

Heartland Elementary

Code of Student Conduct

The Jordan District Board of Education recognizes that student discipline is essential to further the educational process and provide an environment conducive to learning. The board authorizes the Administration to take appropriate action to preserve order among students and staff and to protect school property. Acts of violence, use or possession of a weapon or facsimile, criminal behavior, and gang activity in or about District schools, property, or activities shall be dealt with in accordance with district policy and the law.

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. This policy shall be administered according to the following guidelines at:

Heartland Elementary Code of Student Conduct includes five guidelines that foster active participation in learning. Our code creates the expectation that every child will behave in a manner that allows all children the opportunity to learn to their maximum potential. This requires responsible behavior in class, on the playground, on school buses, and in other school-related activities. If situations develop where a student's behavior is so disruptive that it interferes with the learning or safety of others, appropriate action will be taken. In some cases, parental input will be requested.

1. Follow teacher directions the first time
2. Keep your hands, feet, mouth, and other objects to yourself
3. Respect the learning of others by using an appropriate voice level
4. Listen to the speaker
5. Be prepared and in the right place

At the beginning of the school year, students will receive instruction regarding the five guidelines in the Code of Student Conduct. Specific examples of appropriate and inappropriate behavior at school will be discussed (see appendix). A copy of the Code of Student Conduct will be distributed to all students. It will also be posted in the school.

Encouraging Appropriate Behavior

It is important to encourage students to act in compliance with school rules. The following programs are designed to provide students with recognition for appropriate behavior:

A. Howler Tickets

- Teachers and staff all have Howler tickets to give to students following Heartland rules
- When these behaviors are observed, a student will receive a Howler Ticket as a token of recognition. Howler Tickets may also be received for other positive, but non-targeted behaviors, as well.
- At the end of the week, the office will hold a school wide drawing to reinforce positive behaviors where an entire class of the highest number of Howlers will be rewarded

B. PAWS

- Two students a week will be recognized by their teacher for: having goals, using kind words or actions, standing up for myself and others, trying when things are hard, being prepared, encouraging others, striving for excellence
- These students are sent down to the office and earn a treasure tower prize as well as have their ticket put on principals 100 club.
- After their row is full they earn a prize from our prize box.

C. Student of the Month Award

- Beginning in September and following with one a month the school will sponsor a breakfast where students of the month are recognized
- Choose a student who reflects the theme or has performed to excellence for his/her performance or behavior.
- Breakfast from Chick-fil-A, a certificate, food vouchers, and award will be received at each breakfast.

Discouraging Inappropriate Behavior

As per our staff-wide training that took place before the school year began in August, when minor violations of the Code of Student Conduct occur, the following procedure will be followed:

- 1st violation: teacher follows classroom hierarchy of consequences
- 2nd violation: teacher follows classroom hierarchy of consequences
- 3rd violation: teacher has collected data and student shows a pattern of lacking skills in a given area.

When possible, the natural consequence for inappropriate behavior will be allowed to occur. In cases where natural consequences cannot be used, an imposed consequence shall be enforced. The imposed consequence should (1) be enforceable, (2) fit the “misbehavior, and (3) be laid down without anger or threats. Examples of such consequences are listed below:

- A. One Minute Skill Builder (often for first time offenders)
- B. One Minute Skill Builder (Apology to teacher and other student involved)
- C. One Minute Skill Builder (student calls parents with administration)
- D. Miss class time (15 minutes) Make restitution (cleaning, note writing, head down, etc...) Mandatory call home
- E. Miss class time out of the office (30 min) Mandatory call home
- F. Miss class time out of the office (30 min) Mandatory call home
- G. Mystery Consequence
- H. Half day in-school suspension
- I. Full day in-school suspension
- J. Two day in-school suspension
- K. Three day in-school suspension *Mandatory parent meeting

***Administration reserves the right to make accommodations to this hierarchy of consequences for individual student circumstances

***Out of school suspension is based on direct violation of District Policy and will be administered when policy is broken

Frequent or serious violations of the Code of Student Conduct may fall within the activities described in Jordan School Board Policy AS67 “Dangerous or Disruptive Conduct”. Students whose actions pose a threat to the health and /or safety of other students or staff members shall be suspended and/or excluded from school. Please refer to the “General Information and Registration Packet” received at the beginning of the school year for further information regarding exclusion from school.

As part of our initiative to help reduce bullying in our school, Heartland students will participate in a researched based, social emotional learning program called Second Steps. This program helps to teach the crucial pieces about identifying, reporting, problem solving, and define bullying.

Thoughts about discipline at school...

When should I send a student to the principal's office for disciplinary action?

- Fighting (where punches are thrown)
 - Sexual Harassment (pulling down pants, flipping a bra, inappropriate touching or sexual comments)
 - Vandalism (where property damage has occurred)
 - A pattern of bullying or intimidation occurs
 - A pattern of inappropriate language occurs
 - A weapon or facsimile is brought to school
 - Arson or firecrackers, matches are brought to school
- For other severe or serious violations of the Code of Student Conduct, talk to me about the situation...

