

Saint James School
Sewickley, PA

Conduct Code

INTRODUCTION

A Christ-centered environment is structured in a way that attempts to provide an atmosphere which is conducive to learning and respecting each individual (student, teacher, administration, parent volunteer, etc.).

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 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 atmosphere of the school.

BEHAVIORAL EXPECTATIONS

Church/Prayer:

1. Students attending a liturgy or a prayer service need to display behavior that shows a sense of reverence. A quiet and prayerful demeanor for the presence of Jesus in the Tabernacle is a sign of reverent behavior.
2. Students need to participate in liturgical services/prayer services by singing, and responding to or reciting prayers.
3. Students need to demonstrate quiet and respectful behavior when praying in the classroom.

General:

1. 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 teachers, administrators and 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:

1. Students need to:
 - be at school by 7:50 a.m.
 - report to their homerooms upon arrival.
 - engage in quiet conversation before morning exercises begin.
 - participate in morning prayer.

Classroom:

1. Students need to:
 - follow the rules established by the individual classroom teachers.

Cafeteria:

1. 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:

1. Students need to:
 - report to the cafeteria and wait until they are called to board their bus.
 - 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:

1. 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 reentering 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 Saint James School.

CONSEQUENCES FOR INFRACTIONS OF THE CONDUCT CODE

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

Reminders: Some behavior simply needs to be acknowledged and talked about. If the behavior ceases, no further action needs to be taken.

Level One Behaviors will result in a discipline referral slip. The third discipline referral slip will result in a detention. When a student receives a discipline referral slip, it will be sent home. A parent must sign the slip and have his/her child return it to his/her homeroom teacher the following day.

Level Two Behaviors will result in an automatic detention. The third Level Two infraction will result in 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 the following day.

Special Notes:

- *An accumulation of three detentions during a marking period will result in an in-school or out-of-school suspension. This will be determined by the nature of the behavioral infractions.*
- *Level One detention and conduct points are not cumulative and will be forgiven at the end of each marking period.*
- *Level two detentions are cumulative throughout the year, not forgiven, and can result in an in-school or out-of-school suspension at any time during the school year. They are not forgiven at the end of a marking period. The length of the suspension will be determined by the severity of the behavior and/or the student's behavioral history.*
- *Detentions must be served within five days of receiving the detention. Refusal to serve a detention or failure to serve a detention within five days 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 2:30 until 3:30.*

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 list is illustrative but not exhaustive of possible behaviors.

Suspensions of Students

A student may be temporarily suspended by the principal for a serious infraction of school regulations or for repeated detentions. A suspension may 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 resolution to the problem/behaviors. If behaviors do not change, expulsion may be necessary.

Expulsions of Students

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 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, the 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 consistent Level One, Level Two 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 appropriate 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

Note: 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, may consult with the Diocese or 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.

Saint James Conduct Code

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 at inappropriate times ■ violation of teacher/classroom policies ■ running or making excessive noise in any area of the school ■ disorderly behavior during lunch ■ disruptive classroom behavior ■ violation of dress code ■ talking during a fire drill or other drills. <p style="margin-top: 20px;"> ■ For Levels 1, 2, and 3 ■ These lists are illustrative but not exhaustive of possible behaviors and resulting consequences. </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) ■ snowballing ■ disruptive behavior during field trips and other school events ■ consistent disruptive behavior ■ inappropriate behavior during liturgy or any formal prayer service ■ bullying another student ■ leaving assigned area on school grounds without permission ■ intimidating another student ■ fighting ■ inappropriate behavior during fire drills or other emergency drills ■ using any type of electronic equipment on school grounds (CD’s, MP3’s, cell phones, etc.)unless approved by faculty ■ second request to stop talking and/or disruptive behavior during a fire drill or other drills. ■ not returning signed conduct point slip ■ 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. ■ Im’s etc. that come into the school by any means ■ Endangering students during fire drills or other drills.