

Eastlake Elementary Code of Conduct

➤ 5 Procedures for Staff

1. Welcome students and walk them into the classroom each morning, and walk them out as they leave each afternoon.
2. Teach students how to receive and give a compliment.
3. Teach eye contact when shaking hands or speaking to someone.
4. Students complete planners every day and have parent(s) initial every day.
5. Drop and go to the assembly when notified.

➤ 5 Procedures for Students

1. Assembly behavior - pockets on the floor, voices off, eyes, on teacher or speaker, hands and feet to yourself.
2. Walking in the hall - voices off, hands and feet to yourself.
3. Entering and exiting the classroom/building - Walk single file, low voices, use proper doors. When on the stairs, keep to the right, use handrail, and take one step at a time.
4. Follow Safety Patrol and Crossing Guard directions.
5. Bus Procedures - line up on playground, single file, behind cone with correct bus number.

Eastlake Elementary Dragons Firing Up Excellence

Friendliness	Be kind to everyone
Integrity	Be honest and trustworthy
Respect	Respect for the school, teachers, staff, and other students
Excellence	Always do your best!

7 Habits of Happy Kids

Habit 1 – Be Proactive

Habit 2 – Begin with the End in Mind

Habit 3 – Put First Things First

Habit 4 – Think Win-Win

Habit 5 – Seek First to Understand, Then to Be Understood

Habit 6 – Synergize

Habit 7 – Sharpen the Saw

All students of Eastlake Elementary can expect:

- To be welcomed by teachers each morning.
- To work in a productive classroom with a structured daily schedule.
- To have appropriate and motivating curriculum.
- To have high rates of praise from teachers.
- To be respected and to respect others.
- To use a clean restroom in a proper way.
- To attend a neat, clean, safe school free of vandalism.
- To play on a safe playground free from danger, teasing and rough play.
- To walk to and from school without being bothered by others.
- To walk in the building without being pushed, shoved, or having objects thrown at them.

- To have a School-Wide Positive Action Program for good behavior
 1. All staff will recognize students with good behavior
 2. Honor Roll
 3. Individual classroom awards and student recognition

Important Notice

Teacher planning/short day are Fridays, unless there is a short week. If the week ends on Friday, Friday is a short day (1:55). If the week ends on a Thursday, Thursday is a short day. If the week ends on a Wednesday, Wednesday is a short day. If the week ends on a Tuesday or Monday, there will be no short day for that week.

Assembly Conduct

- Enter and exit quietly.
- Voices off once students enter the multipurpose room.
- Show appreciation by applauding and paying attention to the speaker or program. No hooting or whistling.
- Students need to sit flat on the floor.
- Unacceptable behavior may be cause for dismissal from the assembly.

Attendance Policy

- Regular attendance increases the opportunities for students to be successful at school. Frequent absences or tardies disrupt the educational process. Absences should be for sickness or emergencies. Please call the office before 10:00 a.m. to report an absence. Following an absence, a written excuse signed by the parent should be sent to the teacher.
- For safety reasons, please do not send children to school early. Teachers are planning for the day and are not available to supervise students. The first bell rings at 8:55 a.m. School begins at 9:00 a.m. Students should arrive at school as close to 8:55 a.m. as possible.

Bicycles, Skateboards, Rollerblades, Scooters, Wheelie Shoes

- Students may ride bicycles, skateboards, rollerblades, and scooters to school.
- Students are not allowed to ride bicycles, skateboards, rollerblades and scooters on school property. Walk with these items until you leave the school property.
- Wheelie shoes are not allowed at school.

Building Conduct

- Walk in the halls. Running is not permitted.
- When using the stairs, always stay to the right and use the handrails. Take one step at a time on the stairs. Do not run, skip, or jump on the stairs.
- Enter and leave through your own grade-level doors.
- Grade doors are secured during the day for safety and security. The main door is open before, during and after school.
- Toys, electronic games, gum, and candy are not allowed.
- Students are required to follow all classroom rules.

Cell Phones

- Cellular telephone use during classroom time, instructional activities and field trips is prohibited unless directed by a teacher. Cellular telephones must remain off during these times. Possession of a cellular telephone by a student is a privilege that may be forfeited by any student that uses their 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.

Checking In and Checking Out

- Students are not allowed to leave the school grounds during school hours except with a parent or a parent designee. Please check your student out of school by sending a note to the teacher and then, at the agreed time, coming to the office to get the child. All students must be checked in or out through the office.

