



## St. Croix Catholic School Discipline Policy

*Revised and Adopted September, 2009*

St. Croix Catholic School respects parents as the primary educators of their children, and in turn, respectfully requests the support and cooperation of parents in the discipline process.

The school's discipline process aims for self direction rather than external control. Self-discipline means being one's own disciple. Adults in our school routinely address and redirect disruptive behavior as soon as possible so as to guide the child toward this goal. To this end, SCCS has incorporated the Discipline With Purpose (DWP) program which uses 15 self-discipline skills. Please visit [www.selfdisciplinedwp.com](http://www.selfdisciplinedwp.com) for more information on DWP.

### **DIGNITY OF THE HUMAN PERSON – ALL SCHOOL GUIDELINE**

As a basic Catholic truth, the fact that all human beings are made in the Image of God ensures that all should be treated with dignity. **Absolutely no harassment, bullying, name-calling, profanity, singling-out, teasing, cruelty, verbal abuse, or physical abuse will be allowed at St. Croix Catholic School or at any school-related events. Any actions of this nature will result in a Conduct Referral at the K-5 level and a Detention at the 6-8 level. Parent conferences will be mandatory in all of these situations.**

Example of bullying behavior may include, but are not limited to:

- Name calling
- Sarcastic comments toward another
- Excluding from group activities
- Intimidating stares
- Unwanted physical contact
- Cyberbullying

Please see Harassment and Bullying Policy on page 38 of the Parent and Student Handbook for more information.

### **Primary (K-2) Discipline Policy**

Each homeroom will have a stoplight (or similar system) with green, yellow, and red circles. Each child will begin each day with her or her numbered clip on the GREEN circle.

**The following system will be used to monitor general school and classroom behavior expectations:**

1. The teacher will give one verbal warning for the first infraction.
2. At the second warning, the child's clip will be moved to YELLOW, and if necessary, the teacher will discuss the behavior with the child.
3. At the third warning, the child's clip will be moved to RED, and a behavior notice will be sent home for a parent/guardian to read and sign. The child must return the signed notice the following school day. If the notice is not returned, an age-appropriate consequence may be imposed at the teacher's discretion.
4. Three behavior notices in one trimester will result in direct verbal communication with the parent. The teacher will determine the means and form of this communication.

**A detention and a parent conference, will be issued for the following serious offenses:**

- A. Bullying (see reference to Human Dignity above)
- B. Vulgarities/Profanity
- C. Unacceptable behavior:
  - in the classroom
  - in the hallways
  - in the restrooms or locker rooms
  - on the playground
  - in the cafeteria
  - at assemblies
  - on field trips
  - on the bus
  - at Mass

Under ordinary circumstances, detentions, suspensions, and expulsions will not be issued at the primary grade levels.

**Intermediate (3-5) Discipline Policy**

Each homeroom will have a stoplight (or similar system) with green, yellow, and red circles. Each student will begin the day with his/her numbered clip on the GREEN circle.

**The following system will be used to monitor general school and classroom behavior expectations:**

1. The teacher will give ONE warning and the child will move his/her clip to YELLOW.
2. At the second warning, the child will move his/her clip to RED and the teacher will discuss the behavior with the child.
3. If a third warning occurs, a behavior notice will be issued to the student and the student will spend lunch and recess inside. The behavior notice will be sent home for the parent to sign and the child will be instructed to return it the following school day. If the notice is not returned on the following school day, the child will be required to stay in from lunch and recess again and the parents will be contacted by phone.
4. Three behavior notices will result in a detention. Detention will be held every Thursday from 3:30 – 4:00 p.m. If parents are unable to pick up the child at 4:00 p.m., you are responsible for making drop-in arrangements with Creative Kids Club; please contact Diane Polley at 439-5581 x 236.

**A conduct referral, along with detention and a parent conference, will be issued for the following serious offenses:**

- A. Bullying (see reference to Human Dignity above)
- B. Vulgarities/Profanity
- C. Unacceptable behavior:
  - in the classroom
  - in the hallways
  - in the restrooms or locker rooms
  - on the playground
  - in the cafeteria

