



School Hours

First – Eighth Grades:

Monday – Thursday 8:30-3:00

Friday 8:30-2:00

Half Days 8:30-12:30

Kindergarten:

Monday – Friday 8:30-12:15

Half Days 8:30-12:30

Students may not arrive prior to 8:15 a.m. and must be picked up by 3:15 p.m. (or 2:15 on Fridays). Students will line up in the designated area for their grade when the bell rings. Students will be dismissed by carpool number according to the pick up procedures listed below.

Contact Information:

801-796-5646 (JOHN) - phone

801-785-4934 – fax

www.johnhancockcs.org

Staff email addresses:

Mrs. Adamic: Director, julie@johnhancockcs.org

Mr. Frank: Business Admin, craigfrank@johnhancockcs.org

Front Desk, office@johnhancockcs.org

Mrs. Orton: Kindergarten, orton@johnhancockcs.org

Mrs. Chester: First Grade, chester@johnhancockcs.org

Mrs. Huff: Second Grade, huff@johnhancockcs.org

Mrs. Decker: Third Grade, decker@johnhancockcs.org

Mrs. Miller: Fourth Grade, miller@johnhancockcs.org

Mrs. Menssen: Fifth Grade, Thompson@johnhancockcs.org

Mrs. Ballard: Sixth Grade, ballard@johnhancockcs.org

Mrs. Rogers : Special Ed, rogers@johnhancockcs.org

[Ms. Looney: Music, looney@johnhancockcs.org](mailto:Ms.Looney@johnhancockcs.org)

John Hancock Charter School Code of Behavior

A Patriot is honest, honorable, compassionate and courageous.

Student conduct will be based on the following principles:

- Students have a right to learn free from disruptions

- Teachers have a right to teach, free from disruptions
- Students shall receive consequences for their behavior, either positive or negative
- Students and teachers have the right to a safe, nurturing school environment

To ensure these principles, students are expected to:

- Respect and use kind words toward others
- Listen and follow directions
- Respect school property and the property of others
- Show consideration for others at all times

Consequences for students who break the rules:

- Safe School Violations: The following are possible consequences for safe school violations: In school suspension, out of school suspension, detention, loss of privilege and/or expulsion.

- Think Time. If a student violates the rules listed above, the student will be sent to think time in a cooperating teacher's classroom. During think time the student will reflect on why he or she was sent to think time and then proceed to fill out a form describing the objectionable behavior. A copy of this form will be given to the sending teacher, the Director and mailed home for parent review.

Monthly the school will have a think time reward in which students may participate if he/she did not receive the predestinated number of think times during the previous month. Corporal punishment is strictly prohibited.

- If a student has three infractions of any kind within one month the following procedure will take place:

A conference with the teacher or director, which conference may result in, but is not limited to, one or more of the following results: apology, repair of damage, time out, loss of recess, loss of a privilege.

The teacher or director contracts the parents to inform them of the behavior and to discuss consequences for the child. The teacher or director may set up a conference with the parents.

A conference with the director, which conference may result in, but is not limited to, one or more of the following consequences: before or after school detention, loss of privilege, loss of recess, in-school suspension or suspension.

Bullying Policy

Bullying of students is not tolerated by the school or the board.

This policy is in effect while students are on school property; while students are attending or engaged in school-sponsored activities; and/or while students are away from school grounds if the misconduct directly affects the good order, efficient management, and/or welfare of the school.

Bullying consists of "Abusive conduct" which means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its

severity, nature, and frequency of occurrence, a reasonable person would determine: intended to cause intimidation, humiliation, or unwarranted distress; results in substantial physical or psychological harm as a result of intimidation, humiliation, or unwarranted distress; or exploits an employee's known physical or psychological disability. A single act does not constitute abusive conduct, unless it is an especially severe and egregious act that meets the standard under Utah Board Rule and/or Law.

