

# SPRING CREEK ELEMENTARY - CODE OF CONDUCT

In order to create an environment in which students and teachers feel safe, cared for and free to learn and grow, we the students, teachers, and staff of Spring Creek agree to live by the following principles, beliefs, rules, and behaviors. Students created the HAWK LEARN code:



## Spring Creek Elementary HAWK LEARN Code

L	Lead	Be Proactive Begin with the End in Mind First Things First Think Win-Win Understand then to be Understood Synergize Sharpen the Saw
E	Encourage	Think Win-Win Be a Friend Listen Attentively Allow others to Learn
A	Act	KYHFOOTY Kindness Matters
R	Reduce Bullying	Be an Upstander, not a Bystander Safety is our goal
N	Never Quit	Begin with the End in Mind Set goals and achieve them Celebrate when you achieve goals

## IDEAS WE BELIEVE

- Everyone has a right to learn.
- Everyone can learn and be successful.
- Learning brings growth and growing is fun.
- Everyone belongs, everyone needs a friend.
- Retaliation does not solve problems.
- Problems can be solved through understanding.
- Everyone is responsible for his/her own actions.
- Attendance is essential for learning.

## BEHAVIORS WE ENCOURAGE

- Reading or writing in spare moments.
- Making friends and making others feel welcome.
- Playing organized games at recess.
- Understanding and helping others
- Having fun without hurting others or oneself.
- Planning and carrying out fun learning projects with others.
- Identifying and solving problems.
- Learning something new everyday.

## BEHAVIORS WE WILL NOT ACCEPT

The following behaviors enlarge problems rather than solve them.

Fighting between people or between groups of people.

- Threatening, bullying, or harassing another person.
- Name calling, swearing, or spreading rumors about others.
- Being dishonest (lying, cheating, stealing, etc.)
- Breaking the law (vandalism, abuse of drugs, assault, etc.).
- Refusing to comply with a reasonable request of school personnel.



## REWARDS for FOLLOWING CODE OF CONDUCT

- Successful and FUN school experience
- Classroom rewards (i.e. parties, activities, free time, computer time, first in line, extended recess)
- HAWK LEARN cards
- Learning the value of hard work

# **SPRING CREEK ELEMENTARY RULES OF SAFETY AND ORDER**

## Outside

1. Once students arrive at school, they must remain within school boundaries (Not crossing any street) until school ends.
2. The front lawn is off limits for recess play. It is used only under direct supervision of teachers.
3. Skateboards, roller skates, roller blades are not permitted on school grounds during school hours.
4. Bikes must be walked on the school grounds. Bikes should be locked in the bike rack while at school.
5. Snowball throwing and sliding on ice are prohibited.
6. When lining up to board the bus, students must stay safely back on the sidewalk until the bus has come to a complete stop. Places in line may not be saved by other students, backpacks etc.
7. All students are expected to go outside for recess unless otherwise approved by the teacher or Office.
8. Rough play leads to injury and anger and is therefore not allowed.

## Inside

1. Everyone is expected to walk in the hallways and use his/her inside (quiet) voice.
2. Students should arrive no earlier than 8: 00 AM and return home promptly after school ends. Exceptions must be approved by the teacher and parent. Students are expected to wait outside of the building or in an approved class before school begins. We ask that students do not loiter in the halls before school begins. Students are welcome to wait in the cafeteria or play on the playground before school begins each day.
3. Items which may be harmful or distracting should be left at home (e.g., toys, knives, rubber bands, squirt guns, iPods or other MP3 players, cell phones, CD players, matches, fireworks, pets, candy, gum, trading cards, hand held video games, etc.).
4. Cell phones need to remain in backpacks or in the office during the school day including recess and lunch breaks. There are phones in every room in the building and children will be allowed to contact parents for necessary conversation at appropriate times. Cell phones will be confiscated and will only be released to a parent.
5. Gum at school is a cleaning problem. Gum may be given to students by teachers and be properly disposed of (i.e. not stuck under tables, desks, chairs or on walls) Students who have gum at school will receive after school work hours of five hours per incident and a parent will have to monitor and accompany students during after school work hours.

## Dress

Clothing should be modest and not distract others from the learning process.

1. Shorts, skirts or dresses must be at or below mid-thigh length when seated.
2. Clothing shall cover the midriff, underwear, backs, and cleavage at all times.
3. Tank tops, bare midriffs and clothing with inappropriate pictures or messages are not allowed (cap sleeved shirts are allowed).
4. Gang related styles and insignia are prohibited.
5. Appropriate clothing and shoes for the weather should be worn.
6. Hats and sunglasses are allowed inside on designated days only.
7. Extreme hairstyles shall not distract from the overall learning environment.

