

ADA HARRIS SCHOOL DISCIPLINE PLAN AND DRESS CODE

We believe the students and staff at Ada Harris deserve a safe, supportive and orderly environment in which to work and play. We further believe that having clear and consistent rules that model respect and responsibility are vital components of an effective school. There are always adults ready to help our students solve disagreements, problem solve, counsel, and give love and support when needed. However, the desired outcome is for our students to think for themselves, make appropriate decisions and become responsible for their own actions. It is due to these beliefs that we, as a community of learners, commit to learning, living and acting in **THE CARDIFF WAY**.

Act Responsibly Follow adult directions • Always do your best • Use self-control • Think before you act - consider the consequences • Take responsibility for your actions • Take care of school and personal property

Be Honest Speak the truth • Be reliable - do what you say you'll do • Have the courage to do the right thing

Care for Others Use kind words, tones and actions • Try to see others' point of view • Express appreciation • Help people in need • Be an active listener • Encourage others

Show Respect Treat others with respect • Accept differences in others • Use good manners • Be considerate of the feelings of others • Keep hands and feet to yourself • Respect others' personal space • Deal peacefully with anger, insults and disagreements • Play fair and include others

School Wide Rules:

1. Students should not arrive at school before 8:00.
2. Walk all bicycles, scooters, and skateboards on school grounds
3. Helmets must be worn when riding bicycles, skateboards and scooters.
4. Students are to leave campus in a timely manner at dismissal.
5. Check in and out through the office when arriving/departing late/early.
6. Smart phones are not necessary at school and are brought at your own risk. They must be turned off during school hours and stored in student backpacks during school hours.
7. Personal communication devices (such as Apple Watch and Gizmo) are not necessary at school and are brought at your own risk. They must be turned off or placed on "do not disturb" during school hours.
8. If students need to call home during school hours, they need to call from the school office (not from their personal device).
9. Students will not bring to school any other electronic devices, other than calculators, unless approved by school personnel.
10. Students will not bring any inappropriate or illegal items to school or have

them in their possession. Inappropriate items include (but are not limited to) the following: weapons of any kind (including toys, props, or handmade weapons), pocket knives, multi-tools, drugs, alcohol, lighters, laser pointers, bullets, fireworks or “snaps”, e-cigarettes, vapes, aerosol cans, and large permanent markers.

11. During class time, before school, at recess and at lunch, students are only allowed in the halls with a pass, or staff permission.

12. Running is allowed on the blacktop and field but not inside or in the courtyard area.

13. Teasing, put downs, swearing, hand gestures, facial expressions, body language or other threatening behaviors that hurt others including exclusion and bullying in any form will not be tolerated.

Playground Rules:

1. Walk to your line or class when the bell rings.
2. Games are open to all students.
3. Stay within playground boundaries.
4. Use equipment safely as per The Cardiff Way playground rules.
5. Do not sit, crawl, stand or walk on top of equipment.
6. Always have at least one hand on the bars.
7. Jumping, tag, chasing, or running on or around equipment is not allowed.
8. Pick up your playground balls and equipment and return them to the appropriate place
9. Follow directions the first time given. Back talk is not acceptable.

Lunch Area Rules:

1. Speak in a soft voice.
2. Do not throw anything.
3. Clean up after yourself.
4. Put all trash, recycling and compostables into proper bins.
5. Stay seated while eating, raise your hand if you need something, and wait to be dismissed.

Dress Code:

1. Keeping safety in mind, the following need to be avoided:
 - Unsafe footwear – daily P.E. classes and recess make sturdy shoes imperative. Flip-flops and shoes with heels or wheels are not allowed.
 - Students who wear Crocs or sandals must have a pair of athletic shoes to change into for P.E. or they may be asked to walk the track as an alternative to the class activity
 - Wearing chains or spikes on any clothing, including hats
- Clothing/accessories with inappropriate images including (but not limited to) violence, guns, knives, swords, alcohol, drugs, unkind sayings, topics or gang affiliation.

2. Short shorts and micro-mini skirts are not acceptable. A guideline is to stand with arms by your side and clothes need to fall below fists. Bottoms need to be fully covered when standing, sitting and playing.
3. Pant must stay up on their own or with a belt and cuffs may not drag on the ground or be cut or ripped at the seam.
4. A garment appropriate for school wear must cover the torso. See-through, off the shoulder, strapless, cut-off, low cut or spaghetti strap garments are inappropriate for school unless a tank top is worn underneath.
5. Students wearing unacceptable clothing may be warned privately not to wear the article again and/or will be allowed to call home for parents to bring in appropriate clothes to school.

Positive Reinforcement Options Include:

Verbal praise and recognition - Cardiff Way tickets - The Cardiff Way Awards Special Recognition Awards - Special Lunches - Weekly class awards - Extra play time – Positive notes and phone calls home

Consequences:

Consequences are dependent upon the nature and/or frequency of the violations.

They can include one or a combination of the following:

Written apology or written reflection

Logical Consequences (an example would be to clean up a mess they made or asked to play a different game if breaking the rule)

Discipline Notice – must be signed by parent and returned the next day

Time out or partial loss of recess

Alternative recess

Phone call home

Visit the principal's office

Detention

Possible suspension

Discipline Notice and Detention Information

Discipline Notice:

Students are to remain in the office area for a designated period of time. Students will always be allowed to eat their snack or lunch.

Detentions:

- If students receive more than 3 discipline notices during the school year, they will begin serving detention on the 4th notice.
- Detentions may be given for fighting or other severe behaviors.
- Detentions are from 2:45 – 3:30 pm.

After receiving multiple discipline notices or detentions, a meeting will be held and a behavior contract may be developed.