

# **St. Monica Catholic School**

A Faith Community of Learners  
for over 60 years



## **DISCIPLINE POLICY**

**2020 - 2021**

# TABLE OF CONTENTS

I.	INTRODUCTION (Profile of a St. Monica Student)	3
II.	DISCIPLINE (Purpose)	4
III.	GENERAL CLASSROOM RULES (Acceptable Classroom Behavior)	4
IV.	TECHNOLOGY (See Acceptable Use Policy, AUP)	5
V.	OUT OF CLASS BEHAVIOR	5
	A. Before School	
	B. During School	
	C. Recess / Playground	
	D. Restrooms	
	E. Lunch	
	F. After School	
	G. Church	
VI.	OFF LIMITS	6
VII.	REWARDS	7
VIII.	CONSEQUENCES	7
IX.	HARASSMENT	8
	Sample Discipline Forms:	10

## I. INTRODUCTION

PROFILE OF A ST. MONICA STUDENT - "Students' actions and attitudes should always reflect a Christian ethic. Students of our school are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, will show consideration for fellow students, and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations and Christian principles. All students should conduct themselves as ladies and gentlemen. This refers to their actions toward each other, to their language, to their dress, and to their manners."

### A. Expectations for St. Monica students:

1. To arrive punctually, attend regularly, and behave appropriately and respectfully
2. To be prepared and provided with books, materials, and assignments
3. To be considerate of the rights of others; peers, staff, neighbors
4. To make a sincere, concentrated effort to do well in studies
5. To respect and to comply with school regulations
6. To participate attentively and reverently in all religious observances
7. To adhere to the St. Monica Catholic School's prescribed dress code
8. To represent their school and their faith with dignity while on and off the school premises
9. To be honest in all actions

### B. Personal choices which conflict with these behaviors may result in:

1. Partial or no credit for an assignment/test
2. Loss of a class privilege (i.e. special event, field trip, etc.)
3. Detention
4. Suspension from school (in school or at home)
5. Other consequences as deemed appropriate by administration/faculty/staff

## STUDENT STRATEGIES

### A. Start your day in a positive way!

1. Greet God and commit your day to the Lord.
2. Be realistic and optimistic.

### B. Come to school ready to learn!

1. Eat breakfast.
2. Be rested (at least 8-9 hours of sleep).
3. Wear neat, clean uniform with pride (shorts for P.E.).
4. Bring all that you need for class.

### C. Be prepared!

1. Do your homework the night before and place it in a backpack near the front door.
2. Get any needed parent signatures the night before.

### D. Arrive at school prior to the start of classes.

1. Use the restroom.
2. Get a drink of water.
3. Talk with friends, be supportive and positive.

- E. Be an active listener.
  1. Look at the person who is speaking.
  2. Sit up straight.
  3. Keep your hands and feet still.
  4. Respect the opinions of others.
  5. Do not go ahead of the teacher's directions.
  
- F. Use your time wisely.
  1. Get to work as soon as the assignment is given.
  2. Don't let others distract you.
  3. When you finish an assignment, work on any unfinished assignments, homework (if allowed by teacher) or read a library book.
  4. Respect your classmates' need for a quiet learning environment.
  
- G. Homework is an important part of your education.
  1. Record and track your assignments in your planner.
  2. Have your teacher or a buddy check that you have everything you need before you leave to go home, if you feel it is necessary.
  3. Be sure you have all necessary books and supplies.

## II. DISCIPLINE

Our pillars of discipline are:

- A. **Kind**- provide a caring, Christian environment conducive to learning
- B. **Safe**- provide safety for all individuals
- C. **Responsible**- promote character training
- D. **Respectful**- help students develop self-respect and a respect for others, including individual rights and property, and thus develop good citizenship qualities

A written Discipline Policy cannot include every appropriate and inappropriate behavior that a student may encounter. The faculty and staff must use their judgment, based on many years of training and experience, to determine what behaviors are deemed appropriate, or inappropriate, and to help ensure the safety and rights of all individuals. The faculty and staff of St. Monica Catholic School expects that students will comply with and parents will support, our Discipline Policy which follows.

