

**KINGWOOD TOWNSHIP SCHOOL DISTRICT
ELEMENTARY SCHOOL CODE OF CONDUCT**

The Kingwood Township School District expects pupils to treat others with civility and lead by setting positive examples. The following elementary student code of conduct classifies misbehavior into three levels (1 to 3) for students in grades K-4. Each infraction has been assigned a specific consequence based upon the type of behavior. Staff members will issue an Elementary Disciplinary Form for a student misbehaving and submit the form to the principal. The form will then be sent home for a parental or guardian signature and returned to the main office on the next school day. All discipline forms will be kept on record in the main office and a copy will be distributed back to the staff member issuing the form.

LEVEL 1 INFRACTIONS: The following infractions have been designated as Level 1 or minor infractions. Staff members will issue disciplinary forms for students misbehaving and submit the form to the principal. The form will be sent home for a parental or guardian signature, and will be returned to the main office on the next school day. First and second offenses at this level will result in written warnings. The third offense at this level will result in a Recess Timeout. Any additional Level I infractions will result in a Recess Timeout and the development of a behavior plan.

INFRACTIONS	CONSEQUENCE
Unprepared for class	Warning – Recess Timeout
Arriving late and/or leaving class without a pass	Warning – Recess Timeout
Presence in school building without permission	Warning – Recess Timeout
Tampering with another’s desk, cubby or personal belongings	Warning – Recess Timeout
Unauthorized use of electronic devices (e.g., cell phones, paging devices, electronic games, music playing devices, etc.)	Device Taken. Parents must come to office to pick up the item Warning – Recess Timeout
Inappropriate behavior in the cafeteria, on school grounds, or at school events	Warning – Recess Timeout
Disruptive behavior in the hallway	Warning – Recess Timeout
Eating food outside the cafeteria without permission	Warning – Recess Timeout
Inappropriate attire	Change Clothes Warning – Recess Timeout
Gum chewing	Warning – Recess Timeout
LEVEL 1 BUS INFRACTIONS	
Standing while bus is in operation	Warning – Recess Timeout
Not sitting in assigned seat	Warning – Recess Timeout
Not wearing seat belt	Warning – Recess Timeout
General misconduct	Warning – Recess Timeout
Chewing gum and/or eating, or drinking	Warning – Recess Timeout
Talking Loudly and/or yelling	Warning – Recess Timeout
Littering	Warning – Recess Timeout
Opening or closing windows without permission	Warning – Recess Timeout

LEVEL 2 INFRACTIONS: The following infractions have been designated as Level 2 or moderate infractions. Staff members will complete a disciplinary notification form for the misbehavior and submit the form to the principal. The form will be sent home for a parental or guardian signature and returned to the main office on the next school day. Unless noted below, the first offense at this level will result in a Recess Timeout. Second offenses at this level will result in an additional Recess Timeout and parent conference. Third offenses at this level will result in an After School Detention. Three bus violations at this level will also result in loss of bus privileges for a period of time determined by the school administration. Four or more violations at this level will result in an ISS and the development of a behavior plan.

INFRACTIONS	CONSEQUENCE
Unacceptable language or gesture	Recess Timeout – ISS
Cutting class	Recess Timeout – ISS
Cutting Recess Timeout	Missed Recess Time Out rescheduled. Additional Recess Timeout added.
Forgery	Recess Timeout – ISS
Plagiarism (academic dishonesty)	Recess Timeout – ISS
Cheating	Zero Credit for assignment. Plus counseling intervention. Recess Timeout - ISS
Lying to a staff member	Recess Timeout – ISS
Violating “Technology and Acceptable Use of the Internet” policy	Loss of privileges for a period to be determined by the Principal. Plus restitution for damages. Recess Timeout – ISS
Disrespect/Insubordination	Recess Timeout – ISS
Disruptive /disorderly behavior	Recess Timeout – ISS
LEVEL 2 BUS INFRACTIONS	
Extending body parts out of the bus window	Recess Timeout – ISS
Throwing objects on or out of the bus	Recess Timeout – ISS
Distracting the bus driver	Recess Timeout – ISS
Failing to follow bus driver directions	Recess Timeout – ISS

LEVEL 3 INFRACTIONS: The following infractions have been designated as Level 3 or serious infractions. Staff members will complete a disciplinary notification form for the misbehavior and submit the form to the principal immediately. The form will be sent home for a parental or guardian signature and returned to school the following day. Offenses at this level are of serious nature and have been assigned specific consequences indicated below. Repeat offenses at this level may result in expulsion and are handled on a case by case basis.

INFRACTIONS	CONSEQUENCE
Physical contact/use of force (Pushing, throwing objects, tripping, etc.)	Restitution, ISS
Stealing	Restitution, ISS
Fighting	Restitution, ISS
Vandalism (including defacing student work)	Restitution, ISS
Harassment, intimidation or bullying (HIB) by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, disability or by any other distinguishing characteristic	Handled at administrative level. Consequences may include but not limited to, counseling, character education classes, ISS and/or disciplinary action as determined by administration. Possible child study team or I&RS referral and police notification.
Violent threat towards any individual or group	
Possession and/or use of alcohol, tobacco, other drugs, and/or electronic smoking devices.	1-10 days OSS, medical clearance to return to school and mandatory reentry conference. Possible child student team or I&RS referral. Police notification.
Possession and/or use of a weapon	Minimum 1-10 days OSS with required re-entry conference with Superintendent. Possible BOE hearing & one year expulsion as per state law. Police notification.
Using an ECRD device inappropriately to record, capture, or transmit any audio, video, or images.	Restitution, ISS, and loss of ECRD use for a length of time determined by administration. Devices may be subject to an electronic search for inappropriate material related to the incident.