Students who are not in compliance with the dress code will be asked to contact parents to provide other clothing as soon as possible.

# Provo City School District

## Policy Series 3000: Students

Policy No. 3150

### Student Attendance

*State Compulsory Attendance Law* Utah State Law requires students between the ages of six and eighteen to be in attendance at school unless they have graduated from high school.

*Attendance Impact on Educational Success* The Provo City School District Board of Education recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. On-time attendance is a critical starting point for high levels of student achievement. The opportunities lost through student absence and tardiness leave learning gaps that are difficult to fill. Parents, students, and school personnel should make decisions that lead to excellent classroom attendance. Teachers should employ strategies that encourage on-time attendance through recognition, rewards, and grades.

The Board further recognizes that:

1. **All students are expected to be in class and on-time every school day, in every class.** Provo School District will follow state law and federal guidelines as they pertain to attendance.
2. **Excused or unexcused absences, frequent absences, and/or tardiness of students from regular classroom learning experiences disrupt the continuity of the instructional process.**
  - a. Excused absences - Schools will allow students with excused absences to remain current in their classwork by allowing make-up work in a *prompt and timely manner*.
  - b. Unexcused absences - Schools may or may not allow students with unexcused absences to make-up missed assignments.
3. **The entire process of education requires a regular continuity** of instruction, classroom participation, learning experiences, and study in order to meet student achievement goals.
4. **Holding students and their parents/guardians responsible for attendance** is part of the District's larger mission to train students to be productive citizens who are college and career ready.
5. **State law reflects the importance of regular attendance** by establishing compulsory school attendance and charging this Board to enforce that law. Ten day rule: By law, any student who does not attend school for ten consecutive days without a legitimate excuse will be dropped from school rolls. The parent will be required to re-enroll their student in school, which could effect students' choice application, placement in classes and class credit.
6. The Board supports social responsibility (citizenship) procedures developed within the schools.

### School Responsibilities:

- A. Each school will keep accurate records of student daily attendance as required by Utah State Law.
- B. The principal or designee has the authority to determine whether an absence will be approved or denied, and whether an absence is excused or unexcused.
- C. Each school will notify parents/guardians of student unexcused and/or excessive absences. Parent notification may include, but is not limited to one of the following:
  - Voice mail systems
  - Teacher contact
  - Attendance office calls or tracker calls
  - Computer-generated letters
  - Progress reports or student on-line information system (i.e. Powerschool)
  - Administrator, counselor, social worker or truancy contact
- D. Each school will develop procedures to address excessive and/or unexcused absences/tardies.

This program may include but is not limited to the following:

- Teacher notification of parents (attendance concerns, progress report, telephone contact)
- Student-teacher conference
- Parent conference
- Support personnel assistance, (i.e. school nurse, counselor, social worker, administrator, care team, district truancy support programs) Detentions and/or In-School Suspension
- Administrative suspension
- Juvenile court referrals will accept students 17 years old and younger.

### **Teacher Responsibilities**

- Each teacher will be responsible for taking and recording accurate class attendance each period.
- Each teacher will be required to follow the district's attendance policies.
- Teachers will maximize the use of instructional time for the benefit of student learning and engagement.

### **Parent/Guardian Responsibilities**

- Utah Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent.
- Parents have the responsibility to assure their student will be in school and on time.
- Parents will notify the school attendance office of each student absence.
- Parents/guardians will make the necessary arrangements if they plan in advance to take a student out of school.
- Parents will be responsible to monitor their child's attendance either electronically (i.e. Powerschool) or by contacting the school.
- Parents may fill out an appeals form to waive attendance penalties. A parent/principal meeting will be held to review concerns and determine waiver outcomes. If the parent or guardian is not satisfied, they may contact the Executive Director of Student Services for further review and a final decision.

### **Student Responsibilities**

- Students will be expected to be prepared for and to fully participate in classroom lessons.
- Students will assume increasing responsibility for regular and prompt school attendance as they progress through the educational system. A conscientious effort will be made to attend daily.
- Students will adhere to the attendance procedures as defined by each school.
- Students will cooperate with school officials and support personnel to correct any attendance problems that may develop.

