

## Discipline Policy & Procedures

At John F. Kennedy Catholic School, we strive to follow the two greatest commandments of love of God and love of neighbor. Flowing from these commandments is the JFK Difference:

We put **G**od first  
use **r**espectful behaviors  
find **o**pportunities to serve  
are **w**elcoming to all  
and make **s**afe choices.

JFK GROWS

Students have the right to attend school without enduring verbal, non-verbal, physical, or emotional abuse, sexual harassment, or destruction of property at the hands of other students. This right is applicable at school, on the way to school, on the bus and at school sanctioned activities.

We believe that the best discipline is self-discipline, whereby the students take responsibility for their own behavior. When students are self-disciplined, they do not need to worry about school imposed disciplinary consequences, but are able to focus on learning.

Recognizing that students are unique individuals with their own needs, which may vary according to age and physical or mental condition, it is essential that all staff, students, and parents work together to ensure a school environment conducive to the learning of all students.

### **General school rules:**

1. Practice our Catholic and Christian values.
2. Respect oneself and all others. Respect includes following directions given by the adults and is reflected in one's body language, tone of voice, and context for one's words or actions.
3. Take care of school property and the property of others.
4. Dress according to the uniform code.

### **General Notes on Consequences:**

Staff members and the principal have full authority to administer consequences for violations of school rules according to this policy. In applying this policy, the staff members and principal will take into account a standard of fairness, the severity of the offense, the past history of the offender, and the grade level of the offender. The principal may require the student to receive counseling services. If needed, a disciplinary committee may be convened.

Students earning detentions will also be required to complete reflection sheets. Time will be added to a detention for failure to behave during the detention or inadequately completing the reflection sheet. If a student earns three Level II detentions in a quarter, an in-school suspension will also result and the student, parent/guardian, and discipline committee (principal, pastor, and lead teachers) or appropriate school staff may meet to develop a behavior contract. The in-school suspension time negates the time needed to be served for the 3<sup>rd</sup> detention. If a student has multiple Level II misbehaviors with targets identified, there may be additional or alternate consequences. In school suspension time is also earned for other multiples of three detentions in a quarter.

Suspensions earned in any manner should be no more than four per year. Should the misbehavior or accumulation of suspensions warrant an expulsion, the situation will be referred to the Board of Education. A special behavior or intervention plan may be written at any time by the principal and communicated with a child's parents. Such a plan may include SEB lessons.

Alternatives or additions to detentions or suspensions, such as asynchronous social-emotional-behavioral lessons to be completed at school or at home, may be utilized. These alternatives may be subject to the same accumulation guidelines as detentions and suspensions.

The school-imposed consequences that follow from misbehavior depend upon which level of misbehavior the violation resembles.

**Level I misbehaviors: Behaviors that disrupt the learning process but are generally not dangerous to self, others, or property.**

Teachers typically deal with these misbehaviors through good teaching techniques such as reminders, teacher proximity, attempts to change students' focus, etc. before they are even considered Level I.

**The following are examples but not meant to be an exhaustive list:**

- Interrupting the teacher or not paying attention to the instruction
- Talking when asked to be quiet or not doing what one has been asked to do
- Failure to keep one's shirt tucked in after having been reminded
- Running, shouting, or making loud noises in school
- Getting out of one's seat without permission or at inappropriate times
- Eating or drinking while using one's computer
- Gum chewing is not written in the folder. It results in a 15 minute detention by itself.

**Consequences for Level I Misbehaviors:**

K-4: Progressively more time lost off of recess

5-8: Upon recording the third level I misbehavior in the class folder and communicating it with the student, a 15 minute detention will be served. (The prior two Level I misbehaviors are also recorded in the folder and communicated with the student.)  
Gum chewing is an exception.

Detentions earned on Wednesdays and Thursdays are served on the following Monday.

Detentions earned on Fridays, Mondays, and Tuesdays are served on the following Thursday.

Failure to return a detention slip signed by one's parents results in the detention being extended to 30 minutes. The parent's signature is an acknowledgement of receipt, not necessarily agreement. