

St. James School Conduct Code

Revised August - 2017

Philosophy of St. James School

Saint James School is an integral part of Saint James Parish. The school and parish collaborate in passing on the Catholic faith and proclaiming the Good News of the Gospel. Our community seeks to nurture the students' relationship with and reverence for God. Acknowledging the intrinsic worth of each child, our community endeavors to create an environment which promotes excellent minds and exceptional hearts in our students. We also value the need for our students to become faith-filled responsible citizens who can contribute positively to the world. Students are encouraged to be of service, to recognize and respect diversity; and to grow in awareness of justice as found in Catholic Social Teaching.

BELIEF STATEMENTS

- The school is a vital part of the parish community and shares in the ministry of the church.
- The students will be well grounded in their Catholic faith which includes doctrine, liturgy, the sacraments, sacred scripture, and personal prayer.
- The students will develop stewardship for the earth and its resources.
- The school will provide opportunities for service to others so that the students can incorporate and integrate the gospel value of serving others.
- The students will develop behavior that demonstrates respect for others and recognizes the diversity which exists among people.
- The school will engage the whole child, emotionally, intellectually, physically, socially, and spiritually.
- The faculty and staff will provide a safe and nurturing environment which enables the students to reach their potential and acknowledge their intrinsic worth.
- The faculty and staff will integrate technology into the curriculum to enhance the curriculum and prepare the students for their futures.

A Christ-centered environment is structured in a way that attempts to provide an atmosphere which is conducive to learning and respecting each student.

In order to establish this atmosphere and as part of the students' maturation process, students are encouraged to assume responsibility for their actions, to develop self-control, and to accept the consequences of their behaviors. Learning Gospel values and responsibilities can help ensure a Catholic school setting that builds upon the school's philosophy and belief statements and allows each student to be in an environment that enhances learning.

In order to aid in a student's maturation process, to create an atmosphere favorable to learning, and to support the school's philosophy, the following **Code of Conduct** will be used in response to behavior that is deemed to be a detriment to the overall faith dimension of the school.

BEHAVIORIAL EXPECTATIONS

Church/Prayer:

Students need to:

- Show a sense of reverence and respect when attending a liturgy and participating in prayer. A quiet and prayerful demeanor for the presence of Jesus in the Tabernacle is a sign of reverent behavior.
- Participate in liturgical services/prayer services by singing, and responding to or reciting prayers.
- Demonstrate quiet and respectful behavior when praying in the classroom.

General:

Students need to:

- walk whenever moving through the building.
- talk in a quiet manner when moving through the building to ensure that classes in session are not disturbed.
- use appropriate language at all times.
- respect the property of other students and school property.
- be mindful of the safety of other students and not participate in behaviors which have the potential to harm another student.
- maintain a respectful attitude toward teachers, school staff, administration, and other students.
- follow the prescribed Dress Code Policy.

Before Classes Begin:

Students need to:

- be at school by 7:50 a.m.; Tardy bell rings at 8:00 a.m.
- report to their homerooms when the 7:50 a.m. bell rings
- engage in quiet conversation before morning exercises begin.
- be silent and participate in morning/afternoon prayer.

Classroom:

Students need to:

- follow the rules established by the individual classroom teachers and school rules.

Cafeteria:

Students need to:

- practice proper table manners.
- maintain a respectful attitude toward the cafeteria personnel and volunteers.
- keep the cafeteria area clean and safe by cleaning up after themselves.

- walk in the cafeteria at all times.
- talk quietly while in the cafeteria area.
- keep all food in the cafeteria. Food or drinks are not permitted outside.

Dismissal Procedures and Bus Behavior:

Students need to:

- report to the cafeteria and wait until they are called to board their bus.
- report to the Gathering Space and wait until their name is called to go to the car
- remain in their bus seats at all times.
- use appropriate language at all times on the bus.
- respect the authority of the bus driver.
- talk quietly on the bus.
- behave in a manner that does not endanger the safety of the other students.

Playground:

Students need to:

- respect the authority of the playground supervisor and volunteers.
- stay in the designated playground area. Students are never permitted to leave school grounds.
- participate in behaviors and activities that ensure the safety of other students.
- line up as soon as the bell rings.
- be quiet when entering the building from the playground as other classes are in session.

Note: This list of expected behaviors is illustrative but not exhaustive of the behaviors expected of a student at St. James School.

