



SJRCS Discipline Guidelines

General Conduct

SJRCS strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful and responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence, to protect the welfare of the individual, and the school community.

- Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.
- The school reserves the right to exclude from special school events such as field trips, field days, school dances, school sports teams, etc. – those students whose conduct or grades throughout the school year do not reflect acceptable school behavior.
- To ensure that all people are treated with Christian dignity, harassment or bullying of any kind is not acceptable behavior in St. John Regional Catholic School. Formal administrative actions are taken to address this issue.
- Students are not permitted to carry any type of personal electronic, digital or cellular phone, pager or any other device deemed inappropriate by the administrators.
- Chewing gum is not permitted on school premises or field trips.
- Possible Consequences include warnings, written reflections, demerits, detentions, community service (at school or in the community), suspension (in-school or out-of-school), expulsion, restitution, or other consequences deemed appropriate by the administrators.

Parents

It is our responsibility to provide children with the best possible education, as well as, a structured and safe environment in which to function and grow. From the time the children are brought to school until the time they are dismissed, they are expected to follow certain rules and regulations, a responsibility that parents also share when it comes to children's safety.

Personal disagreements and confrontations of any kind have no place on SJRCS premises, nor should anyone incite others to display inappropriate behavior. Parents are expected to address administration, faculty, staff, students, and each other in a civil manner. Inappropriate and abusive language, intimidating gestures, and behavior that the administration believes to be threatening, disruptive, or harassing will not be tolerated on SJRCS premises. Should such behavior occur, parents may be forced to withdraw their children from school.

Academic Dishonesty

SJRCS will not excuse a lack of awareness or understanding of what constitutes academic dishonesty. The SJRCS school community expects a commitment of academic integrity from all students. Students should produce and submit their own work and refuse to allow or ignore it when they are aware that others do not produce and submit their own work. Academic dishonesty includes but is not limited to:

- Plagiarism: Failure to acknowledge ideas, phrases, data, music, or images used in any paper, examination, quiz, report, presentation, exercise, or project submitted in a course but gained from another person.

- Misrepresentation or falsification of data in any coursework.
- Cooperative or collaborative effort in coursework (for example shared google docs) without the explicit permission of the instructor. Assume collaboration and/or cooperation are not permitted unless you are expressly informed that they are. This point is not meant to inhibit discussion and debate of academic subjects either inside or outside the classroom. Discuss test questions or answers with someone who has yet to take the test. Using unauthorized aids such as notes or a “cheat sheet” on a test or quiz.
- Cheating on examinations or tests: to give or receive assistance from written material, another person, his or her paper, or any other source, including electronic sources, or to attempt to do so, during an examination or test. The only exceptions will be at the explicit instruction of the teacher of the course.
- If a middle school student is believed to have cheated or plagiarized, the student will be asked about the assignment in question. If a teacher is dissatisfied with the response the matter should be referred to an administrator. If academic dishonesty is determined, a zero will be given on the assignment and the student will receive a detention.
- The submission of work as one's own that has been prepared by another person (including parents and siblings).
- Stealing, altering, redirecting, or otherwise tampering with the form or content of digital media created or presented by another person without the explicit permission of that person.
- Forgery or falsification of academic documents.
- Copying another student's work or allowing another student to copy your work.

Unacceptable Behaviors

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors, not an all-inclusive list, that are unacceptable:

- Bullying Behaviors
- Chewing Gum
- Dangerous Play
- Dishonesty
- Disrespect in Manner or Language
- Disruptive Behavior
- Dress Code Violations
- Fighting or threats of violence
- Harassment in Manner or Language
- Leaving School Property without Permission
- Possession or consumption of alcohol while at school, at a school function, or outside of school
- Possession or consumption of any drug or look-alike drug while at school, at a school function, or outside of school
- Possession of knives/weapons or look-alike knives/weapons at school, at a school function, or outside of school
- Possession of pornographic material
- Rowdiness
- Rudeness
- Smoking/using matches
- Tardiness
- Theft or extortion
- Unprepared for Class
- Using the property of others without permission
- Vandalism or the willful destruction of school property
- Vulgarity

Suspension

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary action, such as suspension (in school or outside of school), or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

While on an in-school or out-of-school suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administrators for reinstatement. The Administrators reserve the right to determine the type of suspension, length of time, and conditions for reinstatement.

