links below are to the Canyons School District Policy Manual for further clarification of the policies mentioned above.

Policy JK Student Conduct and Discipline

<http://policy.canyonsdistrict.org/index.php/sections/section-j-students/item/policy-jk-student-conduct-and-discipline>

Policy GBBA/JBA Nondiscrimination

http://policy.canyonsdistrict.org/images/Policy_GBBA_Nondiscrimination_Policy_5.12.15.pdf

The Canyons Family Education Center is a great resource for families.

Canyons Family Education

8449 S Monroe St Midvale, UT 84047

(801) 826-8188

<http://www.canyonsdistrict.org/component/k2/item/374-family-center>