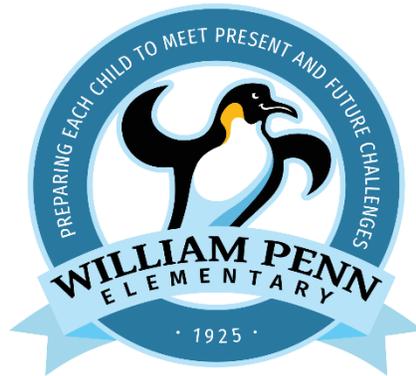


Student Handbook: Code of Conduct



2023-2024

Questions or concerns may be addressed to:

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WILLIAM PENN ELEMENTARY CODE OF CONDUCT

Introduction

William Penn has high expectations of our students' academic and behavioral achievements. Such expectations will only be achieved through combined efforts and cooperation of students, teachers, and parents/guardians. William Penn'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:

Be Safe

Be Respectful

Be Responsible

Students should learn these well. These three things will be always expected and will be instrumental in achieving William Penn'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.

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/guardians will be notified and asked to pick the child up for their own observation or for examination by the family physician. Parents/guardians 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/guardian, and the child will be brought to the sick room. Parents/guardians 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 numbers change, 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 a.m., unless eating breakfast which begins at 8:05 a.m. Assistance is available 15 minutes before school and 10 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 building at 8:20 a.m.
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/guardians. A child is not permitted to leave school or the school grounds before regular dismissal. Notes for early dismissal of students for the purpose of medical/dental appointments are required. Parents/guardians (with identification) must check students out through the office in all cases of early departure. Students with excessive absences may be referred for family support.
Bicycles, Blades, Scooters, and Skateboards	Students are welcome to ride their bicycles and scooters to school. Once on school grounds, students are to get off and walk their bikes and scooters to the designated bike racks. Students are to lock their individual bikes and scooters (with their own locks) to the racks provided. Students bringing their bikes, scooters, or any other personal property from home (including balls, books, etc.) are responsible for those items. William Penn Elementary does not assume responsibility for loss or damage to bicycles, scooters, or other personal property. Bike registration is available through city/county law enforcement agencies. It has been our experience that blades and skateboards are disruptive at school. In addition to the accidents associated with these modes of transportation, it is difficult to find storage space for these items at school. Please encourage your child to leave blades and skateboards home. Please remember that walking students have the right-of-way on the sidewalk.

<p>Birthday or other Party Invitations</p>	<p>Students are not to bring invitations for birthday parties or other events unless all students in the class are being invited to the party. Parents/guardians are welcome to celebrate their child's birthday at school during lunch. If parents/guardians wish to bring food and/or treat for their child's birthday, please provide only for your child during lunchtime and not for any other students. Additional celebrations may be provided by the teacher and/or school.</p>
<p>Change of Address or Withdrawals</p>	<p>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 William Penn. All books must be accounted for before a final report card will be issued.</p>
<p>Classroom Treats</p>	<p>Students and parents/guardians may bring treats to school for class parties. However, treats must be commercially packaged. State Law mandates treats prepared at home are not to be brought to school for consumption.</p>
<p>Community Council</p>	<p>Our Community Council meets monthly to discuss issues and generate ideas to improve student achievement at our school. They help us develop the school's improvement plan, determine the needs of our school, and assist in planning the budget for the LAND Trust funds. The meetings are held on the fourth Thursday of the month at 7:30 in the library. All community members are invited to attend these meetings.</p>
<p>Conferences</p>	<p>Parents/guardians will receive notice of their child's progress. Report card grades will be given at the end of each quarter. Additional information on the student's progress may be sought by the parent/guardian at any time throughout the year. However, progress inquiries should be made before or after school, not during instruction time. Student grades are also located on the Parent Portal. Parents/guardians 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.</p>
<p>Dropping Off/Picking Up Students</p>	<p>Safety and efficiency are the goals as students are dropped off or picked up from school. Staff and student Safety Patrol members serve as traffic monitors. Please respect and obey their requests. They are here to help everyone stay safe. Please be sure to follow the "ENTER" and "EXIT" signs posted at the driveways. Please pull forward on the curb as far as possible and instruct students to exit or enter the car on the curbside. When students have disembarked, immediately pull forward so others can drop off/pick up their child.</p>

Please be alert to adults and children crossing the parking area. There are two driveways in the front of the school for drop off or pick up of students. There is one drop off/pick up area in the upper parking area. All drop off and pick up of students should be done using the curb drop off areas of the school. Parents/guardians who need to accompany their child/ren into the school for school business must park in a marked parking space.

