

# Silver Crest Elementary Code of Conduct 2018-2019

**Welcome to Silver Crest Elementary, where we believe in making a difference every day.**

Mission: Discover, Develop and Celebrate Greatness

Vision: All students...

....feel loved, respected and safe and work to make others feel loved, respected and safe

...learn how to learn, and learn at high levels

...believe they are learners and leaders and demonstrate that belief in actions both academically and socially

....feel that every day is a "A Great Day to be a Knight!"

Goals: English Language Arts

Silver Crest will meet or exceed the state growth goal of 60% (% of students K-3 who show typical, above and well above average growth) as measured by DIBELS BOY to EOY.

## **Knight Code: Listen, Learn and Lead**

- Silver Crest Knights are explicitly taught what "listen, learn and lead" look and sound like in each area of our building during the first week of school. These expectations are listed on the Knight Code Matrix. As well as being taught the first week of the year, they are reviewed frequently in classrooms and as needed schoolwide.
- Silver Crest Elementary teaches the 7 Habits in classrooms and in everyday interactions to help students become productive citizens.

## **School Wide Expectations (Rules)**

- In addition to the Knight Code, which gives specific expectations for each area of our building, Silver Crest uses a school wide management system in which we have created three school-wide expectations which are listed below and two grade level expectations that are listed in each classroom.
  1. Follow adult directions the first time given
  2. Keep your hands, feet and objects to yourself
  3. Follow the Red/Green Sign (Talking Rule)

## **Students are rewarded for following the Knight Code, Rules and 7-Habits by:**

- Noble Knight Tickets - will be given to students by all members of the Silver Crest Faculty. Students can turn their tickets in to be entered in a drawing or turn three in to earn a charm for their incentive lanyard.
- One student from each classroom will be recognized monthly with the Principal's Pride award. This award will be given for academics, behavior, use of the Leader in Me Habits, and character.

- Verbal praise will be given by all staff and teachers.
- Individual classroom awards and student recognition are given on a class by class basis.

**Consequences for not following the Knight Code and School Rules include:**

- Individual warnings
- Opportunities to reflect and think about changing behavior
- Natural consequences such as helping clean, missing a few minutes or all of recess, and losing privileges
- Conference with teacher, parents, administration
- In School Suspension
- Out of School Suspension

At Silver Crest, we are particularly concerned about ensuring the safety of each student. Students that 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 may result in immediate suspension to a District Level Hearing.

**Discipline Procedures**

A problem solving approach will be used with all discipline at Silver Crest Elementary. Students, parents and teachers will be included as part of the team to problem solve, teach replacement behaviors and support changes.

**Bullying**

- Students and staff at Silver Crest have the right and privilege to work in a bully-free environment.
- Bullying is defined as “aggressive behavior that is intentional and involves an imbalance of power or strength”, through (1) physical bullying: hitting and/or punching; (2) verbal bullying: teasing or name calling; (3) non-verbal or emotional bullying: intimidation through gestures, social exclusion and relational aggression; and (4) cyberbullying: sending insulting, threatening, or harassing messages by phone, computer, or electronic messaging.
- A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. See District Policy AS98- Bullying and Cyberbullying.

**To prevent bullying at Silver Crest Elementary:**

- Bullying training will be provided to teachers and instructional assistants using Bullying Hurts© curriculum.
- Teachers will teach Bullying Hurts© to students in the classroom. Students will learn how to recognize bullying, report it, and solve problems in a positive, productive way, using children’s

books to teach examples and life skills on how to solve problems and treat other people with kindness and respect.

- Students are instructed to report bullying to teachers, instructional assistants, playground aides, and/or school administration as soon as it happens so that it can be resolved.
- If a student reports bullying, school staff will discuss the issue with the students involved and will contact school administration as needed. School administration will contact all parents involved and will determine a plan to prevent bullying. In-school or out-of-school suspension, or expulsion of the student(s) involved in the bullying will be considered, so as to create a safe, productive environment for all students.

### **Cell Phones and All Other Electronic Devices**

- Possession of a cellular telephone by a student is a privilege that may be forfeited by any student that uses his/her cell phone inappropriately. A student who possesses a cellular phone shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones brought onto school property. Cellular telephone use during classroom time, instructional activities and field trips is prohibited. Cellular telephones must remain off during these times. Exceptions to this policy may be granted by school administration on a case by case basis to accommodate family emergencies or medical necessity. Students violating these guidelines will be disciplined in accordance with District Policy AS67 - Discipline of Students (<http://policy.jordandistrict.org/as067/>).
- Any use of an electronic device that exploits personal information, disrupts the educational process, invades personal privacy or compromises the integrity for educational programs is strictly prohibited. Students in violation will be disciplined in accordance with District Policy AS67 - Discipline of Students (<http://policy.jordandistrict.org/as067/>). Photographs and/or videos are not to be taken of any person using such device.