Minor disciplinary problems should be handled in the classroom using your classroom Code of Conduct to determine the consequences for misbehavior. Children need to know that the “buck stops” at the teacher's desk.

Punishment is out—consequences are in.

If you are trying to “hurt” the student to make him/her “learn a lesson”, it's punishment. A consequence helps a child focus on changing his/her behavior so the consequence won't happen again. If it feels like punishment, the child will focus his anger on the person giving the punishment, no on changing behavior.

Never touch a child in anger or throw anything at the child, even to simply get their attention.

Never leave students unattended or unsupervised...

Rewards can be given to the whole class, but the class (or groups of students) should not be “punished” for one individual's misbehavior.

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Appendix

The following is a list of specific examples of appropriate and inappropriate behavior as it applies to our Code of Student Conduct. This list is not meant to be all-inclusive but should be used as a teaching tool for instructing students in proper behavior and citizenship.

Students will conduct themselves in a courteous and respectful manner.

“It is appropriate for teachers to award Howler tickets for these behaviors, to help shape courteous behavior.”

Examples of appropriate behavior:

1. Raises hands for permission to speak
2. Listens while other speak
3. Demonstrates appreciation for teachers, guest speakers, etc.
4. Sits properly in class (feet on the floor)
5. Keeps hands, feet and objects to self
6. Walks quietly in building
7. Takes turns in class and playground activities
8. Shows kindness to others
9. Demonstrates good sportsmanship
10. Treats others fairly
11. Demonstrates tolerance and understanding towards others
12. Complies with staff requests in a timely manner
13. Uses good table manners in the cafeteria

Examples of inappropriate behavior

1. Talks when others are speaking
2. Distracts others by humming, singing, tapping, whistling, etc.
3. Argues with the teacher or other adult worker at school
4. Runs in the hallway
5. Shouts or yells in the school
6. Touches bulletin board or wall displays
7. Pushes or shoves others
8. Whistles or “boos during programs
9. Uses a loud voice in the classroom, media center, restroom, etc.
10. Misuses paper products in the restroom

11. Stands on toilets or sinks, hangs on the restroom stalls
12. Chews gum
13. Leaves food, wrappers, paper, etc. outside (litters)
14. Trades, throws, or plays with food in the cafeteria
15. Shows poor sportsmanship

Examples of appropriate language:

1. Uses polite words, e.g. Please, thank you, excuse me
2. Gives compliments to others
3. Uses a pleasant tone of voice
4. Uses appropriate volume when speaking
5. Speaks at appropriate times
6. Tells the truth
7. Follows the rules of polite conversation e.g. takes turns when talking, avoids interrupting others, listens when others are speaking
8. Strive to use correct grammar and pronunciation

Examples of inappropriate language:

1. Uses profanity, vulgar or obscene words, or gestures
2. Tells inappropriate jokes or stories
3. Uses harassing or demeaning language, e.g. name-calling, teasing, put-downs, gossiping, intimidating or bullying
4. Interrupts while others are speaking
5. Yells or screams at inappropriate times
6. Speaks in a disrespectful tone of voice

Students will respect others' personal space and property

Examples of appropriate behavior:

1. Takes care of books, furniture, and classroom supplies
2. Keeps personal work area neat and clean
3. Asks permission before using others' property
4. Allows others to have privacy when needed
5. Cleans up before leaving an area e.g. classroom, cafeteria, media center
6. Lines up in an orderly fashion
7. Turns in lost/found items
8. Enters and exits school building through assigned doors
9. Enters school building at appropriate times

Examples of inappropriate behavior:

1. Takes items that belong to others
2. Touches inappropriately e.g. pushes, kicks, trips, pokes, etc.
3. Interferes with others' recess activities

4. Wastes school supplies
5. Damages property

Students will solve conflicts in appropriate ways

Examples of appropriate ways to solve conflicts:

1. Discusses the problem rather than trying to retaliate
2. Walks away from or ignores those who are trying to cause problems
3. Allows for a “cool down” period before discussing a conflict
4. Shares responsibility for finding a solution to a conflict
5. Requests help from an adult in solving conflicts that cannot be solved by the individual students involved

Examples of inappropriate ways to solve conflicts:

- 1 Hits, kicks, shoves, bullies, fights, bites, pulls hair, accuses, chokes, threatens, tattles, trips, yells, blames others, spits, cries, throws objects, or intimidates others.

Students will demonstrate responsible academic behavior

Examples of responsible academic behavior:

1. Turns work in on time
2. Demonstrates best effort in school work
3. Completes missed work when absent
4. Listens when instructions are given
5. Asks questions when concepts are unclear
6. Prepares self for learning by having books and materials ready
7. Shows self-motivation
8. Stays on tasks
9. Shows a positive attitude toward learning
10. Leaves toys and playthings home
11. Checks own assignments for errors before handing the assignments in
12. Perseveres at difficult tasks
13. Arrives at school on time
14. Attends school daily

Examples of inappropriate academic behavior:

1. Interferes with others' learning
2. Sluffs or arrives late
3. Turns in sloppy or incomplete work
4. Does not turn in school assignments

5. Cheats
6. Bring toys or playthings to school
7. Comes unprepared for class (forgets books, pencils, materials)