

Section 8 **DISCIPLINE**

DISCIPLINE

CODE OF CHRISTIAN CONDUCT

The Catholic Church and Holy Name of Jesus School recognize parents as the primary educators of their children and that the education of students is a partnership between parents and the school. The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Our school is committed to providing an environment that educates, nurtures, and supports students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth— parents/guardians, teachers, administrators, family and friends—is expected to behave in accordance with these principles.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles or procedures set forth in our school's handbooks.

It shall also be expected that the parents/guardians of a student follow the standards of conduct that are consistent with the Christian principles of the school. These principles include, but are not limited to the policies, principles or procedures set forth in our school's handbooks.

Our codes of conduct for members of our school community were developed to promote a learning environment based on reverence, respect, discipline, responsibility and excellence. As a partnership, we all need to understand the importance of a good working relationship.

In most cases, differences can be resolved. In some rare instances, however, if, in the opinion of the administration, the partnership is irretrievably broken because of the severe nature of the conduct, the school reserves the right to disenroll a family.

The purpose of this policy then is to provide a reminder to all members of the community of the expected conduct, so that we may continue to thrive, progress and achieve in an atmosphere of mutual understanding and respect.

Our Christian principles provide that all members of our school community:

- Work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations
- Communicate and respectfully express concerns about the school operation and its personnel in a constructive and Christian manner within an appropriate setting

In order to support a Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and, therefore, are unacceptable:

- Physically or verbally intimidating a member of the school community
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff at the school on any social media sites (Any concerns are to be addressed through the appropriate channels)
- Abusive and/ or threatening electronic, written or verbal communication
- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, office, or any other area of the school property.

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DISCIPLINE PHILOSOPHY

At Holy Name of Jesus Catholic School, we believe our behaviors, individually and as a community, are a sign of Christian witness to the broader society. Our goal is to guide each student's development as a Christian disciple, who seeks to live a life modeled after Jesus Christ. Gospel values and the Ten Commandments guide our discipline policies, fostering self-respect and socially responsible behaviors. Through modeling and instruction, students will develop self-discipline, enabling them to make good choices when presented with challenges. We believe as Catholics, parents are the primary educators. To achieve the kind of learning environment which these goals require, home and school must be mutually supportive. Our expectations for the school community are:

- Display responsible behavior
- Show respect to adults, other students, ourselves, and our environment
- Demonstrate reverence
- Strive for academic excellence

Our goal is to provide students with an education that prepares them to live lives that show their love and knowledge of God through their words and actions.

Classroom teachers will provide specific guidelines, reflective of our expectations. The following will remain in effect until the committee meets to review and revise as necessary. Should our policy change during the school year, you will be notified of the changes. We believe this is a work in progress and we need to take the time necessary to accurately reflect on how to best implement our Christian Catholic values.

Serious Offenses: Immediate interventions will occur at the discretion of the classroom teacher or principal.

- **BEHAVIOR** in a non-Christian manner towards teachers, staff, administration, adult supervisors and fellow students. Including but not limited to, respect in speech and manners to all.
- **DISRESPECT** for any of the sacraments or during the reception of the sacraments and during other religious activities.
- **DELIBERATE** disobedience or defiance towards administration, staff, teachers and adult supervisors.
- **FALSIFICATION** of signatures and dishonesty on tests and homework.
- **DAMAGING, DEFACING OR STEALING** of school property or property of others.
- **DISHONESTY** in conversation.
- **POSSESSION** or use of dangerous materials.
- **POSSESSION** or use of unloaded guns, replicas or any object used in a threatening manner are prohibited as per Diocese of Harrisburg Policy 5137.5.
- **VULGAR OR INAPPROPRIATE LANGUAGE**
- **POSSESSION OF INDECENT MATERIAL.**
- **POSSESSION OF OR ASSOCIATION WITH ALCOHOL, CIGARETTES OR OTHER ADDICTIVE SUBSTANCES** on school property or in any activity connected with school in any way as per Diocese of Harrisburg Policy 5137.
- **PHYSICAL CONTACT OR INJURY** done to administrators, teachers, staff, student or any other adult supervisor.
- **TRUANCY.**
- **ANY IMMORAL CONDUCT OF SERIOUS NATURE** is strictly forbidden and will result in dismissal from the school.
- **CONTINUOUS OR DELIBERATE DISOBEDIENCE** to school rules and classroom rules.

