

# 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 Education Commission, 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 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.
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.
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.

### Cafeteria Rules:

1. Be courteous while moving through the lunch line.
2. Do not yell, shout or scream.
3. Use appropriate table manners.
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.
8. Be a responsible table cleaner when it is your turn.

### Playground Rules:

1. Stay in designated area.
2. Make proper use of the 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. 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 to school electronic devices of any kind, including but not limited to, video games, palm pilots, radios, CD players, cell phones, or pagers. Students may not bring items such as aerosol cans, CDs, tapes, 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. Kindergarten 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 card 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: Turn card to yellow - Warning
- 2<sup>nd</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.

## **C. Grades 5-8**

Every student will be issued a Behavior Card to be affixed inside the back of his/her homework notebook. 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.**

## **1 demerit violations**

- Tardy to class during the school day
- Uniform Violation
- Not prepared for class
- Gum/candy/food during school hours and at the bus stop
- Running in hall/classroom
- Books not covered
- Not following classroom rules

## **2 demerit violations**

- Rowdiness/scuffles
- Not in appropriate place in school building during school hours
- Inappropriate language, behaviors, or gestures
- Disruption in any class – which interrupts the educational process, distracting the teacher or students
- Possession of any electronic device or toy (item will be confiscated and parent will pick up at office)

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

- Blatant disrespect to authority and peers
- Forgery – (Plus call from teacher)
- Cheating – (Plus call from teacher) Teachers may also deal with this academically
- Engaging in inappropriate displays of affection
- Bullying of another student
- Harassment
- Inappropriate behavior on the bus
- Inappropriate use of school technology

## **20 demerit violations – Automatic Suspension**

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

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

- Deliberate vandalism
- Possession or use of drugs or alcohol (Counseling will also be required)
- Trespassing before or after school hours
- Assaulting a school employee, student or other person
- Carrying weapons of any kind or items resembling weapons. These include but are not limited to mace, guns, knives, and pepper spray
- 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 2-20.

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

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

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

**15 Demerits** – Detention on Monday 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 and Saturday work detail.

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. Each quarter the student will start over and receive a new Behavior Card.**

## **SUSPENSION/EXPULSION DEFINITIONS**

### **D. In School Suspension**

The student is kept in school but is assigned to a designated, supervised area outside of the departmental setting. Academic work is assigned and will be graded by the teachers. Students may not participate in extracurricular activities during the suspension.

### **E. Out of School Suspension**

In certain situations that are extreme or not provided for in the demerit system, the administrator may find it necessary to issue an out of school suspension. The administrator will determine the terms of and the length of the out of school suspension and notify the parents/guardians in writing. Before a student may return to class, the student and his/her parents/guardians must meet with the administrator.

### **F. Expulsion**

A Student may be removed from the school community for.

### **Offenses Resulting in Immediate Expulsion:**

A student is liable for immediate expulsion from school for the following reasons:

1. Possession, use, or sale of illicit drugs, alcohol, tobacco products, or other illegal substances on school grounds or at school sponsored events.
2. Physical assault or verbal harassment of any student, member of the staff, or other person in authority.
3. Possession of firearms, knives, explosives, or other dangerous objects and any facsimiles thereof.
4. Arson
5. Bomb threat
6. Gross misconduct

**Procedures to be followed in case of expulsion:**

1. The case will be discussed with relevant staff, parents/guardians and pastor.
2. The parents/guardians and student will meet with the administrator.
3. Written notice will be sent to the parents/guardians stating the reasons for the student's expulsion.
4. The student's withdrawal/expulsion will be reported to the Attendance Department of the student's local public school district.
5. A report will be sent to the Archdiocese Superintendent of Schools on each student dismissed from St. John the Baptist School.

The administrator is the final recourse in all disciplinary situations and may waive or impose a disciplinary action for a just cause. Notification will be given in writing to the parents/guardians of the disciplined student.

**G. Violent and/or Threatening Behavior**

Threats of physical violence or emotional intimidation will not be tolerated at SJB. Students exhibiting any behavior considered threatening, overly intimidating, or violent in nature will be subject to immediate disciplinary action. Disciplinary action is at the discretion of the administration. Indefinite suspension or expulsion may result as a consequence to such behavior.