Electronic Devices on School Premises and at School Sponsored Activities

At William Penn students who carry cell phones, watches, or electronic devices must keep them out of sight and turned off during the school day. Students who violate this policy during the school day, including recesses and lunch, will have the phone or electronic device confiscated, and parents/guardians will be required to pick up the item in the front office.

District policy states, "Electronic devices may be useful for student instruction, but the same devices have the potential to disrupt the orderly operations of a school. Consequently, schools have the authority to maintain acceptable use policies regarding electronic devices on school premises, during classes, and at all school sponsored activities. Using electronic devices to bully, harass, humiliate, or intimidate either students, employees, or patrons will not be tolerated. Prohibited uses include but are not limited to the following: illegal activities, threats of any kind, discriminatory, abusive, or disparaging communication, any form of pornography or indecent content, solicitations or other inappropriate communications regarding sex or sexuality, and grooming. Students shall obtain consent before taking photographs or videos of other individuals. The use of electronic devices is prohibited in areas where there is a reasonable expectation of privacy such as bathrooms and locker rooms. Individuals shall exit these areas before using an electronic device, except in the case of health or safety emergency. Electronic devices used in violation of this policy shall be confiscated and returned to parents/guardians, and subject to administrative and criminal investigations. William Penn Elementary and Granite School District are not responsible for the loss or damage to any electronic device".

Fieldtrips

Throughout the year, students will have the opportunity to leave the school and visit various educational sites. Parent/guardian permission is required to ensure that parents/guardians know where their children are. Granite School District requires all parents/guardians to sign the "Off Campus Activity" form prior to any off campus field trip. Standard rules of conduct are expected of all students during these trips. The district allocation for field trips may not fully cover the costs of some off-campus activities. In such cases, we may ask for voluntary donations to help with the cost of a field trip. All students will have the opportunity to participate in the activity regardless of their ability to donate.

Headlice	If you discover your child has contracted head lice, please inform the office. If there is an outbreak of head lice, a note will be sent to all students in the class indicating a case has been discovered and requesting parents/guardians to check their children for head lice. We do not identify the names of those students who have been infected.
Lost and Found	Lost and found items are stored in the lunchroom. Students and parents/guardians may check there for missing items. Please label all personal items that are brought to school on a regular basis. Because these items tend to accumulate over time, we periodically donate unclaimed items to charitable organizations.
Lunchroom Procedures	Students are expected to have quiet voices and calm bodies while in the lunchroom. Students are to sit on their pockets facing toward their assigned tables. When finished eating, students are to clear their trays and garbage and quietly exit the lunchroom.
Medication	Parents/guardians 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/guardians 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.
Parent/Guardian Visits	Parents/guardians are invited and encouraged to visit the school. We ask that you arrange your visit with the teacher in advance and that you check-in at the office to pick up a VISITOR PASS when you arrive. No one is allowed in student areas without a visitor's pass or school district employee identification badge. We are unable to have friends or relatives (including pre-school brothers or sisters) spend time in the classroom with students.
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	The law requires that all dogs be confined by leash or fence. Loose dogs that visit the school will be turned over to the county animal control center.
Recess	Daily outdoor recesses are a valuable factor in promoting good health and positive classroom conditions. Please have children come to school dressed appropriately to play outside. In extreme weather conditions (storm, cold, poor air quality), outdoor recess will be cancelled, and students will be provided with indoor activities. If a student has been ill or has some other medical reason not to go outside, please provide a note

explaining your child's needs. If your child requires long term exclusion from outdoor recess, a doctor's note will be required. If your child has a chronic respiratory condition, please notify the school and the teacher of their needs. We will meet those needs.

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 and scooters, which are to be locked up on school grounds
- No snowballs—snow stays on the ground
- No playing in the parking lot

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/guardians 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, miniskirts, or bare midriffs. Bra straps or other underclothing should not be visible. In the interest of good hygiene, proper footwear should be worn at all times. 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.

STUDENT BEHAVIOR EXPECTATIONS

William Penn Elementary is a place of learning. We believe teachers have the right to teach and students have the right to learn, and no one has the right to be disruptive.

What Happens When You Follow the School Rules?

