

# ARMSTRONG ACADEMY CODE OF CONDUCT

## Introduction

Armstrong has high expectations for its students' academic and behavioral achievements. Such expectations will only be achieved through combined efforts and cooperation of students, teachers, and parents. Armstrong's primary goals are:

- Keep students safe
- Maximize student learning

These goals will only be achieved as each party understands the expected code of conduct. This manual, specifically, will address the code-of-conduct expectations for students.

## The Three Expectations

Although behavior expectations will vary with time, location, and situation, the following three general expectations will always apply:

Keep Your Hands, Feet, and  
Other Objects to Yourself

Be On Task

Show Respect

Students should learn these well. These three things will be expected at all times and will be instrumental in achieving Armstrong's goals of safety and student learning.

Because these three expectations address *general* behaviors alone, the following section addresses some specifics of the three expectations:

### *Specific Policy and Procedures:*

#### Absence Policy

When a student returns to school after an absence, please send a signed note to the office explaining the absence. A call to the office will also be acceptable. If your child will be absent for more than two consecutive days, please contact the office. Please plan family vacations during built-in holidays. We encourage you to schedule medical/dental appointments outside school time whenever possible. If your child has a medical appointment during school hours be sure to get a note from the doctor and send it with your child when he or she returns to school. A parent can excuse no more than seven absences without a doctor's note. Habitual absenteeism will be reflected in student grades and could result in a referral to the truancy court

#### Accidents and Illness at School

If a student is injured on the school grounds, and the injury is other than what appears to be quite minor to the school staff, parents will be notified and asked to pick the child up for their own observation or for examination by the family physician. Parents will be notified

promptly of all injuries not considered minor including any head injuries. The school is allowed to administer only minor first aid.

If the student becomes ill during school, the school will contact the parent, and the child will be brought to the sick room. Parents will be asked to take the child out of school.

The school must have information on whom to contact and how contact can be made in the case of an emergency. PLEASE, KEEP THIS INFORMATION CURRENT on the child's registration card. If your home or work phone number changes, please let the office know right away. The student may be released only to persons listed on the registration card unless prior arrangements are made with the office staff.

Arrival at School

Students are asked not to arrive at school before 8:20 AM unless they are coming for breakfast at 8:05 AM. Supervision is available 15 minutes before school and 15 minutes after school if students have emergency needs. A student needing assistance should immediately go to the office. When weather is extreme, students will be invited into the multi-purpose room at 8:20 AM. Otherwise, students are expected to remain outside the building until invited in at the first bell.

Assemblies

Students are expected to show respect to the people performing at our school. Students should go to the restroom before going to an assembly. All students should enter and exit as quietly as possible. Listening is the best way to show good manners and respect for our assembly performers, as well as applauding politely.

Disruptive students will be removed from the assembly. Disruptive classes will be asked to return to their classrooms.

Attendance

School attendance is required by State Law. Students should be in school unless they are ill. If a student becomes ill at school, we will contact the parents. A child is not permitted to leave school or the school grounds before regular dismissal without prior written consent of the parent or guardian. Notes for early dismissal of students for the purpose of medical/dental appointments are required. Parents (with identification) must check students out through the office in all cases of early departure.

Bicycles, Blades, Scooters, and Skateboards



Students are welcome to ride their bicycles to school. Once on school grounds, students are to get off and walk their bikes to the designated bike racks. Students are to lock their individual bikes (with their own locks) to the racks provided. Students bringing their bikes or any other personal property from home (including balls, books, etc.)

are responsible for those items. Armstrong Academy does not assume responsibility for loss or damage to bicycles or other personal property. Bike registration is available through city/county law enforcement agencies.

Blades, scooters, and skateboards are disruptive at school. In addition to the accidents associated with these modes of transportation, finding storage space for these items is difficult. Please encourage your child to leave blades, scooters, and skateboards home. Please remember that walking students have the right-of-way on the sidewalk. **STAY ALERT AND BE CAREFUL!**

Cell Phones

Students who carry cell phones must keep them out of sight and turned off unless otherwise directed by a teacher. Students who violate this policy during the school day, including recesses and lunch, will have the phone confiscated, and parents will be required to pick the phone up from the office. The school assumes no responsibility for lost, stolen, or damaged phones or electronic devices.



Change of Address or Withdrawals

Please notify the school office of any change of address or telephone number. Having a current list of telephone numbers is very important in the event of an emergency. We also need to be notified of plans to withdraw a student from Armstrong. All books must be accounted for before a final report card will be issued.

Classroom Treats

Students and parents may bring treats to school parties and for birthdays or other special recognitions. However, treats must be commercially packaged. State Law mandates treats prepared at home are not to be brought to school for consumption. The PTA is familiar with these regulations and can give you further information as needed.

Conferences

Parents will receive notice of student's progress through SEP conferences. Additional information on the student's progress may be sought by the parent at any time throughout the year. However, progress inquiries should be made before or after school, not during instructional time. Grades can be checked online through the school webpage at [www.armstrongacademy.org](http://www.armstrongacademy.org) at any time.