## III. GENERAL CLASSROOM RULES

- A. Be in your seat when class begins.
- B. Follow directions. (Listen carefully.)
- C. Come to class prepared (homework completed), and with all necessary supplies.
- D. Raise your hand to speak and wait to be called on.
- E. Remain in your seat, unless given permission to be elsewhere.
- F. Keep hands, feet, and all objects to yourself.
- G. Respect all persons and property on campus.
- H. Act in a supportive, appropriate, and safe way.
- I. In an emergency, if the teacher must leave the room, remain in your seat and work quietly.
- J. Follow classroom procedures.
- K. Cell phone policy – Primary – cellular devices will be turned off at the beginning of the day and left in their backpack on the hook / cubie.
- L. Cell phone policy – Middle School – cellular devices will be turned off at the beginning of the day and left in each student's homeroom class to be retrieved at the end of the day.

- M. Smart Watch policy – as a Smart Watch has many of the same capabilities as a cell phone, the students with Smart watches will follow the same policy as cell phones at the appropriate grade level.
- N. Locker policy – Middle School –
  - a. As a Catholic school St. Monica has not found the need to use locks on the Middle School lockers; however, St. Monica is a multi-use facility, so it is not wise to store valuable in these lockers.
  - b. In line with the guiding principles of kindness, safety, responsibility and respect, students are expected to maintain their lockers in a neat and orderly fashion while respecting the privacy of their neighbors' lockers.
  - c. The use of student lockers is a privilege which can be suspended or removed if lockers are used inappropriately or school expectations are disregarded; Administration and Faculty may check any student locker if the need arises.

#### IV. TECHNOLOGY

Follow the rules and guidelines of the Acceptable Use Policy (AUP) posted on School Website and ParentWeb.

#### V. OUT OF CLASS BEHAVIOR

##### A. BEFORE SCHOOL

1. Students should arrive on campus no earlier than 8:00 AM. (unless you have signed up for Before School Care)
2. Students arriving after 8:00 AM will wait in their class line area.
3. Teachers will meet their students at their classroom door.

##### B. DURING SCHOOL

1. Students will walk quietly when going to and from their classroom individually or in small groups.
2. Students will walk quietly in single file when going to and from their classroom as a whole class.
3. Students will keep hands, feet, and objects to themselves.
4. Student will behave in a kind, safe, responsible, and respectful way.

##### C. RECESS/ PLAYGROUND RULES- Students will walk when dismissed to or from their classroom.

1. Food is prohibited.
2. "Safety first" must be the number one rule when playing.
3. When using the slide, you must be sitting feet first.
4. Play in assigned areas. Climbing trees is prohibited.
5. Share and be respectful to all people. Teasing or bullying behaviors are not tolerated. Keep hands, feet and all objects to yourself.
6. Use equipment as intended. Ball games are allowed at the discretion of the playground supervisors.  
**Students may not bring toys/equipment from home to use during school hours.**
7. Play by the rules. Always try to show good sportsmanship.
8. Always follow the supervisors' directions.
9. If you need help or assistance, go to a recess supervisor. Ask for permission to use the restroom and use the buddy system.
10. Students may not leave the school boundaries to retrieve playground equipment without adult permission and supervision.
11. A long whistle blast means STOP, FREEZE, and LISTEN immediately. Safety directions from a supervisor will follow.
12. When a whistle is blown, STOP what you are doing and WALK to line.
13. Once in line, please remain quiet and follow any instructions by the supervisor or the teacher.

**NOTE: Any student behaving inappropriately will be asked to leave the play area for a period of time. Any student who repeatedly ignores the rules/guidelines will not be allowed to use the play area for an extended period of time and the parent(s) will be notified.**

D. RESTROOMS

1. Use the designated restroom for your grade-level.
2. Students must have teacher permission when using the restroom during class.
3. Students will respect all restroom facilities, keeping them clean and safe.
4. Students will behave appropriately when using restrooms.
5. Food, drinks, or cellular phones of any kind are not allowed in the restrooms.

E. LUNCH

1. Students will make sure their desks / tables are left clean and orderly, and that all trash is picked up.
2. Students will obey and show respect for the lunch supervisors.
3. Keep hands, feet, and all objects to yourself.
4. Students will use appropriate behavior at the lunch tables; they will talk quietly. There will be no throwing of food or any objects.
5. Sports equipment is not allowed at the lunch tables at any time.
6. Students will remain seated unless they have obtained permission or have been instructed to leave.
7. Put all trash and food waste in containers provided.
8. Walk, don't run.
9. When dismissed, walk, and place your lunch containers in the basket, or at the areas designated by your classroom teacher.