PLEASE REVIEW THIS CODE OF CONDUCT WITH YOUR CHILD/CHILDREN.

THIS CODE OF CONDUCT SERVES AS NOTIFICATION OF EXPECTED BEHAVIORS AND RESULTING CONSEQUENCES IF VIOLATIONS OCCUR.

Grades K - 3

Recognizing the developmental needs of the students in these grade levels, the teachers will develop age-appropriate behavior codes. Suitable consequences will be decided for a child according to the degree of seriousness and the frequency of behaviors demonstrated. In some cases, the principal, and/or SAP* Team will be involved with a particular situation to help determine a course of action, which is in the best interest of the child and the school. **The school reserves the right to require that a student be professionally evaluated, receive counseling and/or treatment if the child is to remain in the school.** *Student Assistant Program

Grades 4 -8

Simple Reminder: Some behaviors simply need to be addressed and talked about with the student. If the behavior ceases, no further action needs to be taken.

Level One Behaviors: A level one behavior will result in a Discipline Referral Slip. When a student receives a discipline referral slip, it will be sent home for a parent signature and needs to be returned to the school office. The signature of the parent does not indicate agreement/disagreement. A parent signature indicates that the parent was notified of the child's behavior. Receipt of a third Discipline Referral Slip during a marking period will result in a detention.

Level Two Behaviors will result in an automatic detention. When a child receives the third detention, the result will be an in-school suspension. When a student receives a detention, a notice will be sent home. A parent must sign the notice and have his/her child return it to his/her homeroom teacher within two days of receiving the detention. If the detention is not served within a designated time period, it may result in an in-school suspension or out-of-school suspension.

Special Notes:

- *If a child receives one or two Discipline Referral Slips during a marking period, the slips are not cumulative and will be removed at the end of that marking period.*
- *When a child receives a third Discipline Referral Slip during a marking period, it will result in a detention.*
- *Detentions must be served within a designated time period. Refusal to serve a detention or failure to serve a detention within a designated time period will result in an in-school suspension. Parents are responsible for a child's transportation home after a detention is served. Detentions are served from 2:20 until 3:30.*
- *Detentions are cumulative throughout the year and are not removed at the end of a marking period. When a child receives his/her third detention during the school year, it will result in an in-school or out-of-school suspension. The length of the suspension will be determined by the severity of the behavior and/or a student's behavioral history.*

Level Three Behaviors will result in an automatic suspension or expulsion depending on the severity of the behavioral infraction.

Note: Refer the list of infractions at each level. The lists are illustrative but not exhaustive of possible behaviors.

Suspensions of Students

A student may be suspended from school for a serious infraction of school regulations or for repeated detentions. A suspension can vary in length from one to ten days depending on the infraction. No prior notice is needed. The principal shall contact the parents and the parents shall receive a written **Notice of Suspension**. The document will explain why the student was suspended and may also contain a written statement for the student/parents describing the student's/parents' future cooperation in bringing about a resolve to the problem/behaviors. If behaviors do not change, expulsion may be necessary. The Diocese of Pittsburgh Educational Office will be notified concerning the suspension.

Note: When a child is suspended from school, this results in the suspension from all school activities during the suspension period.

Expulsion of a Student

An expulsion may be necessary for persistent and willful disregard of school rules and regulations. The following examples are illustrative but not exhaustive:

- Chronic undesirable conduct detrimental to the physical and/or moral well being of self or other students
- Continued malicious disobedience or disrespect for school authority
- Continued refusal by parents and/or students to comply with the Code of Conduct or other school policies.

An expulsion may also be necessary for a single serious incident or event or situation involving disregard for or a clear violation of a school rule or regulation. In the event a behavior at this level occurs, the police will be notified. The following are illustrative but not exhaustive:

- Possession of and/or selling, or using drugs/ alcohol
- Possession of a weapon on school property, including, but not limited to, a school building, outdoor areas, outdoor facilities, vehicles used to transport students, or school related activities. For the purpose of definition, a weapon is a gun, knife or any other article or object, which could be used to cause injury.
- Physical abuse of other students or staff
- Indecent behavior
- Arson
- Theft

Although the authority for expulsion rests with the principal and pastor, consultation with the Department for Catholic Schools is necessary. The principal, and/or SAP* Team will be involved with a particular situation to help determine a course of action that is in the best interest of the student and the school. The school reserves the right to require a student to be professionally evaluated, receive counseling, and/or treatment if the child is to remain in the school. *Student Assistant Program

Other Disciplinary Actions

Chronic behaviors which result in detentions, or suspensions, may also result in the loss of participation in school sponsored or school related activities including field trips, assemblies, graduation activities, sports, and extra-curricular activities.