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 and Cyberbullying

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

Discipline Procedures

A problem solving approach will be used with discipline problems. The following steps will be used with most situations.

1. First Offense: Discuss the problem with the classroom teacher and use a problem solving approach to solve the situation.

2. Second Offense: Discuss the problem with the principal and use a problem solving approach to solve the problem.
3. Third Offense: Call the parents and discuss the situation so that a solution is found to correct the problem. A parent conference with the teacher and/or principal may occur.

With serious offenses, parents will be contacted on the first and second offense so as to keep communications open and to reach a quick resolution. Students may be suspended until a recommended solution is reached.

Every effort will be made to deal with problems fairly and in a manner that demonstrates respect for students. Principal intervention might include one or more of the following and will depend upon the seriousness of the offense, number of repeated offenses, and other mitigating circumstances:

- Principal/student conference
- Temporary denial of privileges
- Detention at Recess
- In-school/out-of-school suspension
- Principal/teacher/student/parent conference
- Restoration/restitution of damaged property

Dress Code – (See complete Jordan School District Policy AA419)

- Clothing should be clean, neat, and in proper repair (no holes).
- No bare shoulders, bare midriff tops, or tank tops.
- Footwear should be designed for active outdoor play.
- Hats are not to be worn.
- Gang-related clothing of any kind is not allowed.
- T-shirts depicting violence, use of drugs, alcohol, or other inappropriate slogans are not allowed.

Educational Leave Guidelines

1. A student may be counted present up to ten days (maximum for Travel/Vacation in any one year.
2. Parent/Guardian must make homework arrangements with the teacher at least one week prior to the absence.
3. The student will receive a comparable number of days to complete homework in order for absences to be considered excused. Example: If a student is absent five days, homework will be due five days after the end of the vacation.
4. Parent must use the Student Request for Educational Leave form for three or more days. This form is available in the office.

Lunchroom Conduct

- Show respect for lunch workers at all times.

- Use soft speaking voices in the cafeteria.
- Clean up after yourself. Pick up any food you drop. Never throw food or touch another student's lunch.
- Sit where you are assigned. Students are required to sit at the lunch table for eight minutes. This will encourage students to eat their lunch before running to recess.
- Do not take food, milk cartons, candy, straws, etc. out of the cafeteria.
- Students are not allowed to trade food.
- Students will always walk--NEVER RUN in the cafeteria.
- For student safety, all classroom doors are locked during lunch. Please take everything you will need for recess with you to the lunchroom, including coats and playground equipment. Students will not be allowed to go through the halls after they have arrived at the lunchroom.

Playground Conduct

- SAFETY FIRST – If it is dangerous or someone could get hurt, do not do it.
- Use equipment in the way it was intended. Do not use broken equipment. Report broken equipment to the person supervising the playground.
- NO FIGHTING– Solve differences without hitting. If you have a problem, talk with a teacher or playground supervisor. Fighting will not be tolerated at anytime on the playground or in the building.
- All students will be allowed to participate in organized games (soccer, basketball, etc.). Games will not be "locked."
- Contact games, which include tackling, shoving or pushing, will not be permitted on the playground. Tackle football and hardball are not allowed.
- Snowballing, sliding on the snow, whitewashing and rock throwing are prohibited in all areas on the playground. Students are not allowed to stand or slide on the top of the hill when it is covered with snow.
- Students are not allowed to leave school grounds to retrieve playground equipment.
- Students will treat all supervising adults with respect and follow their directions at all times.
- Possession of knives, guns, drugs, alcohol, or tobacco is in violation of our district policy and is reason for expulsion.

Restroom Conduct

- Each student is expected to show good judgment and proper behavior. Treat bathrooms as you would at home.
- Restrooms are not places to meet with friends.
- Be considerate of people using the restroom after you. Leave it clean.
- One student at a time in the restroom during recess time.

Safety Before and After School

- Enter and exit at grade-level doors.
- Use sidewalks and crosswalks, no shortcuts.
- Stop, look, and listen before crossing or entering parking lots.
- Follow parking lot procedures as a pedestrian and passenger.
- All students must immediately leave the school grounds after school.
- Follow the Safety Patrol and Crossing Guards' instructions.
- Bus Procedure – line up behind the yellow line in an orderly fashion. Do not cross the yellow line.