“Bullying” means a school employee or student intentionally committing a written, verbal, or physical act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:

1. causing physical or emotional harm to the school employee or student;
2. causing damage to the school employee's or student's property;
3. placing the school employee or student in reasonable fear of: a. harm to the school employee's or student's physical or emotional wellbeing; or b. damage to the school employee's or student's property;
4. creating a hostile, threatening, humiliating, or abusive educational environment due to: a. the pervasiveness, persistence, or severity of the actions; or b. a power differential between the bully and the victim; or
5. substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.
6. the conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.
7. “bullying” includes relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation.

A student who feels that he or she has been bullied needs to communicate that he or she expects the behavior to stop, if the student is comfortable doing so. If the student wants assistance communicating with the bully, the student should ask a teacher, staff member, or principal to help. If the bullying does not stop, or if the student does not feel comfortable confronting the bully, the student should tell a teacher or Mrs. Adamic, the school's principal, exactly what happened.

The school will investigate allegations of bullying. The principal or designee will be responsible for handling all complaints by students alleging bullying. Students who are found to have violated this policy shall be disciplined by appropriate measures, which may include suspension or expulsion.

PERSONAL Electronic Devices on Campus:

Bringing all electronic devices is strongly discouraged. All devices will remain off during school hours, including during recess. All personal electronic devices will be kept outside of the classroom. Violations will result in confiscation of those items, which must be retrieved by a parent. JHCS assumes no liability for lost or stolen devices. Any exception

to the policy for school use will be subject to administrator discretion and written approval.

Communication from the School

We will be using ParentLink/Blackboard to communicate with our parents. You will receive an email with directions on how to log in to your account. Once you log in to your account you can download the John Hancock Charter School ParentLink/Blackboard app on your smart device so you can access your child's grades, attendance, and much more.

You can also find up to date information on our John Hancock Charter School FaceBook page and our Twitter account @johnhancockcs. Instagram : jhcs patriots

Student Regulations

General

- Roller blades, in-line skates, skateboards or shoes with rollers are not permitted on campus.
- Vulgar language on campus will not be tolerated.
- Physical violence will not be tolerated on campus.
- Students may not leave campus during the day unless properly checked out at the front desk. This includes jumping over the fence, going under the fence, or going into the parking lot or carpool lane.
- Phone calls home are limited to emergencies. Forgotten homework, snacks, after school plans etc. are not considered emergencies. A forgotten homework assignment may be painful. However, if a student is allowed to experience the logical consequences, an important lesson can be taught early in life and better habits mastered, before the consequences become larger.
- If a student is going home with a classmate after school, a note, signed by the parent must be sent to the teacher and office at the beginning of the day.
- Students must be checked in to school by a parent or guardian if they arrive to school more than 20 minutes late.
- Teachers will determine a tardy policy and enforce it.

Classroom

- Students will line up in the designated area for their grade when the bell rings.
- The students will be greeted by their teacher and return the appropriate greeting at the beginning and end of each day.
- Each day will begin with Mediations, the Pledge of Allegiance, a patriotic song, and review of the monthly core virtue.
- All students are to observe appropriate decorum during the mediation period.
- Students are responsible for the good condition of their books, desk, and classroom.
- Students are to handle classroom equipment only with the teacher's permission.
- No candy or food is allowed in the classroom without teacher permission.
- Students will proceed to and from assemblies and specialty classes with their teacher in an orderly fashion and will maintain proper decorum during assemblies.

- Students must obtain the teacher's permission to leave the classroom for any reason.

