

Rocky Peak Virtual Elementary School - Code of Conduct

Code of conduct is a set of expectations, behaviors, and beliefs that define the proper and appropriate practices of all community members at Rocky Peak Virtual Elementary School. The community is any and all individuals associated with the school, such as parents, guardians, students, teachers, administrators, and other individuals connected to Rocky Peak Virtual Elementary.

The code of conduct at Rocky Peak Virtual is established in four competencies in the teaching and learning process. The competencies are 1) Culture & Climate; 2) Personalized Achievement; 3) Empowered Leaders & Learners; and 4) Flexibility with Predictability. Our mission at Rocky Peak Virtual is: As a virtual school community we will provide personalized learning paths for high achievement. We will because we can. We are your school of choice.

I Will Because I Can - Expectations, Behaviors, & Beliefs

Our school motto is: **I will because I can.** I will because I can, is how the community at Rocky Peak Virtual understands and communicates the behaviors, expectations, and beliefs needed to be a successful student. The “I will because I can” motto is based on our vision at Rocky Peak Virtual, “All students will achieve at their highest level. We will because we can.”

Read through each “I will because I can” for students, teachers, and parents/guardians for the behaviors, expectations, and beliefs at Rocky Peak Virtual Elementary.

Students - I Will Because I Can

| I WILL... | BECAUSE I CAN... |
|--|---|
| ...achieve my goals | ...be a hard worker. |
| ...be a confident learner | ...track my own learning. |
| ...be resilient | ...do hard things. |
| ...be collaborative and supportive | ...communicate my thinking and listen to others. |
| ...be prepared, committed, and engaged | ...care about my own learning and the learning of others. |

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| ...keep trying and will persevere | ...accept mistakes as part of the learning process. |
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Students at Rocky Peak Virtual Elementary achieve success by internalizing the behaviors, expectations, and beliefs in I will because I can. Students achieve the school related skills they need academically and socially through taking ownership of their learning behaviors and actions.

Teachers - I Will Because I Can

| I WILL... | BECAUSE I CAN... |
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| ...make a difference in the lives of my students. | ...develop the knowledge, skills, and dispositions needed to effectively teach my grade level core. |
| ...teach with confidence | ...measure the impact of my instruction with data. |
| ...actively participate in PLCs | ...use data to personalize a learning path of achievement for all students. |
| ...collaborate | ...acknowledge the value of working together in the school community. |
| ...maintain a growth mindset | ...learn from my mistakes and do hard things. |
| ...love my work | ...remember my WHY of teaching. |

Teachers at Rocky Peak Virtual Elementary achieve success by internalizing the behaviors, expectations, and beliefs in I will because I can. Teachers assist students to achieve their school related skills they need academically and socially through instruction in ownership of student learning behaviors and actions.

Parents/Guardians - I Will Because I Can

| I WILL... | BECAUSE I CAN... |
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| ...regularly check my students' progress in their learning path | ...actively participate in my students' learning and make a difference in learning outcomes. |

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| ...be a valued member of the Rocky Peak Virtual community | ...support teachers and my students in achievement outcomes. |
| ...feel connected with my school community | ...communicate positively and model appropriate behavior. |

The parents/guardians of Rocky Peak Virtual Elementary achieve success by internalizing the behaviors, expectations, and beliefs in I will because I can. Parents/guardians assist students to achieve the school related skills they need academically and socially through appropriate adherence to the behaviors, expectations, and beliefs of Rocky Peak Virtual Elementary.

Learning Options

Rocky Peak Virtual Elementary offers students two distinct learning options.

1. Synchronous Choice - Students will follow a school created schedule for daily live virtual instruction with their teacher and classmates. Virtual curriculum instruction will be provided over video conferencing software with assignments in a learning management system designed and directed by their teacher. The schedule for Synchronous learning is Monday-Thursday 8:30 am - 12:00 pm. On Friday all students will be Asynchronous; this time will be for teachers to meet regularly with students one-on-one.
2. Asynchronous Choice - Students complete curriculum course work independently at their own personalized pace of learning. Students will work with their assigned teacher to determine a personalized learning path and expectations for their learning. Curriculum will be provided in a learning management system designed and directed by their teacher.