F. AFTER SCHOOL

1. When dismissed, students will walk to the student waiting area and follow Safety Dismissal Procedures.
2. All families must list adults approved for pick-up on FACTS ParentWeb. If students are allowed to walk to the library, there must be an email on file granting them permission.
3. Walkers must exit the campus by using the crosswalk by the church and following the directions of the crossing guard.
4. After School Care students will walk immediately to the designated After School Care waiting area (the foyer outside the school library).
5. Children still on campus 15 minutes after dismissal will be taken to After School Care. (Parents will be charged for this service).

G. CHURCH - Celebrating in Church, Jesus has a lot to say ... let's listen well.

1. Please enter Church quietly and orderly ... no need to talk.
2. Genuflect and reverently greet Jesus.
3. Be patient ... space is not a problem. There is plenty of room for everyone.
4. Please put kneelers up and down quietly, others are praying too.
5. Please do not use the kneelers for a footrest. Try and keep your feet still.
6. Sit up straight and tall, alert and ready to listen.
7. Listen carefully and participate when it is your turn - praying and singing.
8. Practice the Mass responses, so that you can participate with everyone.
9. Approach the Eucharistic minister with your hands folded, not dangling at your sides.
10. Please practice the appropriate way to hold your hands for Communion. Sometimes students do not raise their hands high enough.
11. Church is a very special place of worship - so we always behave.
12. Voices should be quiet and subdued at the greeting of peace.
13. Please leave Church in order, quietly checking to be sure that the kneelers are up and all books have been returned to their place.

***"Wherever two or more are gathered in My name...."*** (Matthew 18:20)

**VI. OFF LIMIT AREAS**

- A. Classrooms - without adult supervision.
- B. Bathrooms - without a teacher's permission.
- C. Bushes

**VII. REWARDS**

- A. Praise
- B. Certificates – Heart of Gold, Shields of Glory
- C. Special Privileges
- D. Non-Uniform Dress
- E. Treats

**VIII. CONSEQUENCES**

- A. Student notified of misconduct (verbal or written).
- B. Student and parent notified of misconduct and consequence served.
- C. Detention / JUG (Lunches – Tuesday, Wednesday, & Thursday 12:25-12:45 PM)
- D. Conference (Parents/Student/Administration)
- E. Suspension
- F. Follow-up conference (Parents/Administration)

**BEHAVIOR CONSEQUENCES:** Since the students must work with administration, teachers, and other students for attainment of disciplinary objectives, we consider it important that parents and students should be well informed on the following discipline policy.

**JUG (Justice Under God) / DETENTION** MAY be given for any of the following reasons:

- Any unkind, unsafe, irresponsible, or disrespectful behaviors and/or actions not reflecting a Christian attitude
- Defacing of any school buildings and/or properties, general disrespect for property
- Rock throwing
- Inappropriate physical contact
- Repeatedly not prepared for class
- Fighting at any time or "picking on" any student
- Unbecoming conduct while at any school-related activity either on or off the campus
- Use of profanity or vulgarity (written or spoken) or the making of obscene gestures
- Being in unauthorized areas or school buildings without proper supervision
- Cheating, dishonesty, forging of signatures
- Damaging property:
  - Accidental – pay for replacement and service
  - Deliberate – pay for replacement, service, and penalty
- Failure to wear proper uniform: Please see uniform section of the Parent-Teacher-Student handbook

JUG is served: Tuesday, Wednesday, & Thursday 12:25-12:45 PM in the math / Latin room. In lieu of a JUG, administration reserves the right to have a student involved in an alternative activity designed to improve or change student behavior.

**SUSPENSION:** Excessive or repeated violations of any of the school regulations, following a conference with the teacher and administration or a single incident, if deemed to be of a serious nature, will result in a suspension of one to five days. A suspended student is responsible for all class assignments given by the teacher(s) during his/her absence. Any student who has been suspended three (3) times during the school year may be dismissed from St. Monica Catholic School.

Students returning to school after suspension must be accompanied by a parent and be interviewed by school administration before being re-admitted to class. Final decisions on conduct and discipline will rest with the Pastor or School Administrator.

After every effort has been made to correct the student's behavior and evidence is shown that the student's behavior and the philosophy and objectives of the school are incongruent, the parents will be asked to withdraw the student from the school. Non-compliance with the request will result in expulsion from the school. The Pastor and Office of Catholic Schools will be closely informed of the impending action.

**EXPULSION:** Expulsion is an extreme but sometimes necessary measure for the common good. The administration shall arrange a conference with the student and parents/guardians who shall be informed of:

- The pattern of conduct in question and evidence present.
- The right of the student to present statement in his/her behalf.
- The specific course of action or improvement necessary so that expulsion will not be necessary.

