

Garfield Elementary Schools' Code of Conduct

The objective of the Garfield Elementary Schools' Code of Conduct is to facilitate a clear understanding of the discipline policies at our schools. We understand that discipline is a process by which teachers, administrators, and parents guide our children to be self-disciplined and to make behavior choices consistent with our core values. By using these guidelines and working together, we will be able to uphold these values and create a fair, consistent, and safe environment where our children can grow, learn, and play. Please read this code of conduct with your child, sign the attached document, and return the document during the first week of school.

Attendance

- Students should be in school every day. Sometimes due to sickness, family emergencies, or religious holidays absences may occur. A doctor's note must be given to your teacher upon your return. District attendance policy states that students that exceed 20 absences may lead to poor academic performance/**retention**. Letters will be sent home periodically to update attendance status as needed.
- Every effort should be made to schedule doctor appointments before or after school. Students that report to school after 8:42 AM are considered late. Students, who report after 11:30 AM, will be marked a half-day absence. Students who leave school 12:30 PM or earlier will be marked a half-day absence. A doctor's note may be required.
- The principal will meet with the student's parent/guardian if there is an abuse of the attendance policy. **A visit from the truant officer may be necessary.**
- Any work that is assigned while you are absent must be made up within a reasonable amount of time. It is the responsibility of the student/parent to make arrangements with the teacher regarding missed tests/assignments.

Tardiness (Late to School)

- Students must be lined up in designated areas according to grades at 8:30 AM. Students who arrive at school after 8:42AM are tardy (late).
- Letters will be sent home to your parents periodically to update your parents/guardians of your progress to improvement.
- If your tardiness to school is unexcused, the following may occur:

Loss of School Privileges	Possible Suspension
AM/PM Detention	
Parent Conference	

Lunchroom and Playground Rules

- Students must play on the designated playground for their school.
- All garbage including snack wrappers must be thrown out in garbage bins.
- Pushing, hitting, shoving, kicking, fighting, or foul language is not allowed on the playground. If there is, please tell an adult.
- If any playground equipment should accidentally land in a neighbor's yard or outside of the playground area, please report it to an adult. **Do not attempt to get it yourself.**
- Always wait in line in the cafeteria. **No cutting in line.**
- Use your **inside voices in the cafeteria.**
- Students must follow directions during the entire lunch period.
- During inside lunch, students must use **inside voices** in the classrooms.
- Students must not play in snow, ice, mud, or puddles of water on school property.

Hallway and Stairway Rules

- **Walk** in the hallways.
- Stay to the right when walking up or down the stairs.
- Open doors slowly.
- **Indoor Voices** should be used in hallways and bathrooms. Be respectful of school property.

(over)

Fire Drill Rules

- Student should line up immediately and quietly during a fire drill. Follow the teacher to the assigned area and wait patiently while the teacher takes attendance.
- If a student is in the restroom, they should exit with the nearest class and notify that teacher who they are and where they belong.
- Students should walk on the sidewalk at all times. Please avoid walking in puddles, mud, or ice.

Disrespect

- Towards classmates, teachers, school, cultures, and diversities also including individual and school properties. The following may occur:

Loss of School Privileges	Possible Suspension
AM/PM Detention	
Parent Conference	

Misbehavior

- Any misbehavior in the bathroom, hallway, stairway, on the playground, and during fire drills the following may occur:

Loss of School Privileges	Possible Suspension
AM/PM Detention	
Parent Conference	

Hazing/Bullying/Harassment & Intimidation

- It is the policy of the Board of Education and school district that hazing, bullying, violence, vandalism, possession of a weapon of any type are inconsistent with the education process and will be prohibited at all times.

Dress Code

- If students are inappropriately dressed, students will be required to get a change of clothes. Please refer to the Dress Code Policy of the District.

Homework

- All students are expected to complete homework when assigned. If assignments are not completed, Consequences are based upon the discretion of the teacher.

Cell Phones/Electronic Devices

- Cell Phones/Electronic Devices are not permitted in school.

*If a child receives Home Suspension he/she must be accompanied by parent/guardian to be readmitted into school.

*Any offense may cause the involvement of the DARE Officer, School Guidance Counselor, Child Study Team and/or Truancy Officer.

**The Principal has the right to supercede any punishment at any time and he/she may give Home Suspension when necessary.

Approved- Garfield Board of Education Resolution # 08-039-06