Any student falsely reporting a threat of violence, for the purpose of harming another student, will be subjected to a minimum one-day suspension from SJB.

Any student purposely harming himself/herself will be subjected to a minimum one-day suspension.

**H. Sexual Harassment Policy**

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted sexual touching, patting, verbal/written comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the school's suspension/expulsion procedures.

Any student who believes he/she is being sexually harassed needs to report such behavior to a parent, teacher, or the administrator.

**I. Bullying and Teasing Policy**

Everyone at St. John the Baptist School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Our school defines bullying as follows: Bullying is unfair and one-sided. It happens when an individual or group of individuals keep(s) taunting, hurting, frightening, threatening, excluding or isolating a targeted student. It may occur either face to face or transpire through the use of technology. If you feel your child is the victim of any type of bullying, please complete a bullying report, available in school office.

## **J. School Bus Conduct**

**The following guidelines for conduct while riding the bus have been issued by the Southwest Local School District:**

In an ongoing effort to provide a quality transportation service, we are providing you with a list of transportation guidelines. These guidelines are a combination of Southwest Local Board of Education policy and transportation regulations from the State of Ohio. You can contribute to maintaining our excellent safety record by helping educate your child about bus safety.

The rules to follow are:

1. Parents/Guardians and pupils must assume that bus transportation is a privilege provided by the Board of Education and not a right.
2. Pupils must ride assigned buses. Deviations may be made only by request to the transportation supervisor.
3. Pupils must leave or board the bus at locations which they have been assigned. If a pupil is to be let off at a different stop, then a note signed by the parent and the school principal should be presented to the driver.
4. Parents/Guardians are responsible for the conduct safety of their child to and from the bus stop.
5. Pupils must be at the bus stop on the curb side before the bus is scheduled to arrive.
6. Behavior at a bus stop must not threaten the safety or property of pupils.
7. Riders must go directly to assigned or available seat. Elementary children have assigned seats.
8. Riders should remain seated and keep aisles and exits clear.
9. Riders must observe classroom conduct and obey the driver promptly and respectfully.
10. Riders may not eat or drink on the bus.
11. All parts of riders' bodies shall be kept inside the bus at all times.
12. Riders may not throw or pass objects from or into the bus.
13. Parents/Guardians will be responsible for any damage to a bus by their child(ren).
14. Absolute quiet must be maintained at all railroad crossings and during bad weather driving.
15. Riders may carry on the bus only objects that can be held on their laps or stored in such a way as to keep aisles and exits clear.
16. There will be three evacuation drills per year, a front exit, a rear exit and a front and rear exit.

The driver is in charge of the bus and will enforce these regulations. Riders who violate bus rules may be refused transportation.

Listen to your local radio or television station for school closing information. A recorded message can be heard by calling the South Local School District Office at 367-4139. NOTE: In addition to the rules set by the Southwest Local School District, there will be no eating/ or drinking at SJB's bus stop.

## **K. Afternoon Car Dismissal**

1. If you are picking up students in the afternoon. please be in the parking lot by between 3:10 and 3:30 P.M. Students are dismissed and go to the staging area, which is located between the Geil building and the Auxiliary Van at 3:30. PLEASE DO NOT ENTER THE MAIN PARKING LOT PRIOR TO 3:10 OR AFTER 3:30 P.M.
2. If you are arriving after 3:30 then please enter off of Park Ave. and park in the Auxiliary Lot, next to the Maintenance building and proceed to the staging area to pick up your children.
3. If you are going to stay at school for an extended time, then please park in the Auxiliary lot next to the Maintenance building via Park Ave.
4. Students are to be picked up at the Staging area by parents. There will be three teachers on afternoon Car Duty to assist and insure that all is safe for our children.
5. Once students have been picked up the TEACHERS on duty will direct parents to begin the exit process. PLEASE FOLLOW THE TEACHER DIRECTIONS AS THEY ARE TRYING VERY HARD TO INSURE THE SAFETY OF THE STUDENTS.