The expectations for the learning options are as follows:

Synchronous Expectations

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| Students Will | <ol style="list-style-type: none"> 1. Attend live lessons daily 2. Complete daily assignments 3. Attend small groups 4. Meet with teacher one-on-one regularly |
| Teachers Will | <ol style="list-style-type: none"> 1. Host live lesson on time 2. Post all work weekly on Monday 3. Give daily feedback |

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| | <ol style="list-style-type: none"> 4. Answer emails promptly 5. Send weekly newsletter 6. Meet with students one-on-one regularly |
| Parents/Guardians Will | Parents are strongly suggested to: <ol style="list-style-type: none"> 1. Have a daily check-in with student 2. Check emails regularly 3. Communicate with teachers |

Asynchronous Expectations

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| Students Will | <ol style="list-style-type: none"> 1. Complete weekly assignments by end of day on Sunday 2. Attend small groups as directed by teacher 3. Meet with teacher one-on-one regularly 4. Communicate with teacher about questions and need for help |
| Teachers Will | <ol style="list-style-type: none"> 1. Post all work weekly on Monday 2. Give daily feedback 3. Answer emails promptly 4. Send weekly newsletter 5. Meet with students one-on-one regularly |
| Parents/Guardians Will | Parents are strongly suggested to: <ol style="list-style-type: none"> 1. Have a daily check-in with student 2. Check emails regularly 3. Communicate with teachers |

Second Step - Social Emotional Learning

Second Step is a research based program designed to take a holistic approach to building supportive communities for students. More information may be found at [Second Step](#).

Communication

At Rocky Peak Virtual Elementary we utilize multiple methods of communication. Methods and expectations are described below.

For teachers the expectations are:

1. Frequency: Teachers will send weekly communication to parents through Canvas and email. Learning expectations and due dates should be clearly communicated in Canvas.
2. Emails: Teachers will have 24 hours to respond to student and parent/guardian emails Monday through Friday. Emails on the weekend will be considered as received Monday.
3. Phone Messages: Teachers will have 24 hours to respond to student and parent/guardian phone messages Monday through Friday. Emails on the weekend will be considered as received Monday. If a phone message is not left, there is no need for a return phone call. Please leave a message with a number to return a call.

For school the expectations are:

1. Frequency: each week the school will communicate through email a review of the weekly schedule and other pertinent information. The email will sent through the email listed in Skyward. If individuals decide to opt-out of the email that is their choice, but the school is not responsible for lack of communication.
2. Emails: School administration will have 24 hours to respond to student and parent/guardian emails Monday through Friday. Emails on the weekend will be considered as received Monday.
3. Phone Messages: Teachers will have 24 hours to respond to student and parent/guardian phone messages Monday through Friday. Emails on the weekend will be considered as received Monday. If a phone message is not left, there is no need for a return phone call. Please leave a message with a number to return a call. The school phone number is 801-567-8480.

For student the expectations are:

1. If you need assistance or have questions please email your teacher either with their school provided email or email using the email system within Canvas. Teacher response will follow expectations as described above.
2. If you need assistance or have questions please call the school, 801-567-8480. Please leave a message and response will be made within 24 hours Monday-Friday. Phone calls on the weekend will be considered as received Monday.

For parents/guardians the expectations are:

1. If you need assistance or have questions please email your teacher either with their school provided email. Teacher response will follow expectations as described above.
2. If you need assistance or have questions please call the school, 801-567-8480. Please leave a message and response will be made within 24 hours Monday-Friday.
3. Phone calls on the weekend will be considered as received Monday.

Chromebook Conduct

Each student who is enrolled at Rocky Peak Virtual Elementary will receive a school-issued Chromebook. Students should use their school Chromebook for work assigned by teachers. Students will complete a Chromebook User Agreement form as part of the registration process. Students are responsible for the proper use and care of their school-issued Chromebooks.

[Jordan School District Chromebook User Agreement](#)

Upon completion of Skyward guardian and student verification processes, each student agrees to the Student Informational Network Policy from Jordan School District. Any and all concerns related to Chromebook usage, damage, or misuse will follow the policy as described.

Dangerous or Disruptive Conduct

District Policy states: Jordan School District 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 suspended to a District Hearing ([Board Policy AS67](#)).

The following conduct is defined as "dangerous or disruptive conduct" and is prohibited on school property, at school-sponsored activities and while traveling in school-funded or school-dispatched transportation.

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

Jordan School District is committed to providing a safe and civil school environment in which all members of the school community are treated with dignity and respect. The Board, therefore, delegates to the District Administration responsibility for establishing policy regarding bullying and cyberbullying. See [JSD Policy AS98 - Bullying, Cyberbullying, and Hazing](#)

Bullying: intentionally committing a written, verbal, or physical act against a school employee or student as defined by the policy.

Cyberbullying: using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

Students violating these guidelines will be disciplined in accordance with District policy [AS67—Discipline of Students](#). See AS67 for full description of policy.

