

Code of Conduct



Mission Statement for HES

Heartland Elementary is a child-centered school involving students, families, school staff, and the community in a team effort to prepare children to become life-long learners and contributing members of an ever-changing and diverse world.

Collaboratively we will encourage students to demonstrate



- Responsibility
- Cooperation and Fairness
- Caring and Kindness
- Respect
- Honesty
- Citizenship

Our program reflects the values and ambitions of the community, where each student will be challenged to grow in an academically enriched environment that continues a *Tradition of Excellence* in Geneva.



STUDENT RIGHTS AND RESPONSIBILITIES

RIGHTS

I have the right to be treated fairly, with respect and kindness.

I have the right to be safe.

I have the right to have my property respected.

I have the right to express my feelings and opinions in a respectful way.

I have the right to learn and to receive help in doing so.

RESPONSIBILITIES

I will treat others fairly, with respect and kindness.

I will act safely so as to not harm myself or others.

I will respect my property and the property of others.

I will use appropriate language, listen to others, and be respectful of their opinions.

I will do my best and work hard in school.

Academic Atmosphere at Heartland

Goal: To support an atmosphere of academic learning through self-discipline and acceptance of the principles of the Hearts Full of Character program.

Overview: Using the existing Hearts Full of Character Program, students will be encouraged to personally accept their responsibility in creating a positive academic atmosphere at Heartland Elementary School by demonstrating the character traits of Responsibility, Cooperation and Fairness, Caring and Kindness, Respect, Honesty, and Citizenship.

Process: All school personnel will participate in encouraging the development of the traits identified in the Hearts Full of Character Program within each student. This will be accomplished through the establishment of classroom rules and expectations for appropriate behavior that will extend into the hallways, teaming, and coat areas. Additionally, the following rules, if not already covered in the classroom rules, will be in effect.

Philosophy Statement

Maintaining good discipline is a necessary precondition to establishing a school or classroom climate that is conducive to learning. An effective discipline policy increases instructional time, teaches students responsibility and self-control, and improves the overall feeling that Heartland Elementary School is an interesting place to teach and learn. To be most effective, the discipline plan must be all encompassing so as to include conduct on school grounds, in the school cafeteria, in the hallways outside the classrooms, in the lavatories, and in the classrooms themselves.

The teaching of discipline is viewed as an extension of the instructional program. The planning for instruction includes activities that engage the students in a variety of ways, holding them responsible for their actions, treating the students fairly and with respect, teaching students that they have choices to make and with each choice, there are consequences.

Assumptions Inherent In Heartland School Discipline Policy

Prior to the rules and regulations which bring reality to the discipline policy, an understanding of the assumptions that guide behavior is critical. These assumptions include:

1. School discipline has two main goals: (1) to ensure the safety and well being of all personnel, staff and students and (2) to create an environment conducive to learning.
2. Parents will be informed as early as possible of the teacher's classroom discipline plan and the school's discipline plan.
3. The discipline policy will increase in effectiveness through frequent staff interaction and in-service.
4. Every staff member will take responsibility for maintaining student behavior in and out of the classroom.
5. Effective discipline begins in the classroom with effective instruction.

6. Discipline plans can be effectual as long as students know that there is sincere interest in their being successful.
7. Discipline problems will be reduced if students find school enjoyable and interesting.
8. Staff expects administrative support related to disruptive students.

SCHOOL-WIDE EXPECTATIONS

Personal safety at Heartland Elementary School is everyone's responsibility. Students, teachers, custodians, teaching assistants, lunchroom supervisors, parents, and visitors should all participate in ensuring that safe and appropriate conduct occurs at school and on the playground. Toward achieving this goal, the following rules and expectations were established.