**GROUND FOR SUSPENSION/EXPULSION:** The following offenses committed by a student while under the jurisdiction of the school are grounds for expulsion/suspension:

- Actions gravely detrimental to the moral, physical, or spiritual welfare of other students
- Committing an obscene act or habitual profanity or vulgarity
- Assault, battery, or any threat of force or violence directed toward any school personnel, or pupil or any other person or their property
- Open, persistent defiance of authority of the teacher, supervisors, or administrators
- Continued, willful disobedience, dishonesty (cheating), or general disrespect
- Use, sale, distribution, or possession of tobacco, alcohol, narcotics, or intoxicants of any kind
- Theft
- Willful cutting, defacing, or otherwise damaging any property, real or personal, belonging to the school, school personnel, or another student
- Habitual truancy
- Possession of harmful weapons, objects, or materials that can be used as a weapon

**PROBATION DURING THE SAME SCHOOL YEAR:** Students who have repeatedly broken school rules, shown impertinence in the school, have cumulative disciplinary reports, and/or have been suspended throughout the current school year, will be placed on disciplinary probation for the following school year pending a Parent/Student/Administration conference to document the probationary status. If the student shows little or no improvement within the first trimester of the new school year he/she will be asked to leave the school.

**EXCLUSION CLAUSE:** A student who acts in a disruptive, aggressive, or destructive manner may be required to leave school for the remainder of that day. This action may be deemed necessary especially for a student who has had excessive or repeated behavior problems. In such a case, the teacher and administration will contact the child's parent who must come and pick up the student immediately. The parent may choose to have another responsible party, whose name is listed on the student emergency card, pick up the child for them. Additional day(s) of suspension from school may accompany this action if it is deemed necessary.

## IX. HARASSMENT

St. Monica Catholic School, in conjunction with the Archdiocese of Seattle, confirms the dignity of each person. It is our policy to provide an educational environment in which everyone is treated with respect. It is the responsibility of the student, administrator, teacher, parent, staff, aide, volunteer, visitor, or guest to conduct themselves in a manner that contributes to a positive school environment. Therefore, any form of harassment whether sexual, verbal, written, physical, visual, or environmental is strictly forbidden. Any person who violates this policy will be subject to disciplinary action up to and including termination or expulsion.

- Definition of Harassment: Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of an individual's race, creed, color, national origin, physical ability, mental ability, gender or religion.
- Confidentiality: Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will be discussed only when necessary for the investigation and/or resolution of the matter.
- Retaliation: The Diocese forbids retaliation against anyone who reports harassment or who participates in the investigation of such a report.
- Examples of Harassment: Harassment includes, but is not limited to, the following examples and extends to social media and all online platforms:
  - Sexual: Sexually demeaning comments, statements, questions, slurs, jokes, anecdotes, epithets or unwelcome touching
  - Verbal: Comments, questions, statements, slurs, jokes against a person because of race, creed, color, national origin, physical ability, mental ability, or religion
  - Written: Letters, notes, or invitations (electronic or paper) which are suggestive or hostile
  - Physical: Unwanted touching, contact, assault, deliberate impeding or blocking movements, or an intimidating interference with normal study or movement
  - Visual: Leering, gestures, display of suggestive objects, pictures, cartoons, posters, or drawings (electronic or paper)
  - Environmental: Detrimental atmosphere in which a person(s) is made to feel uncomfortable through the presence and/or actions of others in the room
- Consequences: To be determined by the faculty/administration. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to the following: Letter of Apology, After School Detention, In-School Suspension, Out-of-School Suspension, Parent conference, Withdrawal/Expulsion from St. Monica Catholic School.

### COMPLAINT PROCEDURE:

1. Students, employees, or volunteers who feel aggrieved because of a conduct that may constitute harassment, depending on the severity of the conduct, may directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances (especially students) it may be better to directly contact an adult such as those listed below.
2. If the students, employees, or volunteers do not feel comfortable doing this, or are unable to do so, they shall direct their complaint to their parents or to a school counselor, principal, or teacher. If a person (usually a student) feels uncomfortable speaking to adults of the opposite gender, they may request that a same gender adult be present.
3. The designee receiving the complaint will follow the school disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and diocesan requirements. Any investigation will be conducted in a confidential manner as is consistent with these requirements.