The Administration shall take appropriate disciplinary action when students engage in activities which disrupt the educational environment, threaten or harm persons or property, or disrupt school activities.

At Rocky Peak Virtual, we are particularly concerned about ensuring the safety of each student. Students who have had repeated problems with verbal intimidation, cyber intimidation or physical aggression may be referred to a District Safe Schools Hearing or to the Jordan Family Education Center for anger management or other recommended classes. Severe acts of aggression also may result in immediate suspension to a District Level Hearing.

All students at Rocky Peak Virtual Elementary are expected to follow the policies and procedures as established by Jordan School District. Policies may be found at <https://policy.jordandistrict.org/>

Discipline Procedures

Discipline is not punitive for Rocky Peak Virtual students, but a learning experience for growth. Students at Rocky Peak Virtual who do not follow the conduct guidelines will be involved in learning experiences to understand the Code of Conduct and how students at Rocky Peak Virtual follow our motto, I will because I can.

A team consisting of the student, parents/guardians, and teachers will be included to problem solve, teach replacement behaviors, and provide support needed to make positive lasting changes. The team will determine actions needed to bring about lasting positive changes. We will because we can.

We will consistently use our school motto, I will because I can, to define and praise the actions and behaviors of a successful virtual student. Positive behaviors will be recognized and reinforced at Rocky Peak Virtual.

Building Attendance

Rocky Peak Virtual Elementary will have two physical locations for teachers and students for Peak Time and instruction activities. The two locations are:

1) Majestic Elementary, Jordan Virtual Learning Academy Portables, 7430 S Redwood Rd, West Jordan, UT 84084; and

2) Hidden Valley Middle School, Jordan Virtual Learning Academy Pod, 15410 S Harmon Day Dr, Bluffdale, UT 84065. Main Offices are located at Hidden Valley Middle School.

Students registered at Rocky Peak Virtual Elementary are permitted **to be on** school grounds either by:

- 1) registering for and attending Peak Time activities; or
- 2) having a pre-scheduled meeting with an assigned teacher or school administration; or
- 3) parents or guardians having the need to be at location.

Students are **not permitted to be** at either school locations for Rocky Peak Virtual Elementary without meeting the requirements as described. Other than Peak Time activities or meeting with teachers, students are not allowed to be on school grounds without parent or guardian supervision.

Teachers and students are encouraged to schedule time to meet with teachers individually for additional instructional time as needed. These meetings may take place either virtually or at one of the Rocky Peak Virtual Elementary school locations.

Check In Check Out

Any time a student enters a building based on the requirements, students need to complete the check-in and check-out process at the main entrance. This information provides the school with the information needed in case of an emergency.

Peak Time students do not need to Check In when attending Peak Time. Teachers will keep a record of students' attendance.

Peak Time

Students are encouraged to attend Peak Time. More information can be found at rockypeak.jordandistrict.org. Peak Time offers 2-days a week in-person hands-on, project-based learning in S.T.E.M., PE, the Arts, etc. Peak Time activity selection will be emailed to enrolled Rocky Peak Virtual students the week prior to the start of the next section of activities. Peak Time activities will change about every 4-6 weeks. Parents and students may enroll and unenroll for Peak Time activities throughout the school year.

Peak Time sessions for the 2021-2022 school year will be as follows:

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| Session 1 | Sept 13th - Oct 14th |
| Session 2 | Oct. 25th - Dec 2nd |
| Session 3 | Jan 3rd - Feb 10th |
| Session 4 | Feb 14th - Mar 24th |
| Session 5 | Mar 28th - May 12th |

Parents and students may enroll and unenroll for Peak Time activities throughout the school year between sessions. Students may choose to opt-in or opt-out of Peak Time through the year with a commitment of attendance for enrolled sessions.

Student Attendance

Jordan District Policy [AA432 Student Attendance](#) recognizes that regular attendance at school facilitates academic achievement. The interactions that take place between students and teachers are invaluable components of the learning experience.

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). The goal of the attendance policy is to increase student success by

encouraging daily attendance and to help students develop personal responsibility in preparation for attendance expectations in their future.

Attendance will be taken each week on Fridays for the instructional week. The instructional week runs from Friday to the next Thursday. Students will be considered “virtually present” if they meet a minimum criteria for participation. There are a variety of measures that may be used to determine if a student participated including, but not limited to:

- 1) evidence that validates student learning,
- 2) evidence that validates student participation,
- 3) evidence that validates student communication, or
- 4) duration/frequency minimums for student participation.