Expulsion

An expelled student forfeits all privileges of the St. John Regional Catholic School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

Assemblies

Students are expected to be courteous and attentive during all types of assembly programs. We have a school-wide signal for "silence" which all students are expected to recognize. When the hand of an adult is raised, each student is expected to raise his or her hand and become silent. Students who are disruptive during assembly programs will be removed from the program immediately so as not to affect the enjoyment of the rest of the audience.

Positive Behavior Intervention Support (PBIS)

The Archdiocese of Baltimore has implemented evidence and research-based anti-bullying program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on their Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student. The motto for the SJRCS PBIS program is:

C ourageous
R esponsible
U nselfish



Christlike

Bullying

(Policy provided by Archdiocese of Baltimore, Department of Catholic Schools; Effective July 1, 2012)

Policy Statement

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community that respects the dignity and uniqueness of all God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

"Bullying, harassment, or intimidation" means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication that:

Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and:

- Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- is sexual in nature; or
- is threatening or seriously intimidating; and
- occurs on school property, at a school activity or event, or on a school bus; or, substantially disrupts the orderly operation of a school.
- Electronic technology means communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.
- Retaliation means any act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct.)

[Reporting forms](#) are located on the school's website, in the counselor's office, or from the Assistant Principal.

School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

Harassment

Harassment or abuse of any kind is not acceptable behavior in St. John Regional Catholic School and will result in disciplinary action up to and including suspension/expulsion.

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its educational programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

Scope

This policy applies to all students in Archdiocesan elementary, middle, and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

Prohibited Conduct

- A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive environment;
 - b. Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
 - c. Otherwise adversely affects an individual's educational opportunities.
- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Procedure

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early before it becomes severe or pervasive so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

Conflict Resolution

Conflicts are normal and a healthy part of living and growing. The school administration will implement acceptable conflict resolution techniques to work towards a solution.

Discipline Code

The principal is the final recourse in all disciplinary matters and may waive any disciplinary rule for just cause at his discretion. The expectation is that all parents will support the decisions made by the school with regard to discipline policies.

St. John Regional Catholic School is a Catholic community, which thrives on the Christian principles of respect and love. A firm commitment to individual responsibility is necessary for all students. It is expected that all students will act honorably and will obey all the rules of courtesy and good behavior. Any direction given to a student by any teacher, teaching assistant, or member of the administration or staff of the school is to be followed. Failure to do so may warrant detention or more serious action. Dishonorable behavior and acts of violence directed toward persons and/or property do not have a place in our school.

The policies of Saint John Regional Catholic School will help the students assume responsibility for their actions as members of the community. Whenever all individuals freely accept this responsibility, then discipline exists. Good discipline, impartially administered is not an end in itself. Its ultimate goals are to:

- Develop true Christian character and a sense of responsibility.
- Establish an atmosphere conducive to academic excellence.
- Protect the welfare and reputation of the individual and the school community as a whole.

In order for these purposes to be fulfilled, it is imperative that all individuals involved understand the rules and regulations. Students are expected to conduct themselves in a respectful, courteous, and orderly manner, and are not to be a source of disruption during class time or at any other times while on school grounds. It is the responsibility of the teachers to correct students whose behavior is inappropriate. The student and teacher should work together to develop a plan that will assist the student in developing appropriate responses to situations, thereby improving behavior. If a child responds positively to a teacher's corrective action, parent contact will not always be required. However, teachers are always encouraged to inform parents of their children's progress. Open communication fosters an attitude of mutual trust and often enables the parents and school to work together for the good of the child.

Students who do not respond positively to the action taken by the teacher to correct disruptive behavior will be issued a conduct referral. This requires that the principal or assistant principal become involved in the discipline of the student.

The consequences of recurring incidents that result in a child receiving additional conduct referrals are serious. The consequences include detentions, community service (at school or in the community), reflection, parent

conferences, restitution, creative and age-appropriate consequences per the administrators, in-school suspension, out-of-school suspension, and possible expulsion.

It is our responsibility to provide children with the best possible education, as well as a structured and safe environment in which to function and grow. From the time the children are brought to school until the time they are dismissed, they are expected to follow certain rules and regulations, a responsibility that parents also share when it comes to children's safety.

Personal disagreements and confrontations of any kind have no place on St. John Regional Catholic School premises, nor should anyone incite others to display inappropriate behavior. Parents are expected to address administration, faculty, staff, and each other in a civil manner. Inappropriate and abusive language, intimidating gestures, and behavior, which the administration believes to be threatening, disruptive, or harassing, will not be tolerated on St. John Regional Catholic School premises. Should parents engage in such behavior occur, then parents may be forced to withdraw their children from school.