Parents have the right to express concerns freely and openly, without fear of retribution from the school personnel. Concerns about the classroom should be brought to the teacher's attention first and then to the principal's attention next. Experience has shown that discussing serious concerns with friends or neighbors does not serve the child or the school.

Early Entrance

Students should plan on leaving home at an appropriate time so as to



arrive at school close to the first bell. When students come to school on inclement weather days and a red-sign is posted on the main doors, students are to enter the multi-purpose room quietly where supervision will be provided. Students are not allowed to play in halls or restrooms.

Early entrance rules are: 1) be seated; 2) talk quietly or read a book; 3) once in, stay in; 4) at the bell, leave the multi-purpose room using the appropriate exit.

Students are not to enter the building before the first bell on days of appropriate weather.

Lunchroom  
Procedures

Students are expected to have quiet voices and calm bodies while in the lunchroom. Students are to sit on their pockets facing into their assigned tables. When finished eating, students are to clear their trays and garbage and return to their tables until dismissed.

Medication

Parents need to inform the office staff of any medication a student is taking during school. If medications are to be taken during school hours, a form must be completed, signed by the parents and the student's physician, and submitted to the office with the medications to be administered. A daily log is then established for the student, and every dosage administered by school staff is recorded.

No medications (including aspirin, cough drops, eye drops and inhalers) can be taken at school without this signed form and daily log (unless administered in person by the parent).

Pedestrian  
Safety

Students should use the recommended walking routes while traveling to and from school. Please show respect for the property of others when walking or riding to and from school. Students should avoid cutting across lawns, picking flowers, littering in the neighborhood, etc.

Pets and Other  
Neat Things at  
Home

The law requires that all dogs be confined by leash or fence. Loose dogs that visit school, except for show-and-tell, will be turned over to the county animal control center.

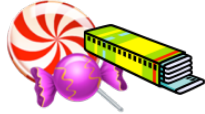
Pets, toys, and other neat things should be left at home. If a pet (or toy) is to be displayed for show-and-tell, arrangements should be made between the parent and the teacher as to the appropriate time to bring the pet (or toy). The pet (or toy) should arrive with the parent and should leave with the parent.



Armstrong Academy does not assume financial responsibility for loss or damage to personal property brought from home.



Items deemed by school personnel to be disruptive (e.g. iPods, Games, toys etc.) to the learning/safety of students will be confiscated. Confiscated items will be returned to the student's parent.



Gum, candy, and soda should not be brought to school unless otherwise directed by a teacher.

## Safe School Policy

Granite School District has adopted the following "Safe Schools" policy prohibiting:

- Any threat or act of violence
- Possession of a real weapon, explosive, noxious or flammable material
- Actual or threatened use of look alike weapons
- Any form of organized gang activity
- Any type of criminal behavior
- Destruction or defacement of school property
- Conduct at locations away from the school that threatens or does harm to the school or persons associated with the school

Consequences for violation of this policy may include but is not limited to:

- Mandatory parent/guardian conference at school and/or district offices
- Suspension from school
- Referral to law enforcement
- Placement in alternative educational programs
- Severe consequences may be imposed for any incident involving weapons
- Other consequences and action steps appropriate for the specific circumstance (Board Policy IX-D-2)

## School Safety

The following expectations should be adhered to for a safe-school environment:

- No hard balls or bats – wood or metal
- No tackle games of any kind
- No wheels except for bikes, which are to be locked up on school grounds
- No snowballs—snow stays on the ground
- No toys or equipment from home without the teacher's permission
- No playing in the parking lots
- No swearing or fighting



Sexual Harassment

Students must keep hands, feet, and other objects to themselves and refrain from any conversations or actions that are sexual in nature.

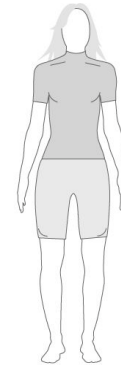
Stay in from Recess

If a student has been ill or has some other medical reason not to go outside for recess, please provide a note from home. Students staying in will be asked to read a book in the hallway outside the classroom.

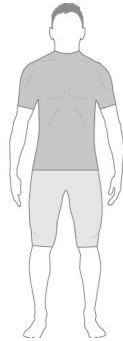
The school will hold a mandatory "in-day" if the temperature is below 20 degrees.

Student Dress

Sanitation and safety factors directly relate to proper dress and grooming. A real and reasonable connection exists between proper dress/grooming and the successful operation of the school with respect to discipline as well as student achievement.



Students should wear clothing that is appropriate for school. Student dress should be modest, clean, and suitable for the various learning activities going on at school. As students dress each morning, particular attention should be paid to safety, comfort and weather.



If a student's clothing creates a substantial disruption for the student or for the school, parents will be contacted and the student will be required to change into more appropriate attire.

Students will not be allowed to wear clothes that are mutilated, cut off, or immodest such as short shorts or mini skirts (measured by finger tip length down the leg), bare midriffs (measured by arms up in the air), halter tops, or tank tops. All shirts must cover the student's shoulders

Hats and scarves are not to be worn in the building.



