

## ADA HARRIS SCHOOL DISCIPLINE PLAN AND DRESS CODE

We believe the students and staff at Ada Harris deserve a safe, supportive environment in which to work and play. We further believe that respect and responsibility are vital components of an effective school. It is due to these beliefs that we, as a community of learners, commit to living and acting in **THE CARDIFF WAY**.

### School Wide Rules:

1. Follow directions the first time they are given.
2. Walk all bicycles, scooters, and skateboards on school grounds
3. Helmets must be worn when riding bicycles, skateboards and scooters.
4. Students should not arrive before 8:00.
5. Students are to leave campus in a timely manner at dismissal.
6. *Check in and out* through the office when arriving/departing late/early.
7. Students will not litter or damage school or private property.
8. 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.
9. During class time, before school, recess and lunch, students are only allowed in the halls with a pass, or staff permission.
10. Running is allowed on the blacktop and field but not inside or in the courtyard area.
11. Keep hands, feet and objects to yourself.
12. 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, drugs, alcohol, incendiary devices, laser pointers, pocket knives, bullets, fireworks or “snaps”, e-cigarettes, vapes, aerosol cans, and large permanent markers.
13. Mobile phones are not necessary at school and are brought at your own risk. They must be turned off and stored in student backpacks during school hours.
14. If students need to call home during school hours, they need to call from the school office (not from their personal device).
15. Students will not bring to school any other electronic devices, other than calculators, unless approved by school personnel.

### Playground Rules:

1. Walk to your line 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. Use 2 hands on bars and do not sit on top.
6. Jumping, tag, chasing, or running on or around equipment is not allowed.
7. Pick up your playground balls and equipment and return them to the appropriate place
8. 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 and recycling into proper cans.
5. Stay seated while eating, raise your hand if you need something, and wait to be dismissed.

#### Dress Code:

1. Keeping safety in mind, students will avoid:
  - Unsafe footwear – daily P.E. classes make sturdy shoes imperative. Flip-flops and shoes with wheels are unacceptable
  - Students who wear sandals must have a pair of athletic shoes to change into for P.E.
  - Wearing chains or spikes on any clothing, including hats
  - Clothing/accessories with images of 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.
3. Pants must fit at the waist with the waistband above the hip bone. Pant 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 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 include:

Discipline Notice – must be signed by parent and returned the next day  
Written apology or written reflection  
Time Out-Loss of recess-Lunch Bench-Phone call home-Detention  
Principal's office; possible suspension

#### LUNCH BENCH AND DETENTION INFORMATION

##### Lunch Benches:

Students are to remain at the lunch bench area (office) for the entire lunch and snack recess period

##### 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 – 3:30pm.
- After receiving multiple detentions, a conference will be held and a behavior contract may be developed.