Students who have failed to meet the minimum criteria for “virtually present” will be marked as absent for the entire week.

According to policy, Students who do not meet minimum attendance for 10 consecutive school days “shall be removed from district membership in the Student Information System, unless the student has a valid excuse under UCA 53G-6-201(9).”

Student Engagement

To encourage high levels of student attendance, each student will be given a weekly engagement score of a 1, 2, 3, or 4. Engagement score will track four important skills of virtual learning:

1. Access Canvas courses daily;
2. Submit required assignments and assessments daily;
3. Student-to-Teacher and/or Student-to-Student daily communication;
4. Participate in live sessions.

The goal is to have an engagement score of at least a 3. An engagement score of a 3 or more is an indicator of a student working toward successful virtual learning.

It is the responsibility of students, parents, teachers, and administration to ensure that a student is in attendance and maintains a high engagement score. Student responsibilities are described above in the Student I Will Because I Can. Teacher responsibilities are described above in the Teacher I Will Because I Can. Parent responsibilities are described above in the Parent/Guardians I Will Because I Can.

Teachers and administration will work cooperatively with students and parents to encourage and improve school attendance. Administration will use earnest and persistent effort, including parent notification, to deter excessive and unexcused student absences.

Learning Technologies

Several technology tools will be utilized to create the learning technology ecosystem. Below is a brief description of the technologies that will be common in all courses. Students will need to become fluent in the use of each.

Canvas - Canvas is the official learning management system for the school. All instruction and submission of assignments or quizzes should be completed using Canvas.

Skyward - Skyward is the student information system. All official records including grades will be kept and communicated through Skyward.

Google Tools - Students will use Google Tools in all of their courses. This includes their student email address and Drive.

Nearpod - Nearpod is an interactive presentation tool that will be used within Canvas.

Zoom - Zoom will be the preferred tool for video conferencing.

YouTube - Teachers may use YouTube to upload their original instructional videos. Additionally, they may make use of content that has already been created. YouTube is a valuable resource for teachers to find instructional content. Teachers will only select content that is appropriate for the course.

Medications

Students are not permitted to carry any medication except for an inhaler or EpiPen when proper paperwork is completed in the office. Prescription and over-the-counter medicines in the original container are to be kept in the front office along with a medication form that has been filled out and signed by the parent and physician. The required medication forms are available from the front office or upon request to adriann.eborn@jordandistrict.org These forms must be submitted each year.

Personal Items at School

Jordan School District is not responsible for any personal property that is lost, stolen, or vandalized. There are no provisions that allow payment for any personal item, which is taken from a student enrolled in Jordan School District.

Restroom Conduct

Each student is expected to show good judgment and proper behavior in the restrooms. We want to take good care of our beautiful new school.

Drop Off & Pick Up

1. Majestic Elementary - Students will be at Majestic Elementary on Mondays and Tuesdays for Peak Time. Students will be dropped off at the south end of the building, in front of the school, starting at 12:45 pm and will be picked up at 3:00 pm unless the teacher has requested and communicated that the students should stay longer for instruction. Teachers will assist during drop off and pick-up times. Parents will remain in the car during drop off and pick-up. If parents need to come into the building, find an empty slot in the parking lot and park.
2. Hidden Valley Middle School - Students will be at Hidden Valley on Wednesdays and Thursdays for Peak Time. Students will be dropped off in front of Jordan Virtual Academy at the south end of the school starting at 12:45 pm and will be picked up at 3:00 pm unless the teacher has requested and communicated that the students should stay longer for instruction. Teachers will assist during drop off and pick-up times. Parents will remain in the car during drop off and pick-up. If the parent needs to come into the build, find an empty slot in the parking lot and park.

Lunch

All students 18-years-old and younger will eat free of charge in the Jordan School District school cafeteria this school year. The USDA has extended the free meal waiver for another year, or until funding runs out.

That means all schools will serve free meals in the school cafeteria. The meals will be served based on serving schedules established at each school site.

Enrolled online and at-home learners may pick up meals at specific times and locations designated by each school. Siblings of enrolled online and at-home learners may also receive free meals.

Free lunch and breakfast for the next morning will be available to pickup door-side for all children 18-years-old and younger at the following locations:

Joel P. Jensen Middle

Elk Ridge Middle
South Hills Middle

Meal service at these three locations will be from 10 to 11 a.m. Monday through Friday.

Only children are eligible for free meals under this waiver.

****Families who may qualify for free or reduced meals are still encouraged to apply so there is no lapse in meal benefits when this waiver expires****