



6020 W. 8200 S  
West Jordan, UT 84081  
(801)282-1818  
foxbhollow.jordandistrict.org

### **MISSION STATEMENT**

The mission of Fox Hollow Elementary is to maximize every child's capacity as a learner and to maintain a happy, positive, and nurturing educational environment for children. To help ensure each child's success, Fox Hollow has five areas of focus: Literacy, Numeracy, Differentiated Instruction, Gifted Education, and Arts Integration.

### **Building Hours**

School hours are 9:00-3:35 Mon-Thurs and 9:00-1:00 Fri. The building will be open at 8:30 a.m. and closed at 4:00 p.m. Students will not enter until 8:55 am. unless involved in a teacher-directed activity, or the "orange flags" are hung outside indicating an inside day due to inclement weather.

### **Inside Days**

Students will be allowed to stay in the school when the temperature is **below 21 degrees with wind chill**. All students need to come inside the building, through grade level doors, when the orange flag is displayed in front of the school. This indicates the weather conditions are too severe for students to be outside.

### **Visitors**

All visitors must report to the main office, sign in, and receive a visitor's pass, according to Utah Code [53A-3-503](#), [76-9-106](#) and Jordan School District Policy [DA158](#).

### **Expectations**

All students at Fox Hollow Elementary are important and valuable. Each student who enters our doors may expect a quality education in a safe environment; they may also expect to be treated with respect by fellow students and teachers. Students should express their thoughts and feelings in an appropriate manner. Each student has the responsibility to refrain from inappropriate or distracting behavior that endangers themselves, others, or that interrupts classroom instructional activities. We expect that students will treat one another and staff members with respect.

Administrators will follow district policies [AS67](#) when dealing with discipline issues.

### **Attendance Policy**

Utah's Compulsory Education Law states that all school age children must be in attendance at school unless there is a valid and legitimate excuse [Utah Code 53-A-11-101](#).

### **Excused Absences**

Absences may be excused for the following reasons: illness, medical appointments, family events and emergencies, vacation or travel, court appearances. **Please call the school office to report absences. 801-282-1818**

### **Check-ins**

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.

## **Checkouts**

If a student must leave school during the day students will be checked out to adults listed in their registration information. Please have photo identification ready. Students will not be released to anyone without photo ID.

## **Homework**

The purpose of homework is to practice skills taught during class time. Time spent on homework should be focused and brief. Please contact the child's teacher if homework is lengthy or overly difficult.

## **Parent-Teacher Communication**

Parents are encouraged to frequently monitor student grades and progress on Skyward Family Access. If parents have questions, they may e-mail the teacher directly, call the teacher, or they may call the school and make an appointment with the teacher, school psychologist, and/or principal. It is highly recommended that a parent contacts their child's teacher directly to review an issue or concern, prior to calling the school administration.

## **Personal Electronic Devices**

Students are allowed to have personal electronic/smart devices at school, but these devices must not be turned on or used during the school day (9:00 a.m. – 3:35 p.m.) We realize the possible need for technology, but do not wish for these devices to interfere with academic instruction. Students are allowed to call home from the office or classrooms when necessary. All personal electronics/smart devices brought to school are done so at the responsibility of the students, and Fox Hollow cannot be held liable for damage or loss.

First Offense – Teacher keeps device for the day and returns it. Contacts parents.

Second Offense – Device goes to the office and student has a conversation with administration.

Office returns device at the end of the day. Administration will notify parents via phone call, letting them know that if it happens again, they will need to come to the office and pick up the device.

Third offense – The device goes to the office and a parent has to come to the office to pick it up.

## **Bicycles, Skateboards, and Scooters**

Bicycles, scooters and skateboards are a fun way to get to and from school. Everyone must walk their bikes, walk their scooters, and carry skateboards when on school property. These items should be locked up in the bike rack before school. Jordan School District is **not responsible** for any personal property that is lost, stolen, or vandalized.

## **Dress Code – School Dress, Grooming and Appearance**

The Jordan School District Policy [AA419](#) has set the standards for school dress and appearance.