Attendance, Illness and Tardiness

Student attendance is governed by the rules and regulations of the Utah State Education

Code and by the following:

- Regular attendance is essential to academic success, which ensures that concepts and skills are consistently learned. The following are situations that will be considered as acceptable excuses for absences: Illness, Religious Observances, and Funerals.
- All assignments are important. When assignments are missed as a result of absence, please encourage your child to be responsible by arranging with the teacher to make up missed work. A reasonable time (usually one day for each day missed) will be given to students to make up missed work. The classroom teacher will determine this time frame. Sometimes it is impossible to make up the work/lecture/activity the student missed in the classroom. In these cases, the teacher is not responsible to create an assignment for the student to make up and the student will simply not receive credit for that day.
- Students are expected to be in class when school begins at 8:30 a.m. Students who are late lose valuable instruction time and interrupt classroom activities.
- In cases of frequent tardiness, parents will be notified. Chronic tardiness may result in but are not limited to: loss of recess, loss of privileges, after school detention, deduction in academic grades, and in school suspension.
- For safety reasons, students should NOT arrive at the school prior to 8:15 a.m.
- We advise all parents to plan their vacation in accordance with the school calendar. We strongly discourage recreational trips while school is in session. A trip request should be made at least 2 weeks in advance with the teachers. This will insure that the teacher has enough time to prepare any school work. It is the parent's responsibility to assist the student so that they may keep up with school work. All school work is due on the date of return to school unless special arrangements are made in advance with the teacher.
- If a student should miss more than 10 continuous school days without prior approval, the student will be removed from JHCS's student enrollment according to Utah State law. Approval will only be given for allowances as allowed in state law.
- An unexcused absence is defined as a willful absence from the school, or part of the school day, on the part of the student without parental consent or school knowledge. JHCS recognizes that unexcused absences are rare. Because of the inherent dangers of an unexcused absence, JHCS will impose strict sanctions with may result in one or more of the following, but are not limited to: Immediate notification of parent or guardian, before or after school detention, suspension, an in house suspension.

Attendance Policy

No Child Left Behind mandates that students attend at least 95% of the school year,

which equals nine or less absences during one academic year. This is accomplished by many students, but we have recently seen an increase of absences. Due to the increase of absences and the problems that occur as a result, JHCS will institute the following consequences.

After 5 absences the following consequences will occur:

Note or phone call home to determine why the student is missing school

Loss of recess

After 9 absences the following consequences may occur:

The same as listed above

Loss of privileges (i.e. field trips, assemblies, etc)

Before or after school make up sessions

After 13 absences the following consequences may occur:

The same as listed above

Saturday school to make up missing days- Mandatory to avoid possible retention

Summer school to make up missing days – May be mandatory to avoid possible retention

Possible retention – not advancing to the next grade level

Referral to the legal system and the Department of Children and Family Services

John Hancock Charter School understands there are, at times, extraordinary circumstances beyond the control of parents and children. If such circumstances cause absenteeism beyond the levels described above it is the responsibility of the parent to notify the Teacher and Director and request special consideration. Notification of such circumstances does not, however, guarantee full or partial relief from the consequences listed above.

Advance notice of such circumstances is recommended whenever possible for JHCS may try to help parents provide a cohesive learning experience to the extent possible before, during, and after the absence. Such efforts are subject to the availability and discretion of JHCS staff and do not guarantee full or partial relief from the consequences listed above.

Early Release of Students

If your child needs to be released early during the school day, be aware of the following:

- Please enter through the east doors of the white building and check in with the front desk. The office staff will call your child from class to leave with you.
- Before you leave, please sign the checkout register, located at the front desk. Be sure to include the student's name, time and date of checkout.
- Your child can only be released to persons authorized by the parent or guardian on the registration materials. Photo I.D. may be required.
- Students cannot walk home alone or meet you outside the school during school

hours. Please arrange to come into the school to pick up your child.

Accidents or Illness

Students involved in minor accidents (skinned knees, etc) will be cared for by the school personnel. If it is necessary for a child to be sent home because of an accident or illness, the parent, or if unavailable, the emergency contact listed on the registration form, will be notified to come and get the child. If contact cannot be made, the director or designees will decide what to do. The school will call 911 anytime there is a major problem.

The school will have the following information on file:

- Names of parents or guardians
- Complete and up-to-date address and contact phone numbers
- Name and phone number of relative or friend (for emergencies)
- Physician's name and phone number
- MEDICAL ALERT information (this should include any health information that may affect the child's participation in any school activity).