### **Dress Code – (Jordan School District Policy AA419 <http://policy.jordandistrict.org/aa419/>)**

- Clothing should be clean, neat and in proper repair (no holes). Skirts, dresses and shorts must be at least mid-thigh length or longer when seated.
- No bare shoulders, bare midriff tops or tank tops. Tank tops must cover the entire shoulder.
- Footwear should be designed for active outdoor play.
- Hats are not to be worn in the building, except during school-wide activities and for religious and medical reasons.
- Gang-related clothing of any kind is not allowed.
- T-shirts depicting violence, use of drugs, alcohol or other inappropriate slogans that disrupt the educational environment are not allowed.

## **Student Attendance Policy**

### **Rationale**

Regular attendance and punctuality are of the utmost importance for academic achievement. Students are expected to attend school each day and be on time. When a student is not at school it is recorded as an absence. It is the responsibility of students, parents, classroom teacher and school administration to ensure that a student is in attendance. It is important for a child to be in school.

### **Attendance Procedures**

1. Compulsory Education Letter (attendance letter #1) is sent home in the first day packet.
2. Under Jordan District Policy, AA432, legitimate absences are defined as: verified illness, medical appointments, bereavement, court appearances, emergencies, pre-approved educational leave, and special family or religious events.
3. After five unexcused absences the teacher makes personal contact and expresses concern about the student's attendance. Improved attendance is encouraged.
4. After 10 unexcused absences, the principal sends attendance letter #2.
5. After 15 unexcused absences, attendance letter #3 is sent and an attendance meeting is scheduled with the administration, teacher, parent/guardian and student.
6. After 20 unexcused absences, attendance letter #4 is sent by certified mail requesting attendance mediation or referral to court.
7. An appropriate amount of time will be given for making up work.
8. A parent or authorized designee must come to the office to check out a student.
9. Attendance letters will be printed on a monthly basis.

### **Tardy Procedures**

1. Students will check in at the office when late.
2. After 5 tardies, the teacher contacts the student's parents.
3. After 10 tardies, the administration sends tardy letter #1.
4. After 15 tardies, the administration sends tardy letter #2 and requests a meeting to develop a plan to improve the student's attendance habits.
5. After 20 tardies, a referral is made to the District Attendance Specialist.

## **Attendance Incentive**

### **Rationale**

Students will be rewarded both individually and as a class for being at school, on time, each day. This will help encourage favorable school attendance which will increase student learning and social capital.

**Individual – Monthly Dog Tag with 100% attendance**

Students will earn a dog tag for their lanyard each month they have perfect attendance. Perfect attendance will pertain to all students who have been at school, on time, every day for the given month.

**Class – Mystery Reward Activity**

10 days of perfect attendance (all here, no tardy) for each individual teacher's classroom will earn the mystery class reward facilitated by school administration.

**Vacation - Educational Leave Guidelines**

1. A student may be granted up to ten days of excused absences for Travel/Vacation each school year provided that an Educational Leave Form is submitted to the office at least five school days prior to the absences.
2. Once the Educational Leave Form has been submitted to the office, the student's Parent/Guardian must make homework arrangements with the teacher. Teachers will provide copies of any work that needs to be completed as a result of the absences.
3. The student will receive a comparable number of days to complete homework. For example, if a student is absent five days, homework will be due five school days after the end of the vacation.

**Fidget Spinners and Toys**

- Fidget spinners and other toy items from home must remain in backpacks during classroom time, instructional activities, and field trips. Exceptions to this rule will be handled on an individual basis by administration and will require a note from a doctor, specifying a medical reason for a student to use such items during those times.
- A student who chooses to bring these items to school is responsible for their care. Silver Crest Elementary does not assume responsibility for the theft, damage or loss of any toy brought onto school property.

\*\*Please sign the Silver Crest Elementary School Code of Conduct on the next page and return to school.

## Silver Crest Elementary Code of Conduct

We have reviewed the Silver Crest Elementary School Code of Conduct, including the “discipline procedures” that outline consequences for not following the Code of Conduct.

We have also reviewed the Jordan School District Dress Policy and Dangerous and Disruptive Conduct Policy found in the Code of Conduct and Elementary Registration Booklet.

We will support these policies.

Student \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Please have all of your students who attend Silver Crest sign the Code of Conduct. Parents, please sign and return this page to the office. Thank you for your assistance in ensuring our students’ safety.