- Be courteous and respectful to others and follow all reasonable instructions.
- Stop, Look, and Listen when a whistle is blown.
- Keep hands and feet to self at all times.
- Students should remain within eyesight of the teacher/supervisors at all times.
- Demonstrate pride in our school by keeping the playground and school building free of litter and dirt. Clean your feet as you enter the building and do not put your feet on the walls.
- No "put-downs", name-calling, inappropriate language, or rude gestures.
- Be respectful of school and personal property; do not harm or take other people's things.
- Maintain an appropriate personal appearance.
- Move quietly about the building to avoid disturbing other classes. Respect for learning will be demonstrated by being quiet in the hallways, team, and coat areas.
- When passing through the halls, students are to walk in single file.
- Walk, don't run inside the building.
- Loud and/or disruptive behavior is to be avoided. Disruptive behavior includes but is not limited to pushing, running, jostling, teasing, or interfering with another student in a way that they object to.

Per the Elementary Parent's Handbook:

Articles Not Permitted at School

The following items are NOT permitted at school:

- Skateboards, scooters, roller skates, rollerblades, and roller shoes
- Personal sports equipment
- Electronic games, personal CD/DVD players, laser pens
- Alcohol, tobacco, controlled substances, related paraphernalia, or lighters
- Any item which might be dangerous to one's self or others, such as knives, fireworks, guns, or any other item which may be considered a weapon
- Any item which would distract from learning or disrupt the classroom or the school
- Aerosol containers
- Any prescription or non-prescription medication, including herbal remedies

Personal Electronic Devices

Geneva 304 elementary students are permitted to bring their own personal electronic devices that can be used for curricular purposes when deemed appropriate by the student's teacher. Such devices (Kindles, iPads, etc.) can be used under teacher supervision for non-recreational purposes and are considered the sole responsibility of the student; *the school district is NOT liable for loss, damage, or theft of personal electronic devices.*

Dress and Hygiene

To maintain an atmosphere conducive to learning, students are expected to dress appropriately both in school and at all school activities. For purposes of hygiene, shoes or footwear must be worn at all times during the school day. The wearing of hats, bandannas, or other headgear, is prohibited. Caps and hats may be worn to school but not in the school building. Also prohibited are articles of clothing that advertise alcohol, tobacco, illegal drugs or which denigrate the worth of other individuals or groups. Clothing should cover students from shoulder to mid thigh. Personal grooming and apparel should neither interfere with safety or health nor distract from the learning process. The principal will use discretion in enforcing these guidelines.

BEHAVIOR COMMUNICATION NOTICE AND RESPECT TIME

- Disregard for the identified Hearts Full of Character Traits and school rules may result in the issuance of a Behavior Communication Notice ("white slip"). Any staff member may issue a behavior notice.
- Behavior notices must be signed by parent/guardian and returned to the classroom teacher the following school day.
- Notices not signed and returned can result in a second notice being issued (which, in turn, can result in the assignment of a Respect Time consequence).
- After school or recess Respect Time may be given for serious offenses to any school rule or repeated violations of school rules.
- Behavior slips are issued to students sent to the Principal or SAC for serious behavior/rule violations.
- A student will serve Respect Time if he/she earns two behavior notices within one week. Every two behavior notices during a week earns another Respect Time session.
- Respect Time can be served during recess time or after school, in the main office or classroom as assigned by Principal or SAC.
- Parents will be informed of the scheduled Respect Time by the staff member assigning Respect Time, including the homeroom classroom teacher, Principal, or SAC.

Staff Guidelines

Teachers may use the behavior slips in coordination with their own personal classroom management system as a final consequence (3rd strike) to inform parents of a particular situation with the student. Teachers may also use behavior slips for serious behavior/rule violations that occur with any student in or out of the classroom.

1. If a student does not adhere to a rule listed in the behavior plan, the intervening staff member will complete a Behavior Notice.

2. The Behavior Notice triplicate form will be sent home via the homeroom classroom teacher.
3. The classroom teacher will send the triplicate Behavior Notice slip home with the student to be signed by his/her parents and returned to the classroom teacher the next day. The parent may retain the WHITE copy. The teacher retains the YELLOW copy. If the signed WHITE copy is returned, both the YELLOW and WHITE copies are kept by the classroom teacher. The PINK copy of the slip will be sent to the office to be filed by the Principal.
4. Classroom teachers will maintain a file of YELLOW Behavior Notice slips for one year.
5. If the student does not return the slip, Respect Time may be assigned.
6. If a student receives two Behavior Slips within one week, the student will serve Respect Time, with at least a 24-hour notice to parents.
7. The classroom teacher, Principal or SAC will call the parent informing them of the Respect Time consequence and the date to be served.