This information is critical and parents MUST notify the school if this information changes.

Visitors to the School

Visitors are welcome at JHCS as volunteers, observers, and presenters. Community involvement is vital for success in education.

All visitors will enter the building through the east doors of the white building.

All visitors must:

- Check in at the front desk in the white building
- Receive a visitor's pass
- Wear the visitor's pass so it can be seen at all times while in the school or on the playground.
- Inform the front desk when you leave the building
- Record your volunteer hours in the Volunteer Log Book

We request forty (40) hours of service from each family or twenty (20) hours for single parent family enrolled at JHCS per school academic year. Please keep track of your service hours by filling out the logbook.

Academic Information

JHCS is dedicated to academic excellence. We place great emphasis on the education of the whole child and make every effort possible to motivate and stimulate the student's natural curiosity to learn to their full academic potential. Learning positive behaviors, etiquette, values, responsibility, as well as academic subjects help students to develop their natural talents. Studies at JHCS are directed to the pursuit of high school and college upon graduation from our school. Therefore, emphasis is placed on those studies and skills necessary for success in high school and beyond.

Homework

Because JHCS students have a full school day, younger students are not assigned regular daily homework (K-3) beyond a daily math sheet and daily reading. Students in grade 4 and above are assigned homework on a graduated time scale. In fourth grade, an introduction to the homework process is given with an emphasis on keeping track of assignments. Students are then able to experience an incremental increase in responsibility.

Grade 4 Approximately 30-40 minutes of homework

Grade 5 Approximately 40-50 minutes of homework

Grade 6 Approximately 50-60 minutes of homework

Grade 7 Approximately 60-70 minutes of homework

Grade 8 Approximately 70-80 minutes of homework

Please remember that these are approximations and that these times may vary depending on the individual student and assignments. If your child spends more time on assignments than indicated above on a regular basis, you need to make an appointment with his/her teacher to discuss the issue.

Progress Reports

Please check your child's progress on Mastery Connect provided on line. If you have difficulties, please contact your child's teacher for assistance. Teachers will communicate ongoing throughout the school year. Many maintain websites, send regular newsletters and often utilize text messaging.

Conferences

In most cases the student progress can be adequately described in the quarterly progress reports and the regularly scheduled parent/teacher conferences. When the parent, teacher, or the director requests a conference, it will be held in the director's office or the teacher's classroom.

For the enhancement of the child's self-esteem, we ask teachers to restrict conversations with parents in front of the child. Children are keenly aware of when they are being "discussed". They are also very aware of and can be disturbed by discussions overheard about their peers. For your own child's sake, please refrain from impromptu discussions about any child with teachers before, during and after school. If a teacher asks that a discussion be delayed until such time as a conference may be arranged, please be aware that the teacher has your child's welfare and privacy needs in mind by asking you to wait until she/he can give your concerns her/his full attention in a more appropriate setting. Each teacher will send a monthly newsletter home. They will also list assignments on their webpage. You may leave messages at the front desk for any teacher and he/she will return your phone call at an appropriate time (prep period, before school, after school, etc). You may also email the teacher and they will return your email with a phone call or an email.

Emergency Drills

Fire drills will be held every month. Students are to move quickly and quietly with their teacher to the field. Their teacher will account for each student during roll call on the field. Students are to maintain order and quiet during any drill.

An earthquake drill will be held at least once a year.

Emergency

In the event of an emergency, the policy at JHCS is to retain the students as long as the building and conditions are safe. Should there be a major disaster, all teachers and staff members will remain at the school to care for the students until the normal release time. In the event that the school becomes unsafe, students will be moved to the Pleasant Grove City Park located next to the Pleasant Grove Fire Department at 200 S Main. Students may only be released to parents or to another person listed as an emergency contact. Teachers are to keep a written record of student releases. This emergency checkout record should include the time the child was checked out of school and by whom.

