



**CODE OF CONDUCT
2017 - 2018**

ELK MEADOWS ELEMENTARY

Principal: Aaron Ichimura
801-446-3200

Elk Meadows Elementary is an excellent school where teachers, students, parents, principal, and staff work together to create a clean, and safe learning environment. It is our goal for all to enjoy an effective school environment where students feel safe, confident, and happy while they learn. To accomplish this goal, we follow the **LEADER BIG 3:**

RESPECT! RESPONSIBILITY! SAFETY!

RESPECT is valuing the opinions, thoughts, and feelings of others and treating them with dignity and kindness. Recognizing the importance of rules and choosing to observe them.

RESPONSIBILITY is taking care of your duties, being trustworthy, and accountable for your actions.

SAFETY is being free from danger or risk of injury or doing things that might hurt others.

We expect all Elk Meadows students to exemplify the Leader Big 3.

CONSEQUENCES FOR NOT FOLLOWING THE CODE OF CONDUCT

Each classroom has a Hierarchy of Consequences for class rules. A list of class consequences is available from the student's teacher. These class expectations include a warning, consequences for behavior, and a referral to the office should class consequences not alter undesired behavior. Loss of privileges, other consequences, In School and Out of School Suspension will be implemented on a case-by-case basis.

Safe School Policy

The following conduct is considered dangerous or disruptive and is prohibited on school property at any time: (as per Jordan School District policy AS67 NEG)

1. Possessing or bringing any potentially harmful item, including but not limited to, guns, knives, weapons, poisonous items, or flammable materials. Regardless of intent.
2. Possessing or bringing any item that cannot legally be possessed by a juvenile, including but not limited to alcohol, tobacco, drugs, or unauthorized medications.
3. Possessing or bringing any facsimile of the items mentioned in #1-2, including but not limited to toy guns, pocketknives, drug paraphernalia, or items represented as drugs.
4. Attempting, threatening, conspiring, or committing any act that could result in harm to others or to the school, including but not limited to stealing, vandalism, assault, arson, sexual harassment, or gang related activities.

Students who violate the Safe School Policy will face disciplinary action in the form of restitution, suspension, or referral to a District Level Hearing.

Cell Phone/Electronic Device Policy

In order to maintain a learning environment free from distractions, safety hazards, and negative influences, we strongly discourage students from bringing electronic items to school, such as: cell phones, iPods, electronic games/toys, or cameras. The use of these items will not be allowed to interfere with the learning environment.

Possession of a cell phone, or other electronic device at school, is a privilege that may be lost by any student that uses the device inappropriately. Use of any such device during classroom time or instructional activities is not allowed. All electronic devices must remain off and out of sight during these times. If a student violates this policy, the teacher will confiscate their cell phone or electronic device. If it is the student's first violation, the device will be returned to the student at the end of the school day. With any repeated violation, the device will again be confiscated, brought to the office

and will only be returned when a parent comes to the school to retrieve the item.

Any student electing to bring a cell phone or other electronic device to school assumes full responsibility for its care. At no time shall the school or Jordan School District be responsible for preventing theft, loss, or damage to any such device brought on school property.

Food, Drinks, and Gum

All food is restricted to the cafeteria unless authorized by a teacher for a class activity. Gum is not allowed in school. District policy prohibits the distribution of any homemade foods. All foods must be commercially prepared, packaged, and within approved dates. If providing a food item for your student's class, please do not provide items containing peanuts or peanut oil, as these are highly associated with food allergies.

Building Conduct

Running in the school is not allowed. Students must always walk inside the building and are expected to leave and enter the building in an orderly, quiet, and safe manner, using their grade level assigned door. Students are also expected to walk to their activity areas in a line as directed by their teacher. Students are always expected to show respect and take care of the school building and all items within the school building.

Restroom Conduct

This is an area of our school where each student is expected to show good judgment and proper behavior. Each student is expected to act in the same manner that they would act in their bathrooms at home. Cleanliness and good health habits are very important. Students must flush the toilet and wash their hands. Restrooms must be left clean and are not to be places where students meet their friends.

Playground Conduct

Some rules that will ensure your students' safety and contribute to the overall safety and enjoyment for the entire student body are:

1. Students may not play on the front sidewalks, any of the parking lots, or areas between the portables that cannot be seen by playground supervisors.
2. All students should be allowed to participate in organized games.
3. Contact games, which include tackling, tripping or pushing, are not permitted at school,
5. Snowball throwing, rock throwing and sliding on the snow, ice, or lawn is not permitted. Snowball throwing will result in a white slip.
5. Respect will be given to everyone. Students should always treat supervising adults with respect and follow their directions at all times.
6. Fighting is strictly prohibited on the school campus. Any intimidation, whether physical or verbal, will not be tolerated.
7. Playground equipment is to be used as directed and must be returned to its proper place.
8. The only baseball bats that are permitted at recess are plastic, hollow baseball bats.
9. Students must remain on school property at all times during school hours.

