

**Frank Knight Elementary School**  
**Discipline Code for Student Behavior**

Students will practice social distancing and wear a mask/face covering when they cannot socially distance. Students will wear a mask/face covering and practice social distancing in common areas including the hallways and hallway bathrooms.

The following is a list of unacceptable behaviors, actions, and attitudes with disciplinary consequences:

**PERSONAL PROPERTY**

1. Students may not bring to school or have any items that are unsafe, illegal, or dangerous (e.g. knives, sharp objects, fireworks, matches, lighters, etc.)

Disciplinary Measure: Items will be taken away and returned by the teacher or principal at a conference with parents. The school district policy regarding weapons and firearms will be followed:

**GUNS:** Students that are in possession of a gun on school grounds or in a school building will be subject to interventions outline in the district's "Gun-Free Schools" regulation.

**WEAPONS:** Students that are in possession of a weapon (e.g. knife) that could result in personal injury, will be subject to the following disciplinary interventions:

- a. 5 day Out of School Suspension
- b. Contact made with the local Police Department
- c. Contact made with other building principals
- d. Superintendent's Hearing (to determine additional penalty)

2. The following items may only be brought to school **WITH TEACHER PERMISSION:** handheld games (Game Boy, Nintendo DS), i-pods, toy jewelry, make-up, and **toys** associated with a lesson.

The following items are not allowed for students in school - any electronic device i.e. cell phones.

Disciplinary Measure: Items will be taken from students and returned to student at the end of the day. Repeated offenses will result in the item being taken away and written communication will be made with the parent. In this case, the item(s) will only be returned to the parent.

Administrators may search book bags, desks, etc. on the basis of general suspicion without either student or parent/guardian permission.

3. Students may not smoke or chew tobacco on school grounds. The school district policy regarding smoking on school grounds will be followed.

Disciplinary Measure: Parents will be notified by the principal.

4. Students may not possess or use illegal substances and/or objects. The school district policy regarding drugs and alcohol will be followed.

Disciplinary Measure: Parents and appropriate authorities will be notified by the principal.

5. Students may not steal or intentionally damage someone else's property.

Disciplinary Measure: Students will return or may be required to pay for the item stolen or damaged. Parents will be notified in writing by the teacher. Additional violations will be referred to the principal and may result in a conference with the parent, teacher, and principal.

6. Students may not chew gum in school.

Disciplinary Measure: The student will be told to dispose of the gum by school personnel.

### DRESS CODE

The Superintendent designates the principal as the arbiter of student dress and grooming in his/her building to ensure the regulations below are enforced:

1. To promote the health and safety of student body, footwear must be worn at all times. Due to safety concerns, flip-flops are NOT allowed.

2. Teachers of special classes or activities such as physical education, may regulate students' dress when appropriate for health, safety or educational reasons.

3. Students may not wear clothing (includes accessories; hats, jewelry, belts, backpacks, outerwear) that causes either a disruption or interference with the educational process or discipline in the school. Additional clothing not permitted include short and/or tight shorts and skirts, strapless tops, and bare midriff shirts. All clothing must fit appropriately.

4. Students may not wear clothing (includes accessories; hats, jewelry, belts, backpacks, outerwear) which promotes the use of alcohol, illegal drugs, tobacco or which pose a health or safety hazard to that student or to the student body.

5. Clothing (includes accessories; hats, jewelry, belts, backpacks, outerwear) may not be lewd or offensive.

6. Students may not display tattoos that are lewd or offensive.
7. Students may not wear hats, headgear or head coverings (except for medical or religious reasons) in the classroom (K-8 only).
8. Clothing (includes accessories; hats, jewelry, belts, backpacks, outerwear) may not advocate racial, religious or other forms of prejudice or otherwise infringe upon the rights of others.

In those instances of student dress which are contrary to health and safety standards, or are deemed distracting to the educational process, the administration reserves the right to decide on individual cases and take remedial action consistent with the school's disciplinary procedures.

Disciplinary Measure: Students in violation of the dress code will not be allowed to attend class until after the violation has been corrected. Discipline actions include:

- a. change
- b. cover-up
- c. item(s) subject to being confiscated
- d. parent contact
- e. suspension.

Nothing in this policy shall be interpreted to limit the responsibility of the teachers or enforce regulations concerning control of hair or clothing in the interest of health and safety.

### CAFETERIA

1. Students must follow directions given by school faculty and staff members.
2. Students must remain in their seats while eating unless given permission to move.

Disciplinary Measure: Students may be placed in alternative seating away from their class. Continuous violations will result in possible removal from the cafeteria and communication with parents by the teacher or the principal.

3. Students will need to leave food and drink in the cafeteria unless given permission from the teacher to take it with them.

Disciplinary Measure: Student will be instructed to return item to the cafeteria or to dispose of the item.