**STUDENT THREATS:** St. Monica Catholic School needs your help in keeping our school safe for everyone. St. Monica Catholic School will take seriously all threats to inflict serious harm to self or others, including practical jokes or offhand comments. Our school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well-being of students, staff, or others, and any weapon possession. St. Monica Catholic School has an obligation to keep our school safe and will take any of the above seriously. Anyone who becomes aware of a threatening situation should immediately report it to a school staff member.

Sample Discipline Forms:

Blue

<b>J.U.G.</b> (Justice Under God) St. Monica Catholic School	Student	Grade
	Staff Present:	Date of Incident
	Homeroom Teacher	Principal
Notice to parents: The purpose of this report is to inform you of a disciplinary detention.		
Reason for detention: <input type="checkbox"/> Destruction of property <input type="checkbox"/> Excessive talking <input type="checkbox"/> Repeated uniform violation <input type="checkbox"/> Disrespectful to authority figure <input type="checkbox"/> Unacceptable language <input type="checkbox"/> Cheating <input type="checkbox"/> Harassing/bullying another student <input type="checkbox"/> Three behavior alerts <input type="checkbox"/> Lying <input type="checkbox"/> Inappropriate physical contact <input type="checkbox"/> Leaving class without permission <input type="checkbox"/> Excessive tardiness <input type="checkbox"/> Other _____		
Actions previously taken (if applicable): <input type="checkbox"/> Student given behavior alert <input type="checkbox"/> Held conference with student <input type="checkbox"/> Changed student's seat <input type="checkbox"/> Time out or recovery time given <input type="checkbox"/> Parent contacted (either by written notice or by phone) <input type="checkbox"/> Parent conference held		
Lunch    Tuesday, Wednesday & Thursday <u>12:25-12:45 PM</u> _____ Detention to be served on above date <b>Parent signature</b>		
<b>Each detention will result in a lowering of the conduct grade. Three detentions in a trimester automatically remove a student from honor roll eligibility for that trimester. This form must be signed by the parent/guardian and returned to the teacher the next school day.</b>		

Yellow

Behavior Alert		
Student	Grade	Date
Teacher		
Notice to parents: The purpose of this report is to inform you of conduct and/or uniform violations.		
Reason for infraction notice:		
<input type="checkbox"/> Talking during class <input type="checkbox"/> Out of seat (wandering) in class <input type="checkbox"/> Inappropriate haircut or style		
<input type="checkbox"/> Annoying others during class <input type="checkbox"/> Failure to keep hands/feet to self <input type="checkbox"/> Skirt/jumper too short		
<input type="checkbox"/> Shouting/calling out in class <input type="checkbox"/> Rough play on the playground <input type="checkbox"/> Uniform violation		
<input type="checkbox"/> Inappropriate Comments/Name Calling <input type="checkbox"/> Disrespecting authority <input type="checkbox"/> Unsafe/unkind		
<input type="checkbox"/> Other _____		
This is the _____ alert for this trimester. <b>Three alerts will result in parent conference and will result in a JUG.</b>		
Parent Signature _____ Date _____		
<b>This form must be signed by the parent/guardian and returned to the teacher the next school day.</b>		

Green

**St. Monica Catholic School  
Referral for Work Habits**

Student \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_

- \_\_\_\_\_ 1. Assignment not handed in \_\_\_\_\_
- \_\_\_\_\_ 2. Assignment incomplete \_\_\_\_\_
- \_\_\_\_\_ 3. Failure to return signed test \_\_\_\_\_
- \_\_\_\_\_ 4. Comes to class unprepared - books / supplies
- \_\_\_\_\_ 5. Quality of assignment(s) is below standard
- \_\_\_\_\_ 6. Needs to stay on task - listening and attention

This is the \_\_\_\_\_ referral for this quarter. **Three referrals will result in parent conference and will result in a JUG.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**This form must be signed by the parent/guardian and returned to the teacher the next school day.**

Red

<p>MIDDLE SCHOOL TARDY SLIP</p> <p>Name: _____</p> <p>Date: _____</p> <p>Reason: (Check all that apply)</p> <ul style="list-style-type: none"><li><input type="checkbox"/> With another teacher: _____</li><li><input type="checkbox"/> At my locker</li><li><input type="checkbox"/> Bathroom or water break without checking in</li><li><input type="checkbox"/> Altar serving</li><li><input type="checkbox"/> I need to explain after class</li></ul> <hr/> <p>Level of distraction: (TEACHER USE ONLY)</p> <ul style="list-style-type: none"><li><input type="checkbox"/> 1 – minimal</li><li><input type="checkbox"/> 2 - problematic</li></ul>
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