

# **St. Mary School**

## **STUDENT CODE OF CONDUCT – STUDENT DISCIPLINE 2024-2025**

Students are expected to conduct themselves in a manner that would bring credit to themselves, their parents, their school, and our parish and public community. The purpose of discipline is to provide and maintain behavioral guidelines, which supports a positive atmosphere conducive to learning. Discipline is an aspect of moral guidance. Our school's Student Code of Conduct is based on the Gospel message of Jesus Christ. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters related to student disciplinary issues and actions.

### **Conduct Expectations**

***Love God and obey His commands. This is the most important thing you can do.  
(Ecclesiastes 12 : 1 3 )***

#### ***Be Prompt and Prepared***

- Be on time
- Come with appropriate materials
- Follow dress code

***Be on guard, therefore, the son of Man will come when you least expect it.  
(Luke 12:40)***

#### ***Be Respectful of Authority***

- Listen to authority
- Follow directions promptly
- Accept responsibility for behavior

***Pay attention and you will have understanding.  
What I am teaching you is good, so remember it. (Proverbs 4:2)***

### ***Be Respectful of Others***

- Use appropriate voice and volume
- Listen to speaker
- Respect the opinion and point-of-view of others

***Whatever you do for the least of these you do for me. (Matthew 25:40)***

### ***Be Respectful of Property***

- Respect all school property
- Be responsible for personal property
- Be respectful of the property of others

***Every good gift and every perfect present comes from God. (James 1:7)***

### ***Be a Responsible Learner***

- Remain on task
- Allow others to remain on task
- Complete assignments/homework on time

***If you want to be wise, keep the Lord's commandments, and He will give you wisdom in abundance. (Sirach 1:26)***

### ***Be Kind and Polite***

- Be gentle with your words and actions
- Practice courtesy
- Use problem-solving skills when facing disagreement, teasing, and criticism

***Love your neighbor as yourself. (Matthew 22:39)***

### ***Be a Positive and Productive Citizen***

- Be cooperative
- Expect the best from yourself and others
- Maintain a positive attitude

***As each one has received a gift, use it to serve one another. (I Peter 4:10)***

## **Use of Disciplinary Action**

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis, taking into account the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions may result in more serious consequences, up to and including suspension and/or expulsion. Severe infractions may result in immediate suspension/expulsion. All students are expected to follow the common student behavior expectations of all staff members at all times.

## **Minor/Major Infractions**

Minor and major infractions will be handled by the staff member on duty at the time of the problem utilizing the age-appropriate Discipline Protocol/Referral process (see SMS School Handbook for copy). Furthermore, classroom teachers will have a plan to handle all minor problems that occur in their classrooms; such measures may include: separating the student from the activity, one-on-one discussions, behavior plans, parent/guardian phone calls, loss of recess/academic specialties, loss of special school activity, etc.

## **Anti-Bullying Policy**

As a matter of both school policy and reflecting Gospel values, bullying behavior is not tolerated at St. Mary School. Our school strives to provide an environment of learning, compassion, and safety by educating parents, teachers, staff, and students concerning respect. All members of the St. Mary School community are expected to discourage, prevent, intervene, report, and otherwise appropriately address bullying behaviors. Bystanders who allow bullying to happen will be held accountable as well.

Not all childhood conflicts are considered bullying. Bullying is when someone (or a group) repeatedly does or says things to exert **power** over another person. Bullying includes, but is not limited to:

- Physical: hitting, kicking, taking belongings of others
- Verbal: name-calling, insulting, racist remarks
- Indirect/Emotional: spreading rumors, excluding from groups
- Cyber-bullying: emailing or texting inappropriate remarks or insults, posting or sending offensive photos of another student.

St. Mary School will continue to use the Olweus program as a preventive measure. “The “Olweus Program” (pronounced Ol-VAY-us) is a comprehensive approach that includes school wide, classroom, individual, and community components. The program is focused on long-term change that creates a safe and positive school climate. It is designed and evaluated for use in elementary, middle, junior high and high schools (K-12). The program’s goals are to reduce and prevent bullying problems among schoolchildren and to improve peer relations at school. The program has been found to reduce bullying among students, improve the social climate of classrooms, and reduce related antisocial

behaviors, such as vandalism and truancy. The Olweus Program has been implemented in more than a dozen countries around the world, and in thousands of schools in the United States.” To learn more about the program, please speak to your students’ classroom teacher.

