

# STUDENT CODE OF CONDUCT AND DISCIPLINE

## I. Discipline Policy of St. John the Baptist School

### A. Courtesy

Students are to consider it a matter of personal honor to show courtesy at all times to every member of the faculty, office, cafeteria and maintenance personnel as well as to all guests, visitors and especially to each other. Parents are encouraged and reminded to cultivate the virtues of kindness, thoughtfulness, politeness and refinement in their children.

### B. Code of Conduct

The goal of excellence is dependent upon the existence of an environment that is conducive to teaching and learning. This environment exists in all areas of the school building including church, playground, cafeteria, hallways and classrooms. St. John the Baptist School has a primary purpose – the education of the whole person in a truly Christian atmosphere. In order to achieve this purpose, each student is expected to observe certain basic rules of conduct.

The Principal, in consultation with the Discipline Policy Subcommittee, Teachers and School Committee, has devised a standard discipline code for the school. Though standard throughout the school, age-specific adaptations may be made by grade level. Each teacher will have a classroom code reflecting the standard policy and these grade specific plans are listed in this procedure.

**It is the policy of St. John the Baptist School NOT to discuss disciplinary actions except with the parents or guardians of the student involved.**

### C. Responsibilities

#### Student Responsibilities:

1. Come to class prepared – have necessary books, supplies, and assignments.
2. Fill in the homework notebook or Chromebook if applicable.
3. Exercise self-control and be accountable for his/her personal actions.
4. Know and observe all school and classroom rules.
5. Participate!
6. Try your best.
7. Show respect for yourself, for others, and for school and others' property.
8. Use materials in ways that avoid waste, litter or damage.
9. Keep textbooks covered and in good condition.
10. Keep hands, feet, etc. to yourself.
11. Be a Christian example in all you say and do.

#### Parent/Guardian Responsibilities:

1. Encourage and support your child.
2. Be sure your child attends school daily and is on time.
3. Make sure your child is dressed appropriately.
4. Teach your child, by work and example, respect for the law, for school rules and regulations, and for the rights and property of others.

5. Encourage and support all school personnel.
6. Provide a time and a place for homework and assist when appropriate.
7. Read the homework notebook daily.
8. Assist your child in having the necessary materials for class.
9. Keep the lines of communication open with your child and with the school.
10. Be sure your child's lunch meets his/her nutritional needs.
11. Be a Christian example in all you say and do.

#### Teacher Responsibilities:

1. Be prepared for class.
2. Establish and maintain a challenging environment where all may learn and achieve.
3. Work with students to establish classroom rules.
4. Enforce school and classroom rules impartially and consistently.
5. Work to help each child make progress socially and academically.
6. Regularly communicate child's progress and behavior to parent/guardian.
7. Use materials in ways that don't waste, litter or damage.
8. Be a Christian example in all you say and do.

#### Administrator Responsibilities:

1. Work in collaboration with students, teachers, and parent/guardian to improve the school.
2. Support teachers and students in their efforts.
3. Provide instructional leadership.
4. Enforce school rules impartially and consistently.
5. Communicate with parent/guardian if administrator's involvement is required in child's discipline.
6. Organize and supervise the work of teachers and staff.
7. Ensure adherence to SJB school policies.
8. Be a Christian example in all you say and do.

### **D. School Rules**

#### General School Rules:

1. Come to school in uniform, even on physical education days.
2. Walk in the hallways.
3. Speak softly in the hallways.
4. Do not pass others in the hallway; allow others to pass when appropriate.
5. Hold the door for the next person. A class entering the building need only push the security buzzer one time.
6. Be courteous – say please, thank you and excuse me.
7. Use appropriate language at all times.
8. Use correct titles for adults.
9. Do not chew gum.
10. Eat only at designated times.
11. Keep our school neat and clean.

12. Do not sell any items unless approved by the administration.
13. Avoid activities not contributing to the welfare of the school community.
14. Adhere to the Acceptable Use of Technology.

#### Cafeteria Rules:

1. Be courteous while moving through the lunch line.
2. Do not yell, shout or scream.
3. Use appropriate table manners and touch only your own food.
4. Eat your food only in the cafeteria.
5. Keep your hands to yourself and do not touch other students' food.
6. Remain seated until dismissed.
7. Clean your place and leave it in an orderly fashion when dismissed.

#### Playground Rules:

1. Stay in designated area.
2. Make proper use of the toys and equipment.
3. Be concerned for the safety of others.
4. Play fairly.
5. Everyone can play. Do not exclude anyone.