Dress Code

Elk Meadows follows the Jordan School District Dress Code.

1. All students are expected to wear clean clothing.
2. No clothing is to be worn that is immodest, mutilated, cut off, or disruptive to the learning atmosphere; such as: short shorts, mini-skirts, bare midriffs, tube or halter tops, spaghetti straps, tank top shirts, ragged pants or shirts or any clothing with excessive holes. Clothing shall cover the midriff, underwear, backs and cleavage at all times. Skirts, dresses, and shorts must be at least mid-thigh length or longer when seated.

3. In the interest of good health and hygiene, proper footwear will be worn at all times.
4. Please make certain your child dresses appropriately for cold weather. Your student will have one or two short recesses each day. Students perform better as a result of these short activity breaks, but need to be dressed for cold weather.
5. Students are not to wear hats, or bandanas of any kind within the building except when hats are approved as part of a special student activity or for religious or medical purposes.

Lunchroom Conduct

Our lunchroom is designed to be a place where students can come and enjoy a meal with their classmates. All students are expected to follow these simple rules.

1. Show respect for the supervisors.
2. Enjoy a quiet conversation without yelling and loud talking.
3. Students should keep the cafeteria clean by picking up all garbage around their table and on the floor. They must never throw food or touch another student's lunch.
4. Students are not to run in the cafeteria. They are not to switch places once they are seated and should enter and exit the cafeteria using their determined route.
5. Food, milk cartons and other items are not to leave cafeteria.

Guidelines for Meal Purchases

1. It is the parent's responsibility to ensure their student has money in their account or has an application on file for free or reduced meals.
2. Students will be notified when their accounts contain \$5.00 or less.
3. Payment reminders will be sent home with students and through email.
4. All lunch accounts must be brought current by the end of the year.

Attendance Policy

If your student is ill and you are keeping him/her home, please call the office to let us know that your child will not be attending school.

Please do not send your child to school early! There is no supervision on the playground before or after school and they will not be invited into the building as our staff uses this time to prepare and they are not available to work with or tend students.

Types of Absences:

- 1. Excused Absences** (in order for an absence to be excused, a parent or guardian must call or send a note to the school):
 - a. Illness** - a maximum of 10 days may be excused due to student illness. Excused illnesses require a note from a parent or a doctor.
 - b. Doctor or dental appointments**
 - c. Funeral or Wedding**
 - d. Vacation or Educational Leave** - requires **PRIOR** completion of the Vacation/Educational Leave Form.
 - e. Home and Hospital instruction** - requires principal approval.
 - f. Required court appearances**
- 2. Unexcused absences;** students will be considered unexcused from school if a parent does not send a note or call the office within five school days of the absence.
- 3. Truancy absences** occur when a student is absent without school and/or parent approval. A student is considered truant if he/she:
 - a. Leaves for school but does not arrive at school
 - b. Arrives at school but does not attend class
 - c. Leaves school without following proper checkout procedures
 - d. Obtains permission to go to a certain place but does not arrive there.

Leader In Me

Elk Meadows Elementary's involvement in the Leader In Me program is a positive approach to student self-responsibility based on the premise that teachers have the right to teach and students have the right to learn. No one has the right to interfere with the teaching/learning process or violate the best interest of any individual in the school community.

This plan establishes a consistent, systematic approach to deal with both appropriate, and inappropriate student behavior. The traits of the Leader In Me program are studied with teachers. Students are taught what is expected of them in the classroom, on the school grounds, on the bus, and in the common areas of the building. Students know the consequences for inappropriate behavior. This consistent systematic approach enables each student to be secure in understanding the conduct expected of him/her from kindergarten through sixth grade. Each student is empowered to reach the worthwhile goal of self-discipline.

Medication at School

Utah Law states that school personnel may only administer medication to a student if the student's legal guardian has provided a current Medication Authorization Form (blank forms are obtained in the office). The form must be signed by a physician and state that the medication must be administered to the student during regular school hours, and describe the exact method, amount, and time schedule for administration. Authorized medication should be brought to the office by the parent.

This means that students **CANNOT** bring any type of medication to school. Therefore they may not share any kind of medication with friends, including over the counter medications such as cough drops or aspirin.