Discipline Guidelines: Expected Classroom Behavior

The following are the standard classroom policies. Teachers may have other regulations not listed here. Students are bound by both the following rules and the teacher's rules:

- Students are to show respect and consideration for other students, those in authority – both adults and students, school property, and the property of others.
- Students are to be in their seats when class begins. They are not to leave their seats in the classroom without explicit permission.
- Each student is to have all the necessary materials for class.
- Students are to be attentive to the teachers and to participate actively in all class activities assigned by the teachers. They are not to do work for another class or read other-than-class materials unless given permission to do so by the teacher. Materials for another class or for non-class activities should not be on a student's desk.
- Each student is to refrain from talking out without permission and from talking to others while instruction is going on or while tests or quizzes are underway.
- Students are to avoid any action that is distracting to the learning procedure underway in the classroom, especially harassing other students.
- Students are responsible for the cleanliness around their desks and chairs.
- Students are to refrain from insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation: they are not to argue about tests, grades, and punishments during the class, but rather should see the teacher after class in order to resolve such difficulties.
- The location of desks, the condition of windows, blinds, and lights, etc., are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
- Students should always enter and leave a classroom quietly.
- Students are to be quiet and orderly in the halls at all times. Students who do not adhere to this policy can receive a demerit.
- Chewing gum is prohibited throughout the school at all times. Candy or food is neither to be eaten during class nor outside.
- The use of cell phones during class is *prohibited*.
- Students will not throw inappropriate items, e.g., rocks, dirt, snowballs, clothing, books, supplies, etc., in the school building or on the school grounds.
- Students may not leave the school property during the school day.
- Running is not permitted in the school building or in the classroom.
- Students may not leave the school property during the school day.
- Students may not enter the building before school, during lunchtime, or recess unless they have a pass from a teacher.
- Any other types of behavior, not specifically stated in this handbook, but which the administration considers to be acts of serious disruptive behavior. Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted.

Student Consequences:

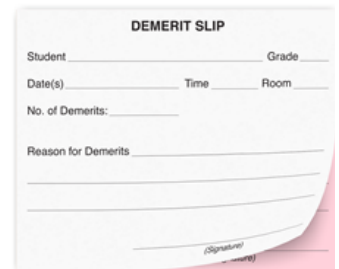
- If misconduct occurs, any or all of the following may be helpful.
- Time out (primary students)
- Loss of a privileges
- Verbal reprimand
- Completion of letter of acknowledgment of action.
 - Reflection Letter (parent signature will be required)
 - [K-2](#)
 - [3-5](#)
 - [6-8](#)
- Parent notification, possible conference requested.
- Demerit (Grades 5-8)
- Detention
- Conduct that interferes with the teaching and learning process should be reflected on the report card.
 - The comment section of the report card
 - Reflected in the "Conduct" grade

Students must understand the consequences of not following school rules.

Discipline Policy for Grades 5-8

Demerits are issued for MINOR OFFENSES. Currently, parents are notified via email when a demerit has been issued. Demerit Slips have been ordered (new system) and will be sent home when a student receives a demerit in class for parent acknowledgment and signature. Failure to return demerit slips will result in additional demerits.

If a student accumulates 3 demerits the assistant principal will send the parents a warning letter via email after a student accumulates 3 demerits in a trimester. After a student receives 5 demerits, the student will receive a detention. A letter will be sent to parents via email that includes information about detention. Detentions are scheduled during lunch/recess and are covered by the administration team. During assigned detention, students will work on a reflection assignment.



DEMERIT SLIP

Student _____ Grade _____
Date(s) _____ Time _____ Room _____
No. of Demerits: _____
Reason for Demerits _____

(Signature) _____

All MAJOR and MINOR offenses are recorded using an internal Discipline Tracker system. This is a system for collecting and summarizing office discipline referrals in school. The purpose of the Discipline Tracker is to provide teachers and school administrators with accurate, efficient, practical information for decision-making not only about individual students but also school-wide discipline.