Arrival and Dismissal Procedures

Your children's safety is our top priority. Because we do not have a circular driveway,

JHCS parents must take extra precautions and follow the Arrival and Dismissal Procedures.

Arrival

- Arrival on campus cannot occur earlier than 8:15 a.m.
- Cars should enter our carpool lane from 100 North and drive north heading to 200 North.
- Proceed in line and then merge to one lane where the staff member directs you. Only proceed to 200 North once you have been told by the staff member.
- You may let your children leave the car when your car is in front of the gate in the chain link fence on 200 North
- DO NOT park or drive into the parking lot
- DO NOT make a U-turn at anytime
- DO NOT skip cars or go around cars, simply wait your turn
- DO NOT let your students off across the street and have them walk across the street
- DO NOT get out of your car. A staff member will be present to help your student out of the car.

Dismissal

- Your students must be picked up by 3:15 each day (FEES will be assessed after 3:15 p.m.)
- You must have a "Car Tag" displayed in your car's front passenger side window in order to pick up your child. The PTO will provide carpool "Car Tags" once car pools are established.

- Please enter the carpool lane from 100 North and proceed north to 200 North. Move to single file right before 200 North.
- A staff member will be present at the gate to ensure student safety.
- John Hancock Charter School will not release a child to anyone other than a parent without parental consent. Please fill out and return a release authorization form, and include names of car pool drivers.
- If you need to conduct business in the office, please do this prior to 2:45 p.m. or after 3:15 p.m. Your cooperation in this matter will greatly alleviate congestion in the area and outside concerns about traffic flow.
- DO NOT make any U-turns at any time during the carpool process.
- DO NOT skip cars in the car pool lane, please wait your turn.
- DO NOT pull into the parking lot
- DO NOT pick students up across the street
- If you have any questions regarding car pool, please contact Mrs. Adamic or any staff member.

Lost and Found

In order to help us return lost items to children, please label all clothing, backpacks, and other items with your child's name. All lost items will be placed in the lost and found box. Items in the lost and found box will be donated to charitable organizations before Winter Break and the last week of school.

Lunches

Parents are responsible to provide lunch for their children. Parent volunteers provide lunch options. It is possible to purchase lunches in advance each month. If parents opt not to buy lunches, it is the parent's responsibility to provide the student with a nutritious lunch. Any food allergies should be reported to the office in writing and noted on the student's health information form.

Recess

- All students are expected to be outside during their recess breaks.
- In extreme weather conditions (raining, red air quality days or below 20 degrees), or as a result of health problems, children will be allowed to remain in the building.
- If you wish your child not to attend recess for health reasons, please notify the teacher in writing.
- If your request is for an extended period of time (over one week), please send a note from the doctor.

Special Accommodations

If your child or you have disabilities that require special accommodations, please contact the director.

Field Trips

Field trips are an important part of the educational process and are used as hands-on extensions to classroom curriculum. Parents are asked to help provide transportation to and from a field trip. Drivers for field trips must provide their Drivers License information and proof of insurance and have a Live Scan Background check on file at the school. They must agree to enforce the use of safety belts on all school-sponsored trips and each child must be provided with a safety belt. For safety reasons, we ask that two adults be in a car when transporting students. A field trip permission slip is included in the registration materials. It should be signed and returned to your child's teacher. This form will allow your child to attend all field trips during the year. **NO CHILD WILL BE ALLOWED TO ATTEND A FIELD TRIP WITHOUT A PERMISSION SLIP.**

Students are expected to obey all bus regulations and JHCS rules while off campus. Students may be denied field trip privileges for misbehavior, attendance issues and/or delinquent assignments.

We need parent chaperones. Nevertheless, space is often limited and long-range planning is required to set up a field trip. For this reason, please communicate your desire to attend a field trip well in advance. **IT IS REQUESTED THAT YOU DO NOT BRING YOUNG CHILDREN WITH YOU.**

Intervention Lab

Students may be invited to stay from 2:00-3:00 on Fridays to receive small group or one on one interventions and/or enrichment. Your child's teacher will let you know if your child is invited to attend. Students may also be invited to attend intervention lab weekdays from 8:00-8:25 am.