### 1. General Standards

- a. Any clothing, jewelry, accessory, footwear, personal item or appearance practice may be prohibited when it:
  - i. Draws undue attention, distracts, disrupts, and/or interferes with the learning environment at school or school sponsored activity.
  - ii. Endangers or affects the health, safety and/or welfare of the individual or others.
  - iii. May cause damage or harm to individuals, school devices, resources, equipment or facilities.
  - iv. Limits the ability to identify the student.
  - v. Appears as an attempt to challenge the intent and scope of policy or the authority of the school.
- b. Dress and appearance, including clothing, jewelry, accessory, footwear, personal item or appearance practice, shall be in a manner suitable to the day's activities consistent with the standards of health, safety, and appropriate behavior. School personnel may require students to wear certain types of clothing for health, safety, security, or sanitation factors or in connection with classes, activities or circumstances.
- c. Clothing, appearance, jewelry, accessory, footwear, and/or personal items shall be free of writing, images, symbols or any other insignias that:

- i. Are lewd, obscene, vulgar, or profane.
- ii. Advocate, represent or promote racism, discrimination, violence or hate in any form.
- iii. Signify gang affiliation.
- iv. Advocate, represent or promote tobacco, alcohol, drugs, or any illegal substance(s).
- v. Advocate, represent or promote criminal or illegal activities.
- vi. Infringe on the rights of others.
- vii. Are pornographic or sexually suggestive.

### **Medication**

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 has been 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.

### **Emergency Drills**

We make every effort to ensure that in the event of an emergency all students are kept safe. Emergency drills are required at regular intervals. Whenever the school is evacuated, students and teachers will follow INCIDENT COMMAND procedures.

### **Bullying**

Bullying is one-sided, intentional, and repeated. Bullying occurs when someone repeatedly hurts, leaves out, or frightens someone else. Fox Hollow Elementary School addresses all reports of bullying. See policies [AS67](#) and [AS94](#) for more information.

## **Discrimination**

At Fox Hollow, we welcome and include all students. School should be a happy and nurturing place. It is the policy of Jordan School District not to discriminate on the basis of race, color, national origin, sex, or handicap in any educational program. Taunting or teasing will not be tolerated. Students and parents are encouraged to report these incidents to a teacher, the school psychologist, or an administrator.

## **Meal Program**

Students may pay for meals by turning in their money with a lunch deposit slip to their teacher, or by paying online through the Skyward family access. Breakfast begins at 8:30 am and costs \$.80 for regular and \$.30 for reduced. Lunch costs \$1.75 for regular and \$.40 for reduced.

## **Parking Lot Drop-Off/Pick-Up Procedures**

- There is no parking in the red zone
- Parents/Guardians must accompany students all the way across crosswalks.
- Please have your child ready to exit the vehicle when you arrive at the school.
- Please pull all the way forward when you drop your child off
- To keep your student safe, please exit out the **right side** of the vehicle, out of the flow of traffic.

## **Busing Guidelines**

- (1) Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will stop, but not wait for late students.
- (2) Stay away from the street, road or highway when waiting for the bus.
- (3) Wait until the bus stops before approaching the bus.
- (4) After getting off the bus, move away from the bus.
- (5) If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

## **Rules on the Bus:**

- (1) Immediately follow the directions of the driver.
- (2) Sit in your seat facing forward.
- (3) Talk quietly and use appropriate language.
- (4) Keep your arms, legs and belongings to yourself inside the bus.
- (5) No fighting, harassment, intimidation or horseplay.
- (6) Do not eat or drink on the school bus.

## **PTA**

Fox Hollow Elementary has an active parent-teacher association that works cooperatively in the interest of your child and the school. A small membership fee is collected during registration. Your support of the PTA is appreciated.

## **School Community Council**

Fox Hollow Elementary has an active School Community Council, which provides the school with valuable community input. 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.

*\*Other policies or procedures not mentioned here will be handled according to the Jordan School District policy manual.*