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Teachers and administrators will use discretion in using progressive discipline for repeat offenses.

PLEASE NOTE:

- ✓ Should a student be accused of a serious or criminal violation apart from school, the student may be placed on home study until the matter has been resolved or another determination has been made by the administration.
- ✓ Students are not allowed to use the Internet at home or in school to threaten, harass or bully another student or faculty/staff member.
- ✓ Bullying, harassing, threatening or physical violence towards faculty, staff, adult supervisors or fellow students will not be tolerated. Harassment is unlawful.
- ✓ The Diocese of Harrisburg prohibits any form of sexual harassment of or by employers, employees, volunteers or students. Any student who experiences some form of sexual harassment should report it to the school administration. Prompt investigation of allegations of sexual harassment will be made on a confidential basis. Sexual harassment will not be tolerated.

SCHOOL POLICY NOTICE: HNJ will notify the school to which a student transfers if a student is expelled, or withdraws from school, and is involved with any of the following infractions:

1. An act or offense involving weapons
2. Sale or possession of controlled substances.
3. Willful infliction of injury to another person or act of violence committed on school property, or while in the custody of the school

(This policy reflects our commitment to the Safe Schools Act of 1997)

Verbal Warning: Given until Back-to-School Night; a written communication for the verbal warning will be given to notify parents that there is a problem before the child receives a written warning.

- K-3: will give verbal warnings for the first month of school to allow the students to become acclimated to the system.
- 4-8: verbal warning given until Back-to-School Night for “black and white” issues: e.g. make-up/dress code

3 written warnings = detention for grades 3-8
grades K-2 verbal warnings till October and then written warnings begin

Possible steps for discipline procedure:

- 1st Detention: Parent Contact
- 2nd Detention: Conference - Parents/Teacher/Student - group will make a plan
- 3rd Detention: Principal Meeting with Parents/Teacher/Student
- 4th Detention: Interventions will occur at the discretion of the Principal

DETENTION will be held on Wednesdays from 3:30pm-4:15pm.

RULES FOR USING THE INTERNET:

The Holy Name of Jesus internal network is connected to the Internet. Use of the Internet provides great educational benefits to student. It is our expectation that each student use this teacher-supervised resource responsibly and respectfully.

Unfortunately, however, some materials accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people and contrary to the religious beliefs and moral values of the Catholic Church. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner.

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We require that students and parents or guardians read the following rules for acceptable on-line behavior.

Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communications apply.

Network storage areas may be treated like school property. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should expect that files will be subject to review by appropriate school officials without prior notice.

The following areas are **not permitted**:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting, or attacking others.
4. Damaging computers, computer systems, computer networks, Smart Boards, iPads, or any other electronics.
5. Violating copyright laws.
6. Using another's password.
7. Trespassing in another's folders, work, files, or e-mail.
8. Games are prohibited unless assigned by a teacher for educational purposes.
9. Intentionally wasting limited resources including the use of "chain letters" and messages broadcasted to mailing lists or individuals.
10. Employing the network for commercial purposes.
11. Revealing your own personal address or phone number of yourself or any other person without permission from the teacher.
12. Use of "Chat" rooms, which are morally inappropriate and violate doctrinal or moral teaching.
13. No personally owned software may be loaded or used on school owned computers without the approval of the Technology Coordinator.
14. Email may not be used without the teacher's supervision.

Violations will result in a loss of access as well as other disciplinary or legal actions.