Medication

In accordance with Utah State law, prescription and non-prescription medications can only be administered under All of the following conditions:

- Obtain a "Permission to Administer Medication" form at the school office.
- The student's parent or legal guardian signs this form and takes it to their child's doctor.
- The "Permission to Administer Medication" form is completed and signed by the child's physician.
- The form and medication is brought to the school office by a parent in the original container labeled with the child's name and correct prescription dosage.

Sibling Preference

Sibling preference for JHCS students is discretionary with the board. Sibling preference will not be granted unless the parents of the prospective student has completed all recommended hours of volunteer service as outlined in the Acceptance of Policy Form, which hours are to be completed by the last day of the school year preceding the intended enrollment of the sibling.

Traumatic Head Injury Policy

A copy of this policy shall be distributed to and acknowledged by any employee or volunteer who supervises any of the following events which are organized, operated, managed, or sponsored by John Hancock Charter School ("JHCS"):

1. a game;
2. a practice;
3. a sports camp;
4. a physical education class;
5. a competition; or
6. a tryout.

In addition, each parent will receive a copy of this policy and return a signed acknowledgment and consent to abide by this policy before his or her child participates in any of the foregoing events.

A "traumatic head injury" means an injury to the head arising from blunt trauma, an acceleration force, or a deceleration force, with one of the following observed or self-reported conditions attributable to the injury:

1. transient confusion, disorientation, or impaired consciousness;
2. dysfunction of memory;
3. loss of consciousness; or
4. signs of other neurological or neuropsychological dysfunction, including:
 - a. seizures;
 - b. irritability;
 - c. lethargy;
 - d. vomiting;
 - e. headache;
 - f. dizziness; or
 - g. fatigue.

If a child suffers a traumatic head injury, the child's further participation in sporting events may lead to greater injury.

Therefore, if an employee or volunteer supervising the foregoing events suspects that a child has sustained a traumatic head injury (or concussion), that child shall immediately be removed from participating in the event. Furthermore, the child shall not be permitted to resume participation in the event until he or she is evaluated by a qualified health care provider who is trained in the evaluation and management of a concussion, and the qualified health care provider provides JHCS with a written statement stating that:

1. The qualified health care provider has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion; and
2. The child is cleared to resume participation in the event.

John Hancock Charter School Behavioral Expectations

	Classroom	Hallways	Carpool	Bathrooms	Lunchroom	Recess/Lunch	Library	All Settings
S afety	I keep hands, feet & objects to myself.	Walk orderly & to the right.	Stay on walkways No playground.	Respect problems, vandalism, horseplay, etc.	Stay with food in the microwave & stay in your seat while eating.	Stay inside the fence.	Library is a quiet place, feet on the floor, books on the shelf.	Keep your hands, feet & other objects to yourself.
T ake Responsibility	My mind, body & supplies are prepared to learn.	Go directly where you need to be.	Go directly where you need to be & exit with entire carpool.	Flush and wash.	Exhibit good table manners.	Take care of trash.	Bring books with you to the library, on time and in good condition.	Be responsible for your choices.
A ttitude	I am academically engaged & on task.			Do your business and leave quickly.	Use please & thank you.	Congratulate others.	Ready to read.	Remain positive.
R espect	I follow directions the 1 st time.	Keep halls clean & quiet.	Follow directions.	Respect the privacy of others.	Follow directions.	Use equipment correctly.	Follow directions the 1 st time.	Follow directions the 1 st time.
S trive for Excellence	I live my life with the 8 keys of excellence.	Leave it better than you found it.		Leave it cleaner than you found it.	Leave it cleaner than you found it.	Return others' playground equipment.	Live life with the 8 keys of excellence.	Live life with the 8 keys of excellence.