- at assemblies
- on field trips
- on the bus
- at Mass

**Suspension** will be issued for physical violence or verbal harassment.

**Expulsion** may occur when behavior is not corrected or an extreme offense occurs.

### **Middle School (6-8) Discipline Policy**

1. **Demerit:** This is a written warning for minor offenses of general school or classroom behavior expectations and Uniform Policy discrepancies; a demerit form will be sent home for a parent signature. Upon the third demerit, an after-school detention will be given.
2. **Detention:** This will be used to address accumulation of three demerits or other offenses. Detentions are a priority over extra curricular events, and will be held each week on Thursdays from 8:00 – 8:45 a.m. or 3:45- 4:30 p.m., depending on teacher availability. The third detention will require a parent meeting with administration to arrange for a Saturday detention. After this, if a subsequent detention occurs, an In-School Suspension (ISS) will be given with time spent working with the Middle School Counselor and the Youth Service Bureau.
3. **Saturday Detention:** This addresses an accumulation of three detentions or other offenses. This is not a study hall. A Saturday detention will be arranged with the parents as needed and will be held from 9:00- 11:00 a.m. There are no excuses for non-attendance. Students are to report in uniform and will need to pay \$25.00 to the supervising teacher.
4. **In-School Suspension:** An ISS is warranted upon receiving a fourth detention or other serious offense. This is not a study hall. Students will work with the Middle School Counselor and/or the Youth Service Bureau. A parent meeting will be scheduled after the ISS to discuss the outcome of the day and how to move forward productively.
5. **Expulsion** – May occur when behavior is not corrected or an extreme offense occurs.

Parents will be contacted via a form sent home in regards to all demerits and detentions. A phone call will be made for the third detention as well as any subsequent discipline measures. Teachers and administration have the ability to give detentions, Saturday detentions, ISS and/or expulsion without following the above procedures, taking into account the seriousness of the offense.

**A conduct referral, along with detention and a parent conference, will be issued for the following serious offenses:**

- A. Bullying (see reference to Human Dignity above)
- B. Vulgarity/Profanity
- C. Unacceptable behavior:
  - in the classroom
  - in the hallways
  - in the restrooms or locker rooms
  - on the playground
  - in the cafeteria
  - at assemblies
  - on field trips

- on the bus
- at Mass

**Suspension** will be issued for physical violence or verbal harassment.

**Expulsion** may occur when behavior is not corrected or an extreme offense occurs.

### Final Discipline Authority

The principal receives input from staff, parents, and parish personnel; however, he/she is the final authority on all questions of discipline, staff, curriculum, athletics, and school management as long as the decisions are within diocesan guidelines. The only exception to this is in cases of expulsion. The principal may suspend a student and require a resolution of pertinent issues before re-admittance to the school; however, the Canonical Administrator has the final say on a decision to expel a student. The Canonical Administrator receives recommendations from the principal and may seek other counsel.

While policies and procedures are a necessary function of earthly life, above all, parents, students, and staff are reminded that our Catholic faith is our guiding light. The church is everywhere we are: in our beautiful worship sites, in our school, in our homes, in our hearts. Living lives centered on the sacraments of the Eucharist and Reconciliation will naturally lead to actions and words that reflect Our Creator's image.

### Discipline Definitions

- **Stoplight System** is used to monitor behavior in grades K-5 a means of monitoring behavior on a daily basis. Each child begins the day with his/her numbered clip on the green light. If a student needs to have his/her behavior redirected during the day, on the second warning the student's clip will be moved. A behavior notice will be sent home if a third warning is issued during a day time period.
- **Behavior Notice** in grades K-5 is used as the second phase of addressing student behavior. If a third warning occurs, a behavior notice is issued to the student and the student will spend lunch and recess inside. The behavior notice is sent home for the parent to sign and returned the following school day.
- **Conduct Referrals** in grades K-5 are issued when a student is removed from the group to protect a student and/or the learning environment of the school. The student is sent to the principal's office and a conduct referral is issued. This referral addresses the misconduct from the adult perspective and allows the student to take ownership for his/her behavior. A phone call is made to the parent/guardian of the student and a conference is scheduled with the parent/guardian. Completed Conduct Referrals are kept on file.
- **Detention in grades 3-5** is a 30 minute time of quiet reflection for the student who has acquired 3 behavior notices. Although detention occurs after school, it is not a study hall. Parents will need to pick up their child at the end of this detention time.
- **Demerits** in grades 6-8 are written warnings for minor behavior offenses of and/or Uniform Policy discrepancies.
- **Detention** in grades 6-8 is given when a student is given 3 demerits. These detentions are served at a designated time before or after school.
- **Saturday detention** in grades 6-8 addresses an accumulation of three detentions or other offenses.
- **In School Suspension (ISS)** is warranted upon receiving a fourth detention or other serious offense.
- **Expulsion** from any grade in the school may occur when behavior is not corrected or an extreme offense occurs

Saint Croix Catholic School reserves the right to amend this Discipline Policy at any time, and will provide written notice to parents and students when any such amendment is made.