In some cases other consequences will be given if students fail to meet required expectations for behaviors. These consequences may include, but are not limited to:

- Time out from classroom
- Lunchtime detention
- Written assignments

Cheating

Homework/Classwork: When a child consents to giving homework/classwork to another student to copy, both students will receive a zero on the assignment and receive a Discipline Referral Slip.

Test/Quizzes: If a child is caught cheating on a test/quiz the consequences are as follows: **First Offense:** The child receives a detention and an automatic 64% on the test/quiz. **Second Offense:** The child receives a detention and an automatic 50% on the test/quiz. **Third Offense and beyond:** The child receives a detention and an automatic zero on the test/quiz.

This **Conduct Code** is an attempt to address as many behavioral situations as possible. However, it is impossible to predict every behavioral situation that could arise in a school setting. Therefore, the principal and pastor are the final recourse in all disciplinary situations and on occasion, will consult with the Diocese and refer to the policies set forth by the Diocese. Consequences listed in this code may be waived for just cause. The basic tenets of due process will be followed in relationship to this Conduct Code. Behavioral information is not sent to other schools when a child transfers or graduates from Saint James if the behaviors are not of a serious nature. **However, a student's discipline record can be sent to another school if a child has participated in a serious behavioral infraction which would result in suspension or expulsion. PENNSYLVANIA STATE LAW - SECTION 1304A**

St. James Conduct Code – Discipline Levels

Level 1 Conduct Point	Level 2 Detention	Level 3 Suspension/Expulsion
<ul style="list-style-type: none"> ▪ not following established bus-boarding rules ▪ chewing gum in school ▪ eating food at inappropriate times ▪ minor violation of teacher/classroom policies ▪ running or making noise in any area of the school that is disruptive ▪ minor disorderly behavior during lunch ▪ minor disruptive classroom behavior ▪ violation of dress code ▪ talking during a fire drill or other drills. <p style="background-color: yellow; padding: 5px;"> ▪ For Levels 1, 2, and 3 ▪ These lists are illustrative but not exhaustive of possible behaviors and resulting consequences. </p> <p>Depending on the severity of Level 1 and Level 2 behaviors, the consequences can advance to the next level.</p> <p>Conduct Code Revised August 2017</p>	<ul style="list-style-type: none"> ▪ violation of the computer “acceptable use policy” (AUP) ▪ disrespect for faculty and staff/any adults in authority/volunteers ▪ disrespect toward other students ▪ use of obscenity, profanity, or abusive language (written, spoken, or gestured) ▪ throwing snowballs ▪ disruptive behavior during field trips and other school events ▪ serious disruptive behavior anywhere on school property ▪ inappropriate behavior during liturgy or any formal prayer service ▪ bullying another student ▪ leaving assigned area on school grounds without permission ▪ fighting ▪ using any type of electronic devices on school grounds (iPods, cell phones, etc.) unless approved by faculty ▪ repeated request to stop talking and/or disruptive behavior during a fire drill or other drills. ▪ defacing school property 	<ul style="list-style-type: none"> ▪ serious defacing, damaging, or vandalizing school property or another person’s property ▪ repeated bullying of another student ▪ bringing indecent materials to school ▪ possession or pretension of having objects that endanger others, such as a drug, alcohol, or weapon (This may result in expulsion.) ▪ possessing smoking materials such as cigarettes, lighter, matches, etc. ▪ using racial or ethnic slurs ▪ stealing ▪ leaving the school grounds ▪ blatant disrespect toward teachers, staff, or other students ▪ serious violation of the computer AUP policy ▪ violent fighting and acts of violent behavior ▪ verbal assault on a teacher, staff member, or another student ▪ threatening or intimidating a student with physical harm ▪ sexual harassment ▪ refusing to comply with school rules and regulations ▪ inappropriate use of cell phone ex. Pictures/text messaging. ▪ endangering students during all drills ▪ texting or any form of communication that is a nexus which adversely affects the school in any manner.