#### Rules in Church:

1. Show reverence.
2. Participate!
3. Fold hands while processing to receive the Eucharist and when returning to your seat.
4. If you will not be receiving Holy Communion, cross your arms across your chest when processing during the Eucharist.
5. Be as quiet as possible during quiet times.

### **E. Parental Support**

As corrective measures are taken to ensure appropriate behavior in the classroom, it is critical that the staff, teachers and administration have the full support of the parents/guardians in an effort to ensure an environment that promotes access to education. Without this support, the efforts of the staff, teachers, and administration to maintain discipline may be severely hampered.

### **F. Retaining Personal Property**

Students may not bring items such as aerosol cans, CDs, toys (unless requested by the teacher or brought in for use at recess only) to school. All items will be confiscated, two demerits issued and the parent/guardian will pick up the item(s) at the end of the day to take home. Any item confiscated by a school employee and not collected on the last day of the school year by the owner will be donated to charity.

## **II. Procedure for Rule Infraction at St. John the Baptist School**

Children at St. John's are expected to observe the classroom rules as detailed below according to his or her grade level. At St. John's, the children's growth in age and

maturity is expected to be reflected in their behavior. Please read the classroom rules and behavior plans which apply to your child's age carefully and discuss them with your child. Support your child's teacher(s) throughout the school year by reinforcing these good behavioral habits.

### **A.     **Preschool through Grade 2:****

#### **Classroom Rules:**

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use I-Care language.
4. We care about each other's feelings.
5. We are responsible for what we say and do.

The children will be encouraged to help themselves and each other in following the rules of our classroom. Please try to encourage and reinforce any positive behaviors at home as well. If a child does not choose to follow our plan, the following will take place:

#### **Behavior Plans:**

We will use a card system with different colors. This system will work on a daily basis; all children begin every day with their card turned to green. They try to keep it green by remembering our classroom rules. If these are forgotten the following will take place.

#### **Kindergarten:**

Start on green every day.

- 1<sup>st</sup> Time: Verbal reminder
- 2<sup>nd</sup> Time: Card is turned to yellow
- 3<sup>rd</sup> Time: Card is turned to yellow, child reminded of expectation
- 4<sup>th</sup> Time: Card is turned to red, note sent home to be signed by parent/guardian and returned to school the next day.

#### **Grade 1:**

Start on green every day.

- 1<sup>st</sup> Time: Verbal reminder
- 2<sup>nd</sup> Time: Card is turned to yellow
- 3<sup>rd</sup> Time: Card is turned to yellow again, 5 minute time out as necessary to think or talk with the teacher about ways to improve.
- 4<sup>th</sup> Time: Card is turned to red, note sent home to be signed by parent/guardian and returned to school the next day.

If a child has reached a red card and still needs further help, parents will be notified of the situation so that we can work together to help the child. In cases of severe disruption, parents/guardians and principal will be immediately notified.

#### **Grade 2:**

Start on green every day.

- 1<sup>st</sup> Time: Verbal reminder
- 2<sup>nd</sup> Time: Turn card to yellow - Warning

3<sup>rd</sup> Time: Card is turned to red, a note will be sent home to be signed by parent/guardian and returned to school the next day.

## **B. Grades 3 and 4:**

### Classroom Rules:

1. Follow directions the first time they are given.
2. Keep hands, feet and objects to yourself.
3. Raise your hand to be called upon before speaking during teaching time.
4. Bring all required supplies to class.
5. No teasing or name calling.
6. Give your best effort.

The children will be encouraged to help themselves and each other in following the rules of our classroom. Please try to encourage and reinforce any positive behaviors at home as well. If a child does not choose to follow our plan, the following will take place:

### Behavior Plans:

This system will work on a daily basis; all students begin every day with a fresh start.

#### Grade 3:

- 1<sup>st</sup> Time: Warning and their name is recorded
- 2<sup>nd</sup> Time: 3 minutes late for lunch
- 3<sup>rd</sup> Time: 3 minutes late for lunch and 10 minutes loss of recess - - Conduct Slip sent home to be signed by parent/guardian and returned to school the next day.
- 4<sup>th</sup> Time: 3 minutes late for lunch, 10 minutes loss of recess and call parents/guardians.

Severe Disruption: Student will be sent to the principal's office.