### **Legal References**

Utah Code, 53A-11-101, 53A-11-102)  
 Utah Code 53A-11 101-105  
 Utah Administrative Rule R277-419-5

### **Synopsis**

Compulsory Attendance  
 Habitual truancy & Compulsory Education  
 Student Membership

**Approved by Board of Education:**

**Provo City School District**  
**Spring Creek Elementary**  
Policy Series 3000: Students

3150 P1

**Student Attendance: Elementary Students**

The purpose of this procedure is to implement the Student Attendance policy. Further, it is the purpose of this procedure not to emphasize the punitive aspects of compulsory attendance, but to underscore to students and parents the importance of children being in school every day.

*Definitions*

“Notification of Attendance” letters are warnings to alert families of attendance concerns and/or providing an opportunity to resolve issues with the school administration.

“1<sup>st</sup> Citation” letters are referrals to Provo School District’s Truancy School.

“2<sup>nd</sup> Citation” letters are referrals to Provo School District’s Attendance Court (PAC).

*When Attendance Letters are Issued*

5 unexcused absences	<b>Notification of Attendance Letter</b>
8 unexcused absences	<b>1<sup>st</sup> Citation Letter</b>
10 unexcused absences	<b>2<sup>nd</sup> Citation Letter</b>
<b><i>Above absences numbers are for the school year</i></b>	

Students with more than 10 absences (excused or not) in a year may be contacted by the school administration to schedule a conference with parents to discuss the impact of absenteeism on student learning and to make an attendance plan and/or contract. *Further absences without an administrative conference may be counted as unexcused absences. Students having excessive excused absences due to a stated illness may be required to provide a doctor’s note specifically addressing the dates the student was absent from school.* This requirement will be discussed at the absenteeism conference between parents and school administrators.

*Valid Excuses* Valid excuses are absences for an illness, family death, approved school activity, military block leave, excuse consistent with student’s IEP, 504-accommodation plan, or a school/school district valid excuse definition (Utah Code R277-607-1).

*Tardies* Excessive tardies may be cited as determined by the school administration – 3 tardies will be equal to one absence.

*Parent Information:*

- 5 parent excused absences for the term will be allowed.
- Parents are encouraged to excuse absences immediately and must excuse absences within two school days after returning to school for a legitimate reason according to Utah State Code 53a-11-101-105. If the absence is not excused according to the guideline listed above, the absence/s will be recorded as unexcused.
- Parents are requested to excuse their child’s absence by calling the school, sending an email, fax or a note.
- Parents may fill out an appeals form to waive attendance penalties.
- Students who are ill are encouraged to stay home. Illness guidelines may be found in Procedure 3150 P-3.

*School Site-Based Decisions/Actions:*

- Intervention/cautionary letters may be sent before the Notification of Attendance letter.
- Letters are sent as determined by the school administration.
- A truancy letter may be issued to a student for willful truant behavior.
- A notice of Compulsory Education Violation may be given when 5 unexcused absences occur. As stated in Utah Code 53a-11-101-105 (this is for parents who have students between the ages of 6 and 14).
- Principal or designee determines appropriate procedures for truancy and has the authority to grant exceptions to the above procedures in situations involving unforeseen circumstances.

## **SPRING CREEK ELEMENTARY DISCIPLINE POLICY**

It is the desire of Spring Creek Elementary to have a safe and orderly climate at school that allows all students to learn at their fullest potential. It is our hope that a simple conversation with students and their families surrounding the behavior and implementing the Seven Habits will solve the conflict. If a student violates any classroom or school rules (listed above), they may experience the following:

In-classroom consequences including loss of recess, privileges within the classroom, choice in activities. Parents will be notified regularly of inappropriate behavior and parent/teacher/student meetings will be conducted to rectify the situation at the lowest level of intervention.

If a student has to be redirected by the teacher, the student will experience the following:

- Redirect of behavior, a verbal warning and reteaching appropriate behavior

Multiple Infractions will result in the following:

- **1<sup>st</sup> Referral** A Think Time form may be sent home requiring a return signature from a parent of the behavior. A copy of the Think Time form will be sent to the office to be documented.
- **2<sup>nd</sup> Referral** If the Think Time form is not returned the following day, a parent will be contacted immediately. A second referral may result in after school detention. Detention is offered from 3:30-4:30 Tuesdays and Thursdays. Families are responsible for arranging transportation home. Students will get to return to class each day upon successful completion of the detention. If a student does not attend the next available detention, he/she will not be allowed back to school the following day and will be considered an unexcused absence.
- **3<sup>rd</sup> Referral** will result in a Parent meeting with Administrator and possibly a suspension In School Suspension or Out of School Suspension.
- **4<sup>th</sup> Referral** will result in the student being referred to District Disciplinary Screening. At this meeting, District personnel and community agency will meet with the parent and student and school personnel and levy an appropriate consequence for the student.