4. Students will need to avoid throwing food. They need to leave their eating area clean.

Disciplinary Measure: Student will be instructed to pick up thrown food. Continuous violations will result in possible removal from the cafeteria and communication with parents by the teacher or the principal.

## **BATHROOMS**

1. Students are to use bathrooms, wash hands, and return to class without unnecessary delay. Students will also need to follow the health and safety protocols including waiting outside the bathroom if the bathrooms are full.

**Disciplinary Measure:** Staff members will instruct students to return to class immediately.

2. Students are to help maintain clean bathrooms by depositing paper towels in waste baskets, turning off water, etc.

**Disciplinary Measure:** Student will be required to clean up the littered area and/or turn the water off. Continuous violations will be reported to parents by the teacher.

3. Students may not deface bathroom property. (e.g. climb on stalls, write on walls, etc.)

**Disciplinary Measure:** Students will be referred to the principal. Communication will be made with the parents. Students will be disciplined according to the degree of the infraction. An out of school suspension could occur for severe violations.

## **ATTITUDE AND BEHAVIOR: BE B.L.U.E.**

1. Students are expected to follow requests made of them by any school personnel.

2. Students are expected to use courteous and appropriate language. Students are requested to be respectful towards others.

3. Students are expected to act in an attentive (non-disruptive) manner during instructional time.

**Disciplinary Measure:** If the behavior is disruptive to class instruction, students will be referred to the principal. Parents will be notified in writing by the teacher or principal. Additional violations may result in principal's request for a conference with the parent. Continuous violations may result in an out of school suspension.

4. Students will avoid striking teachers and/or staff members. Students will avoid threatening to physically harm faculty, staff and other students.

**Disciplinary Measure:** Parents will be notified by the principal. Students will be removed from class (or school) for the remainder of the day. Students may be placed on a three to five day Out of School Suspension, contact may be made with the local Police Department, and a Superintendent's Hearing will be held (to determine additional penalty). Continuous offenses may result in a referral to the School Psychologist and/or the Committee on Special Education.

## **SCHOOL PROPERTY**

1. Students will avoid purposely damaging, defacing or misusing any school property.

**Disciplinary Measure:** Students will be referred to the principal. Communication will be made with the parents. Students will be disciplined according to the degree of the infraction. An out of school suspension could occur for severe violations.

2. Students will avoid littering and use trash cans.

**Disciplinary Measure:** Students will be instructed to clean the littered area.

## **HALLWAYS**

1. Students are to practice social distancing when in the hallway and wear a mask. Students are to line up quietly without touching other students and maintain social distancing when possible. They are to move along with their class, staying in line.

2. Students are required to walk in the hallway without disturbing other students and/or classes.

**Disciplinary Measure:** Students will be warned by the teacher to discontinue the inappropriate behavior. Parents will be informed if the inappropriate behavior continues. Students will be referred to the principal for continuous violations.

## **PHYSICAL CONTACT THREATS**

1. Students are not permitted to fight, push, shove, hit and/or threaten to harm others.

**Discipline Measure:** Students will conference with the teacher and/or principal. Parents will be notified by the principal. The consequence will depend on the severity of the altercation. Possibilities include a parent/teacher/principal conference, and/or the child being sent home or suspended out of school.

2. Students are not permitted to throw objects at others (e.g. rocks, snowballs, pencils, etc.).

**Disciplinary Measure:** Students will conference with the teacher. For more severe offenses, students may be referred to the principal. In this case, parents will be notified of the offense in writing.

## **SIDEWALK SAFETY**

1. Students are required to walk on the sidewalk when entering or leaving the school and practice social distancing.
2. Students may not pick up stones, snow, and/or rocks that could result in personal injury and/or damage to property.

**Disciplinary Measure:** Students will conference with school personnel. For more severe offenses, students may be referred to the principal. In this case, parents will be notified of the offense in writing.

## **HONESTY**

1. Students are expected to act in an honest manner. Cheating and/or copying will not be tolerated.

**Disciplinary Measure:** Students will lose credit for the work. For more severe cases, the teacher will contact the parent to discuss the student's actions. For continual offenses, the student will be referred to the principal. Our goal is to teach students the importance of being honest and why it is important to complete their work to the best of their ability.

## **RESPECT**

1. Students are expected to show respect to all students, staff, and adults on school property and during school functions.

**Disciplinary Measure:** Efforts will be made to educate students about expected behaviors and strategies put in place to help students learn the importance of treating others with respect, civility, and dignity. Students may also lose building and classroom privileges. For more severe cases, the teacher will contact the parent to discuss the student's actions, students may be referred to the principal, and a parent-teacher conference to discuss the student's behavior may be requested.

## **AUTHORIZED AREAS**

1. Students may not be in any part of the school building that is not supervised by a teacher or staff member.

**Disciplinary Measure:** Students will be instructed to return to the teacher/classroom.

Reviewed by the Frank Knight Faculty