### **Severe Behavior Problems**

Severe behavior problems are unacceptable/non-negotiable at St. Mary School. Some examples of severe behaviors are:

- Bad Language
- Vandalism/Destruction of School Property
- Stealing
- Bullying/Fighting
- Cyber-bullying
- Misuse/inappropriate use of school-issued technology
- Sexual Harassment
- Drugs/Alcohol/Tobacco
- Weapons
- Disrespect/Harassment
- Repeated Minor Problems
- Chronic Refusal to do Classwork/Homework
- Public Displays of Affection/Inappropriate Touching

***Note:** We do not attempt to list every inappropriate behavior. We expect common sense and conscience to be a student’s major guide. For example, if a student destroys another person’s property, writes on the walls, leaves the playground without permission, or commits some other obvious violation of trust, it will not be acceptable to say, “It wasn’t listed in the handbook, therefore, I didn’t know it was a rule.”*

### **Disciplinary Measures**

- Verbal Warning – one on one discussion
- Assignment of Logical Consequence
- Time Out or Loss of Privilege – Teacher Contacts Guardian(s)
- Lunch Detention -Teacher Contacts Guardian(s)
- After School Detention-Teacher Contacts Guardian(s)
- Probation – Parent/Teacher/Principal (Leadership Team Member) Conference – Possible Behavior Contract
- Suspension
- Expulsion

All severe behavior problems will be reviewed with the principal and/or a Leadership Team member, when appropriate. One of the members will provide the Guardian(s)

with an Incident Report, which will include a synopsis of events, how matters were handled, reinforcement of school expectations, and final disposition. If further measures are needed, a conference with the parents, students, and Principal/Leadership Team member will be scheduled and a Behavior Plan and/or Disciplinary Probation may be put in place.

### **Suspension**

Suspension, the temporary prohibition of a student's attendance at school and at related school activities, is within the jurisdiction of the principal. Any serious or chronic violation of St. Mary School's Student Code of Conduct is cause for suspension. Furthermore, any of the reasons listed for expulsion with mitigating circumstances, is adequate cause for suspension of a student. Ordinarily, suspension will be one to five days. A maximum amount of ten may be given, but not without due process.

### **Expulsion**

Expulsion is the permanent dismissal of a student from the school. Expulsion is also denoted via a student's permanent record (Cumulative File), indicating the date and reason for dismissal. Various serious infractions may lead to expulsion of a student from school. These include, but are not limited to, the following offenses:

- Acts, which, in judgment of the school, endanger the moral, academic, spiritual, or physical well-being of the student body.
- Prolonged, chronic and/or open disregard for school authority.
- Illegal acts as defined by the law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

### **Physical Restraint**

Corporal punishment is not used as a means of addressing student behavior. However, there are times when physical restraint may be necessary to maintain the safety and order of all involved. Such an occurrence may take place anywhere on school grounds or at a school activity or event, whether or not it is held on school property. The primary objective is to prevent a student from harming him/herself, other people, or school/staff property. Washington law permits a teacher, administrator, school employee or school volunteer to use reasonable force upon a student when and to the extent the individual reasonably believes it necessary to protect the school environment.

### **Search and Seizure**

Lockers, desks, and personal belongings are subject to search at any time by school administrators or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

## **General Conduct on School Grounds**

Students are to walk, not run in the hallways or stairs. Students are to talk quietly in the halls. Bicycles are not allowed within the interior of the school building. Skateboards and roller-blades are not allowed.

Students and guests of the students must follow school rules during afterschool hour events.

## **Cell Phones and Personal Electronic Devices**

Students may not use or have a cell phone or other personal electronic devices (other than a personal computer, tablet, or iPad) with them during the school day. Cell phones and other personal electronic devices must be kept in the student's locker or backpack and turned off during the school day (7:45am-2:45pm). This includes no use of these devices in the hallways, during passing periods, or at breaks during the school day. This does include After School Care (ESS), however students may use their devices in After School Care with the permission of the care provider. For other after school activities, the use of electronic devices and cell phones are at the discretion of the activity facilitator.