William Penn Elementary 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:

- Iceberg Bucks – Individual students can earn Iceberg Bucks for following the school rules, exhibiting the Community of Caring values in their daily behavior, and for overall school effort.
- Top Penguin – One child per class is selected each week as the “Top Penguin.” These students will be announced to the student body, recognized on announcements, and will get a certificate to bring home.
- Classroom and Grade Level Recognition and Activities – Teachers and grade-level teams design recognition programs for their students within the school-wide framework of positive behavior management. These vary by teacher and grade level.

What Happens When You Don't Follow the School Rules?

The goal of William Penn'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.

Safe School Policy

Granite School District has adopted the following “Safe Schools” policy:

“Student acts of criminal behavior that include physical assault, possession, display or use of a dangerous weapon or facsimile, threats against life or property, or gang activity that places any person in imminent danger and/or requires law enforcement investigation are prohibited in all Granite District schools, on school grounds, to and from school, at school sanctioned activities, or when students are being transported in vehicles dispatched by the District. (Board Policy IX-D-2)

If anyone communicates the intent to bring a weapon to school, we will inform district police. **The Weapons Hotline is 481-7199, and all calls are confidential.**

Students and their parents/guardians need to be aware of the zero tolerance violations, which include:

1. Any threat or act of violence
2. Any racial or sexual harassment
3. Any weapon (real, pretend, or look alike)
4. Chronic bullying or retaliation for bullying

Student Behavior Support Levels

The following is a general guideline on how infractions are addressed at school, however, all infractions are addressed on an individual basis and the consequences may be adjusted based on the severity of the infraction, the age, level of understanding, and specific needs of the student.

<p align="center"><u>Level 1 Behaviors</u> Handled by teacher</p>	<p align="center"><u>Level 2 Behaviors</u> Handled by teacher (Documented as minor incident in Ed Handbook & Contact Parents)</p>	<p align="center"><u>Level 3 Behaviors</u> Refer to Principal (Documented as Office Referral in Ed Handbook and sent to office)</p>
<p align="center"><u>Be Safe</u></p> <ul style="list-style-type: none"> • Non-aggressive KYHFOOTY • Throwing items • Running in school • Misuse of wheels on school property 	<p align="center"><u>Be Safe</u></p> <ul style="list-style-type: none"> • Aggressive KYHFOOTY • Participating in inappropriate contact (tackling, pushing, tripping, play fighting, non-aggressive snowball throwing) • Spitting/inappropriate contact of bodily fluids 	<ul style="list-style-type: none"> • Bullying • Sexual harassment • Racial harassment • Physical or specific threats • Using obscenities • Showing severe defiance or assaulting adults • Aggressive KYHFOOTY that leaves a mark • Fighting (causes bodily harm to another student) • Aggressive throwing rocks/snowballs • Bringing weapons, using items as weapons • Bringing or using illegal substances • Stealing (valuables) • Vandalizing
<p align="center"><u>Be Respectful</u></p> <ul style="list-style-type: none"> • Teasing others • Arguing with peers • Interrupting • Chewing gum • Mistreating property 	<p align="center"><u>Be Respectful</u></p> <ul style="list-style-type: none"> • Name calling, gossip • Defiance towards an adult • Swearing • Lying 	<p>Chronic Level 2 Behaviors Demonstrating level 2 behaviors 3x week/ Consider Behavior plan</p>
<p align="center"><u>Be Responsible</u></p> <ul style="list-style-type: none"> • Off task • Side talking • Coming in late from recess • Unprepared • Bringing toys to school • Eating candy or drinks • Breaking dress code • Wearing hats/hoods • Misuse of cell phones (heard or seen during school hours) 	<p align="center"><u>Be Responsible</u></p> <ul style="list-style-type: none"> • Cheating • Stealing (non valuables) • Sliding on ice <p>Chronic Level 1 Behaviors Demonstrating level 1 behaviors 3x week</p>	

Level 3: Administrator will contact parents to discuss behavior and consequences.

- 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 the student's recess and is supervised by the head custodian.
- In-school suspension-The principal assigns part-day and/or full-day in school suspension as necessary to students for repeated inappropriate behavior in the principal's office.
- Parent Conference-The principal contacts the parents for a parent conference to design a behavioral intervention plan. Teacher(s), the principal, the student, and the parents/guardians attend the meeting.
- 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 Placement Program-If the student is involved in repeated serious violent behaviors 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.