

# Conduct Code

Saint Joseph School provides disciplined and orderly classes grounded in Gospel values with teachers and students who respect one another. Each year, focus is given to the commandment to love one another as one's self. Through this, students and staff have the opportunity to grow in the Catholic faith each day. The purpose of the Conduct Code is to call students to a standard of behavior to be accountable for their actions, be self-disciplined and respect others.

***He then went down with them and came to Nazareth, and was obedient to them; and his mother kept all these things in her heart. And Jesus advanced in wisdom and age and favor before God and man. (Luke 2:52)***

## Goals

Discipline is an essential part of Christian development. Parents and school staff share the responsibility of developing the well-disciplined character of each student. The Conduct Code is intended to assist students to mature and develop into models of responsible, Christian behavior. The purpose of discipline is to:

- provide safe and respectful school and classroom environments conducive to learning.
- educate students in the importance of developing self-respect, responsibility, and self-control.
- increase student awareness of respect toward other students, school personnel, family members, and the greater family of God.

## Guidelines for Behavior

Every student should strive to demonstrate the following characteristics:

- **Courtesy** and **respect** in *all* relationships. (Philippians 2:3-4)
- **Forgiveness** of hurts and wrongdoing. (Matthew 18:21-22)
- **Honesty** and **truthfulness** in word and action. (Psalm 15:2-3, 5)
- **Integrity** in speaking the truth, keeping one's word, and doing one's own work. (Ephesians 4:25)
- **Obedience** to authority. (Romans 13:1-2)
- **Patience** with one another. (Romans 15:1-2, 5-6; James 5:7-8)
- **Prayer and Thanksgiving** throughout each day. (1 Thessalonians 5:16-18)
- **Self-discipline in daily activities.** (1 Corinthians 9:25)

## Manners

Students are expected to respect others. This includes, but is not limited to, the following:

- Addressing adults when passing (i.e. "Hello," "Good morning," "Good afternoon," etc.).
- Holding the door and letting adults enter or exit first.
- Saying "please," "thank you," "excuse me," etc.
- Addressing adults as "ma'am" or "sir" when appropriate. Students should never address staff or parents by first or last name only. Students must always use Mr., Mrs., Miss, etc., and a last name when addressing staff.
- Respecting their peers. Students should be aware of others as they move about the building by not bumping or running into each other.
- Students should walk in the building at all times.

## **School-wide Behavior Expectations**

During the first weeks of school, teachers will give students standardized discipline procedures applicable to the school day and appropriate for grades PreK–8. Teachers may allow students to participate in developing other classroom rules and procedures.

## **Grades Pre-K – 5 Disciplinary Procedures**

The Pre-Kindergarten through fifth grade teachers and staff know that students can develop the ability to demonstrate the Gospel values. Young children require certain conditions in order to learn these values; conditions such as acceptance, belonging, and respect. Therefore, we work as a community of people who practice Gospel values in order to create an atmosphere where children can learn from example.

The spiritual development of young students is specific to the individual. Therefore, it is necessary for teachers to develop their own classroom structures and expectations that will best support this development. Teachers are responsible for presenting their behavior guidelines to students and parents.

Should an individual teacher be unable to keep a particular student from interrupting instruction or hurting him/herself or others, the student will be removed from the classroom and brought to the office. The student's parents will be notified and the teacher and the principal will arrange a plan for the student's readmission into the classroom. In cases of continuous disruption of instruction or harm to others or self, the student and parents will be required to meet with the principal to discuss the student's future at Saint Joseph School, which may include suspension or expulsion.

Bullying behavior will result in parent notification and a minimum of an in-school suspension.

## **Grades 6-8 Disciplinary Procedures**

The goal of the Middle School Discipline Policy is to provide a safe environment conducive to academic excellence. It also serves to assist students in their moral development. While growth is the main goal in teaching discipline at Saint Joseph School, students also need to learn accountability for their actions.

The discipline policy is based on a weekly Tier System. Students begin each week with zero marks. Students who remain at Tier Zero will be permitted certain privileges each Friday and occasionally throughout the week. These include, but are not limited to, special lunch menus on designated days, the use of electronic devices (without Internet capability and at teacher discretion), special places for lunch on designated days, etc.