If a student is found carrying or using a device at any time during the school day without permission, the classroom teacher will confiscate the device and it will be sent to the office until the end of the day. Students may retrieve the device at the end of the school day.

In the event that a student needs to contact a parent during school hours, school staff will allow the student to use a school telephone.

In order to ensure that the students learning process is not disrupted during the day by phone calls or text messages, we ask that parents and family members contact students through the school office.

If you need to get a message to your child during the school day, please call the school office. Please make plans for picking up your child, or for special after school arrangements prior to coming to school.

St. Mary School staff will not be responsible if any device is lost, broken, or stolen.

## **Vandalism/Property Damage**

Students and their guardians are liable for all damage to equipment and/or school property.

## **Attendance Policy**

Regular attendance is necessary if high standards of achievement are to be met. State law requires that all students come to school punctually and regularly. Absences from

school are excused for reasons of personal illness, a death in the family, a family emergency, or health-related appointments, which cannot be scheduled outside of school hours.

Every effort should be made to schedule dental work, doctor appointments, etc., during the summer time, on vacation days, or outside of school hours. In the event of absences for any reason, a written note stating the nature of the absence is to be sent to school with the child upon his/her return.

Please assist us in our record keeping by promptly notifying the office whenever your child is absent. In order to verify that all students have arrived at school safely, if a child is not present when attendance is taken and the school has not already been contacted about an absence for the day, parents will be phoned.

### **Tardiness**

The warning bell for school rings daily at 7:55 and school starts at 8:00am. Students who enter the building after 8:00am are to report immediately to the office for a tardy slip. Please keep in mind that frequent tardiness is a disruption to the learning process of the classroom and is often uncomfortable and awkward for the students to arrive at school after the tardy bell. We understand that unusual circumstances, weather, and accident related traffic delays sometimes occur; in those and all situations of course safety comes first.

### **Discipline Action for Attendance:**

- 3rd unexcused tardy (per trimester) results in loss of Last Friday Free Dress or Spirit Dress
- 8th unexcused tardy (per trimester) results in loss of Last Friday Free Dress and/or Spirit Dress for the entire rest of the trimester, plus lunchtime detention may be assigned.
- Saturday School may be scheduled for chronic tardiness.

Excessive tardiness and/or absences may negatively impact a student's overall grade if students are repeatedly missing class time and are unable to complete assignments. Excessive tardiness and/or absences may also result in suspension or expulsion from St. Mary School.

### **Uniform Violation Policy:**

Students should be in the school uniform or adhering to free dress modesty guidelines at all times. If a student is in violation of any part of the uniform policy the following may occur:

- 1<sup>st</sup> Violation- Verbal Warning and removal of item (if possible)

- 2<sup>nd</sup> Violation – Note home and immediate removal of item. A pink Uniform Violation Form will be sent home, must be signed by a parent, and returned to school within three days. When a clothing item is removed, the student will be given an item from the uniform closet. Item should be washed and returned to school the following week.
- 3<sup>rd</sup> Violation – Note home (Uniform Violation Form), immediate removal of item, and loss of next free dress day/coupon
- 4<sup>th</sup> Violation – Parent meeting, immediate removal of item, loss of next free dress day/coupon, and afterschool work detention (5<sup>th</sup>-8<sup>th</sup> grade only for work detention).

Other disciplinary actions may occur.

### **Middle School (6th, 7th, 8th) Missing Work Policy**

Students with 10 missing/late assignments (totaled from all classes) will be scheduled to meet with the principal and their parents/guardians to formulate a plan to complete missing work and ensure student success. As part of the plan, students may be required to participate in classroom lunch support until caught up.



**2024-2025 St. Mary School Student Code of Conduct Acknowledgement Form**

By signing this form, I understand and acknowledge the St. Mary School Student Code of Conduct and Student Expectations. As the parent I have gone over the pertinent information with my student(s).

Also, by signing, I agree to adhere to the written policies and procedures in the Student Code of Conduct and will follow and accept the consequences if I (or my student) violates any policy or procedure.

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Student Signature

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Date

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Student Signature

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Date

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Student Signature

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Date

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Student Signature

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Date

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Parent/Guardian Signature

\_\_\_\_\_  
Date

Please return this form to the Main Office by Friday, September 13<sup>th</sup>.