Detention

- If a student receives three (3) detentions during the course of the school year, a parent/teacher/student conference will be held.
- Fourth detention will warrant a parent/teacher/student/administrator pre-suspension conference and the student will serve an in-school suspension.
- The fifth detention will result in an out-of-school suspension. Parents and school administrators will meet for a pre-expulsion conference. Students earning fifth detention and an out-of-school suspension will be placed on disciplinary probation for the following school year with a behavior modification plan in place prior to the student being allowed to return to SJRCS.
- Based on the severity of a student's action and/or the number of detentions earned, the school administration reserves the right to deny the student participation in extracurricular activities, i.e., dances, field trips, etc.
- Detention will be held during lunch with the administration.
- The school reserves the right to employ the following procedures in dealing with instances of inappropriate behavior:

- The school administrators reserve the right to determine the degree of punishment (demerit, detention, community service, reflection, creative and age-appropriate consequences per the administrators, restitution, in-school suspension, out-of-school suspension, expulsion) depending on the circumstances and facts determined by an administrative investigation.
- The school administration has the right to request full payment for total replacement and/or monetary reimbursement for broken or defaced property resulting from a deliberate act.
- Field trips and other school activities are privileges afforded to students, not absolute rights. Students may jeopardize their privileges if they do not conform to the academic and/or behavioral expectations of SJRCS.
- The administration reserves the right to deny a student participation in any school-related activities.
- The administration reserves the right to request that a student's parent accompany him/her on a field trip.
- The principal reserves the right to require ongoing counseling or psychological testing in order for a student to remain at SJRCS.
- The principal reserves the right to deny renewal of registration (re-enrollment) for the subsequent school year.

Suspension

Certain actions may result in automatic detention or suspension of a student. While it is not possible to list all cases that could arise, several categories are listed for guidance. Other problems of equal seriousness may arise and will be treated similarly.

A student involved in any of the following situations, as well as other situations that may not be listed, may be subject to suspension and/or expulsion:

- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school [or while attending a school function]
- Possession of knives/weapons or look-alike knives/weapons Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment (Sexual or otherwise)

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with the administration for reinstatement. The administration reserves the right to determine the conditions for reinstatement.

- Any student suspended for any reason will be excluded from participation in special school activities at the discretion of the administration.
- Students will be expected to make up all missed work, homework, and/or tests and quizzes that are given while under suspension. Not completing missed work due to suspension will result in failing grades for all missed assignments.
- A suspension shall not exceed ten consecutive school days. A suspension may require as a condition of continued enrollment, a psychological examination in appropriate cases, based on the student's behavior.
- A child who is suspended may only be reinstated after the parents have a conference with the principal. Corrective measures must be taken in order for the student to remain at SJRCS.
- If a student continues to receive discipline notices and there is no cooperation or effort to correct the behaviors, proceedings will be initiated to remove the student from St. John Regional Catholic School.
- The principal reserves the right, at any point in the discipline cycle, to suspend or expel a student from the school for serious disruptive behavior. For any cases dealing with request for expulsion, due process will be handled through the Archdiocesan Superintendent of Schools or his or her designee.

Expulsion

The school reserves the right to expel any student in cases of serious or repeated violation(s) of school rules and regulations or policies. Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, may be grounds for expulsion. Any expelled student forfeits all privileges of the St. John Regional Catholic School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

Please note: All disciplinary regulations have been made in order to protect the rights of students and teachers and the reputation of the school and its property. The rules will ensure harmony and good order without which there can be no effective teaching or learning.

The Discipline Code applies to any student: 1) who is on school property; 2) who is in attendance at school; 3) who is at any school-sponsored activity; 4) whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of the school.

Any expelled student forfeits all privileges of the SJRCS student. The administrator reserves the right not to re-admit an expelled student at a later date.

Grievance Policy

All grievances are handled at the local level. Parents should first meet with the teacher whom the student was with at the time of the incident. If necessary, the parent and teacher can meet with the school administration. The school board is not included in the grievance process.

Off-Campus Conduct

The administration of St. John Regional Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

Reasons for Dismissal from School or Non-Renewal of Enrollment

While it is not possible to list all reasons for dismissal or nonrenewal of enrollment that could arise, several examples are listed of equal seriousness may arise and will be treated similarly:

- Poor academic achievement.
- Educational needs or a learning disability that cannot be reasonably accommodated.
- Serious misbehavior which shows disregard for stated school policies and/or disrupts the teaching-learning process.
- Parents' non-compliance with the teacher's and/or principal's recommendation regarding referrals to the Health Department and/or other agency deemed necessary for a more thorough evaluation of the child.
- Parents' lack of communication or responsiveness, especially regarding serious matters, to the teachers or administrators.
- Parents' non-compliance with school policies or falsification of records, or withholding pertinent information regarding the child's past physical, emotional, or academic problems.
- Parents not meeting financial obligations as detailed in their tuition contract.
- Parents' or family members' disrespect of school staff or any other behavior deemed by the principal to be unbecoming an adult in the St. John Regional Catholic School community.