BUS SAFETY RULES:

The school administrator works collaboratively with the cooperating school districts who provide transportation for our students. For the safety of our students the following general bus safety rules have been established:

1. Be courteous to bus drivers and other students.
2. Students must be seated and facing front while the bus is moving
3. Students are to remain seated until the bus comes to a complete stop.
4. Windows should not be opened without the permission of the driver, nor may students put any part of their body outside of the bus.
5. Students may not throw anything inside the bus or out the windows/doors of the bus.
6. Aisles must be kept clear of school bags, books, lunch boxes, and other items.
7. Students are not to damage or tamper with any parts of the bus. Students and/or parents may be responsible for the payment of the cost of any repairs.
8. Students are to keep their voices at a conversational tone.
9. Students may not ride a different bus or get off at any other bus stop than the one that

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is assigned to them.

10. The following are **not permitted** on any bus:

Live animals, weapons, drugs, alcohol, tobacco, flammable liquids (gasoline, propane, fuel), fireworks, firecrackers, smoke bombs, balls, glass containers, water pistols, spray bottles, pea shooters, sling shots, or any item too large for students to carry in their book bags.

11. Bus drivers may have specific safety rules that they will communicate to the students for them to follow.

All serious offenses listed on page 20 and 21 of school conduct apply to students riding the buses.

PLAYGROUND RULES:

When our students participate in daily playground activities safety is our main concern.

The general guidelines include but are not limited to the following:

- Students should walk on rubber/wood chips.
- Students are encouraged to use school provided equipment.
- Appropriate behavior on playground equipment is expected (no hanging upside down, no hanging on merry-go-rounds, no standing, jumping or sitting on poles around playground, no hanging on basketball hoops etc.)
- Students stay in designated play areas.
- No physical contact such as pushing, shoving, fighting, wrestling is permitted.
- When the whistle blows, all play stops. Students should walk to line up areas and wait quietly in line for teachers to bring them into the building.

Holy Name of Jesus School is not responsible for lost or stolen personal gear brought to school by a student for outside recess use. Personal playground gear brought to school by a student may be used at the discretion of the head playground supervisor.

Inappropriate behavior will result in but not limited to time outs or loss of recess.

DETENTION GUIDELINES:

Detention will be administered on an individual basis as necessary and developmentally appropriate.

Teachers and/or administrators will arrange an appropriate time for this disciplinary action with you, the parent/guardian.

Students must serve detention on the date arranged.

SUSPENSION:

The administration may suspend a student from school for an accumulation of numerous minor offenses or for any serious offense following due process procedures (e.g. truancy, vandalism, insubordination, or the use of alcohol or drugs, etc). The parent/guardian is notified and required to meet with school authorities in order for the student to be re-admitted to classes. At the discretion of the school authorities, the suspension may be served in school or out of school. A student may be expelled for any further serious infractions of the rules or regulations of the school.

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In-School Suspension Guidelines:

1. The student rides the bus or may be dropped off by the parent/guardian as on a normal school day.
2. The student reports directly to the office for the day.
3. The student will be isolated from peers and given work to be completed before returning to the classroom.
4. The student must pack a lunch and will eat separately from classmates. Student may purchase milk.
5. The student will be dismissed from the office.

Out of-School Suspension Guidelines:

1. The Students will remain out of school for a time determined by Principal or Assistant Principal.
2. Class assignments will be given to the student during out-of-school suspension.
3. The parent/guardian must bring the student to school and meet with the Principal or Assistant Principal before the student will be re-admitted.

EXPULSION:

If a student demonstrates through his/her behavior an unwillingness to comply with rules/regulations of the school, he/she may be expelled. Should this action be deemed necessary by the school administration parents/guardians will be contacted to discuss the severity of the infraction. Parents/guardians may choose to review the expulsion with the pastor. Until the pastor has an opportunity to review the facts of the case the expelled student will not attend classes.

CLASSROOM EXPECTATIONS:

As part of our Christ-centered school, teachers will re-enforce positive behaviors to avoid inappropriate actions. To assist with classroom management the teachers will set up classroom procedures.

Each teacher provides parents/guardians with a set of classroom guidelines. These guidelines describe academic and disciplinary procedures that the teachers expect the students to follow. These guidelines are different from the administrative progressive discipline that is employed. Parents receive a copy of these classroom rules at Back-To-School night. The Principal approves these guidelines and keeps them on file. The individual teachers will determine positive reinforcement activities.