#### Grade 4 (First Two Quarters):

- 1<sup>st</sup> Time: Warning – Conference with teacher
- 2<sup>nd</sup> Time: No Recess
- 3<sup>rd</sup> Time: Conduct Slip sent home to be signed by parent/guardian and returned to school the next day.
- 4<sup>th</sup> Time: Conference with teacher, student and parents/guardians.

#### Grade 4 (Second Two Quarters):

The last two quarters of the year, the 4<sup>th</sup> grade will follow the behavior plan in the classroom as described below for grades 5 through 8.

## **A. Grades 5-8**

Every student will be issued a Behavior Card to be affixed inside the back of his/her homework planner or responsibility folder. A master copy of every student's Behavior Card will be maintained by his/her homeroom teacher. When an inappropriate behavior occurs, the supervising teacher or staff authority will issue a demerit and mark the student's Behavior Card accordingly. If the student is not in class when a demerit is issued, the supervising teacher or staff authority will issue said demerit via Behavior

Report and the demerit will be recorded on the student's Behavior Card by his/her homeroom teacher upon returning to class. Parents/Guardians are encouraged to check the Behavior Card regularly.

**When a student receives enough demerits to warrant a detention a Conduct Slip will be sent home. The Conduct Slip must be signed by the parents and returned the next school day. Failure to return a signed Conduct Slip will result in an additional demerit being assigned to the student's Behavior Card. Homeroom teachers should utilize the Ascend Student Management System for verifying student discipline records.**

**1 demerit violations**

- a. Tardiness between changing classes
- b. Uniform Violation
- c. Not prepared for class
- d. Gum/candy/food during school hours
- e. Running in hall/classroom
- f. Books not covered
- g. Not following classroom rules

**2 demerit violations**

- h. Rowdiness/scuffles
- i. Not in appropriate place in school building during school hours
- j. Inappropriate language, behaviors, or gestures
- k. Disruption in any class – which interrupts the educational process, distracting the teacher or students

**5 demerit violations– Automatic Detention for Violation**

- l. Unauthorized use of cell phones during school hours (item will be confiscated; parent will pick up)
- m. Blatant disrespect to authority and peers
- n. Forgery – (Also call from teacher)
- o. Cheating – (Also call from teacher) Teachers may also deal with this academically
- p. Engaging in inappropriate displays of affection
- q. Bullying of another student
- r. Harassment
- s. Inappropriate behavior on the bus
- t. Inappropriate use of school technology

**20 demerit violations – Automatic Suspension**

- u. Serious fighting
- v. Tobacco use or possession
- w. Altering any school records
- x. Leaving school premises without permission during school hours
- y. Purposely harming self or others

**30 demerit violations – Automatic Suspension – Probable Expulsion, Probation and legal action taken**

- z.** Deliberate vandalism
- aa.** Possession or use of drugs or alcohol (Counseling will also be required)
- bb.** Trespassing before or after school hours
- cc.** Assaulting a school employee, student or other person
- dd.** Carrying weapons of any kind or items resembling weapons. These include but are not limited to mace, guns, knives, and pepper spray
- ee.** Sale and/or distribution of illegal or prescription drugs

Stealing, harassment, or willful damage to school property (crayons on radiators, marking desks, or walls) will be handled on a case-by-case basis. The demerit total will range from 2-30.

**The following is the demerit system for disciplinary action.**

**5 Demerits** – Detention on Thursday morning 7:30A.M. -8:30A.M.

**10 Demerits** – Detention on Thursday morning 7:30A.M.-8:30A.M.

**15 Demerits** – Detention on Thursday morning 7:30A.M.-8:30A.M. Conference with Parents.

**20 Demerits** – Suspension/Conference with principal, parents and student.

**25 Demerits** – Two day suspension. Meeting with pastor, principal, parents and student.

**30 Demerits** – Two day suspension. Meeting with pastor, principal, parents and student.

After 30 **demerits** in one quarter, the student will be on **probation**. Any further disciplinary action will result in the Principal instituting the expulsion proceeding or the parent's/guardian's option of withdrawing their child from St. John the Baptist School.

**31 Demerits** – Expulsion (Principal's and Pastor's Discretion).

Suspension or expulsion of student requires the action of the School Principal and the Pastor. All responsible alternatives should be considered. The principal and pastor are the final recourse in all disciplinary matter.

**This system will work on a quarterly basis for all, with the exception of students on Probation. Each quarter the student will start over and receive a new Behavior Card.**