### **Disruption of School Operations**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following actions during school related activities that create an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: frequent, flagrant, or willful disobedience, defiance of school personnel authority, bullying, sexual harassment, criminal activity, fighting, noncompliance with school dress code, possession of contraband such as drug paraphernalia, pornography, mace, pepper spray, laser pen, needles, razor blades, bats, or clubs, and the use of foul, profane, vulgar, harassing, or abusive language.

### **Disruptive Student Behavior**

Recently enacted legislation, Utah Code § 53A-11-910 identifies disruptive student behavior and subsequent behavior, which may be subject to Juvenile Court jurisdiction. A disruptive student is defined as a student who is:

- At least nine (9) years of age or will turn nine during the school year,
- Disruptive at least six (6) times without suspension/expulsion, or
- Disruptive four (4) times **and** was suspended/expelled at least once, or
- Disruptive and suspended at least twice.

**Notice:** a notice is issued to student(s)

- After the school has attempted to resolve the problem and is unable,



- Requires parent and minor to meet with and cooperate with school officials,
- School personnel must establish procedures for parents to contest the notice

### **Habitual Disruptive Student Citation**

- Issued to student by school administrator or designee, or truancy specialist, and
- School must provide documentation of efforts to prevent further disruptions to parents

### **Sexual Harassment**

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is usually a pattern of behavior, may include name-calling, spreading rumors about a person of a sexual nature, groping, blocking, or telling dirty jokes. It is illegal when such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile or offensive environment. School Board Policy specifically forbids sexual harassment and retaliation for reporting an incident. Anyone who feels he/she is or has been sexually harassed may report the offense to his/her school principal.

### **Bullying**

Bullying is harmful to victims as well as other individuals in the district, schools, and classrooms. Staff and students are encouraged to treat each other with respect and courtesy. The Board Policy strictly prohibits bullying. Bullying is behavior that is intended to harm or distress others, may be repeated over time, and exists in relations where there is an imbalance of power. Disciplinary actions will be taken according to the Provo School District Code of Conduct to prevent bullying.

### **Cyberbullying**

Cyberbullying is the use of electronic media such as cellular telephones, Internet, or other devices that is intended to harm or distress others, may be repeated over time, and exists in relations where there is an imbalance of power.

# Utah State School Bus Standards & Provo School District Bus Supervision and Disciplinary Guidelines

- Students shall arrive at the bus stop before the bus arrives. **(Five (5) minutes prior)**
- Students shall wait in a safe place, clear of traffic and away from where the bus stops.
- Students shall wait in an orderly line and avoid horseplay.
- Students shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver.
- Students shall go directly to an available or assigned seat when entering the bus.
- Students shall remain seated and keep aisles and exits clear.
- **Students shall face the front with their feet on the floor.**
- Students shall observe classroom conduct and obey the driver promptly and respectfully.
- Students shall refrain from throwing or passing objects on, from, or into buses.
- Students are permitted to carry only objects that can be held on one's lap.
- Students shall refrain from the use of profane language, tobacco, alcohol, drugs, or any other illegal controlled substance on the bus.
- Students shall refrain from eating and drinking on the bus.
- Students shall not carry hazardous materials, nuisance items, and animals onto the bus.
- Students shall respect the rights and safety of others.
- Students shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
- **Students shall not ride a bus other than the one they are assigned.**
- Students shall refrain from extending head, arms, or objects out of the bus windows.
- Students shall refrain from hitching rides via the rear bumper or other parts of the bus.
- **Students shall refrain from shouting, loud talking or loud laughing, whistling, scuffling, disorderly or improper conduct of any kind on the bus.**
- **Any damage to the bus must be paid for by the student responsible for the damage.**
- **Students shall refrain from talking or noise of any kind when the bus comes to a railroad track and while the bus is crossing a railroad track.**

**(Items in bold are specific to Provo School District)**

\*\*We can put the Parent School Compact and the Sign the Code of conduct paper here to return

## Spring Creek Elementary Sign and Return

**Please sign the next two pages and return them to the classroom teacher.**

We have reviewed and will support the following:

- ❖ Spring Creek Elementary School Code of Conduct
- ❖ Provo School District policy ([www.policies.provo.edu](http://www.policies.provo.edu))
- ❖ District Attendance Policy
- ❖ School Discipline Policy
- ❖ Bus Safety Guidelines

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

Teacher \_\_\_\_\_

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

Teacher \_\_\_\_\_

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

Teacher \_\_\_\_\_

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

Teacher \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you!**