Example of White Slip:

Heartland Behavior Communication Notice

Name: _____
 Classroom: _____
 Date: _____
 Issued by: _____

Reason For Notice

- Lack of respect to others or property
 Repeated misbehavior after correction
 Physical aggression or disruption
 Other

Comments: _____

Consequences:

- Behavior Communication Notice Issued
 Telephone contact with parent
 After-school Respect time scheduled on: _____
 Other: _____

Parent Signature: _____

This form must be signed by the student's parent or guardian and returned to the classroom teacher on the next scheduled attendance day. Failure to return the slip will result in an additional slip being issued. Issuance of two slips in one week earns an automatic after-school respect time. Arrangements for dismissal following respect time:

Circle One: Parent Pickup Permission to walk home
 Other (please specify) _____

White Copy: Parent Yellow Copy: Teacher Pink Copy: Supervisor

Recess Rules

BE SAFE

No rough play or games involving tackling or pushing someone to the ground are permitted.

No game involving chasing and catching others is permitted on the large equipment. Avoid pulling coat hoods and clothing.

Avoid muddy areas and puddles. Do not play with sticks, rocks, or other objects that may cause injury.

No more than three students at a time should be on top of the rock.

Students may slide down the slides but should not climb up the slides.

Swing Safely

- Carefully approach the swings to avoid being hit by another user.
- Maintain a safety zone around the swings – no walking in front of or behind the swings.
- Do not climb or sit on the swing support poles.
- Always sit on the seat of a swing – no straddling or standing on the seat.
- Swing in a back and forth motion only – no twisting or side to side.
- Carefully come to a stop before getting off – no jumping off of a moving swing.

BE RESPONSIBLE

Settle all disagreements peacefully. Seek the help of an adult supervisor or teacher to resolve a problem.

Use recess equipment and toys appropriately.

Return all equipment to the proper areas so that balls, jump ropes, or other equipment are not left out on the play areas.

Do not leave the school grounds for any reason without the permission of the principal.

Stay out of the retention pond and do not go over the hills. Tell the supervisors if a ball goes into one of these areas. Do not attempt to retrieve an item without permission.

BE RESPECTFUL

Take turns on the recess equipment and share with others.

Show respect for property by staying out of the bushes and not climbing over railings.

The swings are used on a “first come first served” basis – no saving of swings. Be considerate of others by sharing and not staying on for the entire recess period.

Cafeteria Procedures

The following lunch procedures should be followed in the cafeteria. It is understood that lunch time should provide an opportunity for students to relax and enjoy their meal with classmates, however, compliance with reasonable rules for safety and respect for other is expected.

- Students should bring all necessary items with them to the cafeteria including coats and other apparel. Students will not be permitted to return to the classroom for a forgotten item unless given permission by a lunch supervisor.
- Classroom teachers should escort their students to the cafeteria doors.
- Students arriving for lunch will enter through the west gymnasium doors.
- Students ordering a school lunch will proceed to the check in table.
- Students requiring milk should go to the milk cooler.
- Students who have brought a lunch from home may proceed directly to their assigned table.
- Other than the assignment of tables by class, no assigned individual seating will occur except in regard to food safety or discipline concerns.
- Saving of seats is not permitted.
- In the case of an overcrowded table, students may be directed to another, less crowded table.
- Students are encouraged to begin eating as soon as possible so as to take full advantage of the time available to them.
- Students should not share their food with other students.
- Students should take the type of lunch they ordered – No substitutions are permitted.
- Students should pick up a tray, eating utensils and milk, if ordered, and proceed to their assigned table.
- Permission to leave the table prior to dismissal must be granted by a lunch supervisor.
- Prior to dismissal, all students should gather up their trash, including large pieces of debris that may have fallen to the floor.
- At the direction of the lunch supervisor, students should follow in line to discard their trash in the appropriate receptacles.
- Exit from the cafeteria to the playground for recess will occur through the East gym doors.