Following is a list of behavior infractions with their corresponding weight. Tier -1 students are those with one or two marks. Tier-2 students are those with three or four marks, and students with five or more marks are on Tier-3.

### ***One Mark Infractions***

Examples include, **but are not limited to**, the following:

- Talking out of turn
- Disrupting class
- Failure to follow directions
- Eating or drinking in class (except water)
- Late for class without permission
- Uniform violations

### **Two Mark Infractions**

Examples include, **but are not limited to**, the following:

- Failure to keep hands and feet to self
- Writing or passing personal notes
- Unauthorized possession of an electronic device (confiscated and sent to office)\*
- Inappropriate language
- Dishonesty
- Writing on self or clothing

### **Five Mark Infractions**

Examples include, **but are not limited to**, the following:

- Disrespect of teachers/staff
- Cheating/plagiarism
- Roughhousing, inappropriate touching
- Malicious and inappropriate language, gestures, materials
- Inappropriate dress
- Destructive action to property
- Presence in an undesignated area
- Use of personal electronic devices without permission (parent must retrieve device)
- Inappropriate use of technology

\* All electronic devices (cell phones, iPods, iPads, cameras, etc.) must be turned off and kept in the backpack or locker at all times during the school day, 7:45 am-3:30 pm (except Tier Zero students with permission to have non-Internet connecting electronics). An infraction of this policy will result in two marks (higher if used without permission) and the device being sent to the office. Parents will be notified and required to pick up the device from the office. If this occurs a second time, the device will be held in the school safe for a period of one month before being returned. A third infraction will result in the loss of privileges for the remainder of the school year. Students must have the permission from the principal or teacher to use cameras during designated times.

Parents will be contacted for all five mark infractions. Conduct Tiers will be calculated on Thursday and published on Friday. Students at Tier 1 lose Tier 0 privileges. Students at Tier 2 will sit out during recess on Friday of the week they are on Tier 2. In addition to recess and lunch reparation on Friday, students on Tier 3 will also receive a one-game suspension if they participate in athletics. Students will also receive ECP's (Extra-Curricular Points) each week. The number of points corresponds to the Tier level the student earns. To be eligible to participate in a middle school dance, students must not have accumulated a total number of E.C.P.'s (Extra-Curricular Points) greater than the number of weeks since the last Middle School activity (i.e. dance).

For example, if there are dances the 2<sup>nd</sup> and 8<sup>th</sup> week of school, the student must not have accumulated more than 6 ECP's since the first dance to be able to go to the second dance. If the next dance is at week 17, the student will need to have no more than 9 ECP for weeks 9 through 17. Students get a fresh start after each dance/activity.

The following infractions, should they occur, will result in **immediate suspension or expulsion at the discretion of the principal**. Students will also be ineligible for all extra-curricular activities and awards for 30, 60 or 90 days as determined by the principal. These include, but are not limited to:

- Bullying
- Fighting
- Possession of weapons\*
- Racism
- Sexually explicit language and/or behavior; use of sexually explicit material
- Sexting
- Stealing
- Substance abuse\*\*
- Use of Internet for inappropriate reasons
- Ghost emailing of staff or other students
- Use of tobacco products
- Vandalism

Assault: Any student who physically assaults a staff member will be subject to expulsion.

Threats: Any student who threatens violence to a student or staff member will be immediately suspended and be required to undergo psychological evaluation before being permitted to return. The student may be expelled at the discretion of the principal.

\*Possession of weapons with intent to use, or reasonable suspicion of intent to use, will result in immediate expulsion and notification of appropriate authorities.

\*\*Students who engage in behavior related to the use, sale, or transmission of illegal substances or any substance used or obtained illegally, may be subject to immediate expulsion and will receive an automatic out of school suspension (the length to be determined by school and diocesan administration), be suspended from participation in extracurricular activities (the length to be determined by school and diocesan administration), and be required to complete community service hours and undergo counseling. Any further involvement in any form of use, sale, or transmission of illegal substances will result in immediate expulsion.