In the interest of school curriculum such as PE, proper footwear should be worn at all times. Students may not wear flip flops. Gang-related colors, clothing and paraphernalia will not be allowed in school. Clothing that promotes or celebrates violence will not be allowed. Clothing that advertises cigarettes, alcohol or drugs is prohibited by Granite District policy. Clothing should be free from anything that is vulgar or that degrades or demeans others.



Tardiness

For health or safety reasons, students may be required to wear certain types of clothing in connection with specialized activities (e.g. Field trips).

School starts at 8:35 AM each day. Students are expected to be seated in their classrooms when the tardy bell rings at 8:40 AM

### What Happens When You Follow the School Rules:

Armstrong Academy promotes positive, school-wide behavior, hard effort and achievement. Students are continuously recognized for their accomplishments, effort, and appropriate behavior. Within our positive school-wide framework, there are several opportunities for students to be recognized. Here are just a few of these special opportunities:

- Gratitude Grams – Individual students can earn Gratitude Grams for following the school rules, exhibiting positive values in their daily behavior, and for overall school effort. After students have collected the designated number of Gratitude Grams, they may turn them in at the office for a special reward. All Gratitude Grams are kept and entered into a drawing at the end of the year for additional prizes.
- Moon Bucks – Classes “caught” following the school rules can earn Moon Bucks from any of the school staff. Moon Bucks are cashed-in to purchase special class activities or prizes hosted by the school.
- Top Eagle – One child per class is selected each week as the Top Student. These students will be announced to the student body and eat lunch at the special Top-(Mascot) Table with the principal.
- Grade Level Recognitions – Grade levels are rewarded collectively for reaching certain benchmarks on their total moon bucks and gratitude grams.
- Eagle and Teacher of the Month – Students will be nominated by their classroom teacher for outstanding citizen and academic achievement. Teachers will be recognized for their dedication and hard work. Both students and teachers will be celebrated during a school assembly.

### What Happens When You Don’t Follow the School Rules?

The goal of Armstrong’s school-wide management plan is to teach students appropriate behavior for school. Likewise, the intent of the following consequences is to redirect students toward that appropriate behavior:

- Stop and Go:
  - Warning – Student will receive a warning.
  - Timeout – Student will receive a five-minute in-class timeout.
  - Time Away – Student will have a fifteen-minute time away to another class, and fill out the grade-appropriate time-away form.
  - Stop & Go (white slip) – Student will receive a Stop & Go (white slip) and possible referral to the office. Any students referred to the office on account of chronic minor misbehavior should be sent with their time-away form.



- White Slip – *Notification of Inappropriate Behavior* sent home to the parent via email.
- Lunch School – The principal will assign Lunch School as appropriate. Lunch School is a time-out served by the student during lunch recess.
- Work Duty – The principal assigns work duty to students for school property defacement and for other inappropriate actions as necessary. Work duty takes place during a student’s recess, and is supervised by the school’s head custodian.
- In-school Suspension – The principal assigns half-day and full-day in-school suspensions as necessary to students for repeated inappropriate behavior. Students serve in-school suspension in partner teacher’s classrooms.
- School Conference – The principal or teacher contacts parents for a school conference to design a behavioral intervention plan. The teacher(s), the principal, the student, and the parents attend.
- Out-of-school Suspension – The principal may suspend a student from attending school for up to three days for serious violations of school or district policies.
- Referral to Alternative School Placement – If a student is involved in serious violent behavior that endanger the safety of others, the student may be referred to the district on a Safe-School Violation and be considered for placement in a different, more suitable school setting.

## NEIL ARMSTRONG ACADEMY HIERARCHY OF OFFENSE

### Minor Misbehaviors

Handled by teacher  
(Stop & Go Levels)

#### **Keep Your Hands, Feet, and Other Objects to Yourself**

- Minor inappropriate physical contact
- Throwing paper
- Mistreating property

#### **Be On Task**

- Off task
- Bringing toys to school
- Eating candy or drinks in class
- Coming in late from recess
- Side talking
- Unprepared
- Running in school

#### **Show Respect**

- Teasing others
- Arguing with peers
- Talking out
- Breaking dress code
- Chewing gum
- Wearing hats/hoods
- Mistreating property
- Side talking
- Running in school

### White-Slip Offenses

Handled by teacher  
(White Slip)

#### **Keep Your Hands, Feet, and Other Objects to Yourself**

- Spitting/inappropriate contact of bodily fluids
- Throwing rocks/snowballs\*
- Participating in inappropriate contact (tackling, pushing, tripping, play fighting)

#### **Be On Task**

- Cheating
- Use of wheels on school property

#### **Show Respect**

- Defiance towards an adult
- Swearing
- Lying
- Sliding on ice
- Backbiting, name calling, gossip
- Cheating

#### **Chronic Misbehavior**

- Demonstrating minor misbehavior 4 times in a day

### Office Referral

Refer to Principal  
(Conference/White Slip)

- Bullying
- Sexual harassment
- Racial harassment
- Physical or verbal threats
- Bringing weapons, using items as weapons
- Bringing or using illegal substances
- Vandalizing
- Showing severe defiance or assaulting adults
- Using obscenities
- Stealing
- Fighting (causing bodily harm to another student)