Discipline Procedures

If a student chooses not to follow the Recess Rules or Cafeteria Procedures, the following disciplinary procedures will be applied:

1. The supervisor may sound a whistle and call the student(s) to her/him.
2. The infraction will be explained and the student(s) will be given an opportunity to respond.
3. At the supervisor's discretion, one or more of the following procedures may be applied:
 - A. Verbal reminder of the expectation.
 - B. Mandatory discontinuance of the activity.
 - C. Loss of recess time (on the wall)

- D. Issuance of a Behavior Communication Form (“white slip”).
- E. Student sent to the principal. This step is automatically applied when fighting or intentional injury is observed.
- F. Verbal disrespect toward a supervisor will result in a Behavior Communication Form and the student being sent to the principal.

Students should come to lunch prepared for recess. Snow pants and boots should be put on in the classroom area prior to arriving in the cafeteria. Coats, hats, mittens, etc. will be carried to the cafeteria. Students not having snow pants and boots will be restricted to the terrace or black topped area. Kindergarten students arriving for afternoon Kindergarten will be permitted access to the playground.

Indoor Recess: Rules for indoor recess are not always consistent from room to room. To assist the lunch supervisors, classroom rules should be clearly posted. Rules against throwing objects (including balls, pencils, paper wads, etc.) and running should be included. A list of appropriate indoor activities for indoor recess should be developed with the students. Unless otherwise noted, no student will be allowed at the teacher’s desk.

Inclement Weather Procedures

On days of inclement weather which prevents students from going outside prior to the start of school, the following procedures are to be followed.

1. Kindergarten and first grade students will assemble in the first grade team area.
2. Second grade students will assemble in the third grade team area.
3. Third grade students will assemble in the gymnasium hall.
4. Fourth grade students will assemble in the fourth grade team area.
4. Fifth grade students will assemble in the fifth grade team area.
5. Those teachers on duty are to ensure that each area is properly supervised.
6. Students are to be directed to settle down and wait for the start of school.
7. Students should not be permitted to go to their classroom or loiter in the coat areas.
8. Students should be able to be seen at all times.
9. Students in the team areas may sit in the available chairs but are not permitted to use the computers
10. When the tone sounds, the students should be dismissed by the teacher on duty in an orderly manner to avoid congestion or confusion.

Parent/Visitor Parking Lot Procedures

- The center parking lot is only to be used for dropping off and picking up students by parents or private bus carriers and by short term visitors to the school.
- Vehicles must adhere to the no more than 10 mph speed limit in the parking lot.
- The curbed lane should provide for the constant flow of vehicles.
- All vehicles should pull as far forward as possible along the curb to provide maximum space for traffic and to alleviate congestion on Heartland Drive. The sidewalk extends all the way to the east parking lot curb in front of the gymnasium and should be used when dropping off a student.
- Once stopped, the passengers **must** exit on the curb side only as quickly as possible.
- The driver **must** remain in the car behind the steering wheel to facilitate quick departure after the passengers have moved away from the vehicle.
- All vehicles should proceed in a counter clockwise direction to the exit.
- No U-turns are permitted in the lot or from the curb.
- No car is to be left unattended along the curb. The driver must remain in the car at all times, including during dismissal.
- Those not able to adhere to the rules regarding the curb area should park in a marked parking space so as not to interfere with traffic flow.
- All students must be escorted by an adult from a parking space to the curb. Students are not permitted to cross the parking lot on their own. This rule should also be followed when picking students up at the end of the day. An adult must meet their student at the curb and escort him/her back to the car.
- When pulling away from the curb or from a parking space the driver must exercise caution to avoid pedestrians or other vehicles. It is unsafe to watch a student enter the building when the vehicle is in motion.
- Use of a mobile phone in a school zone is prohibited by Illinois State law.
- Vehicles exiting the parking lot must obey all rules of the road as established by the State of Illinois.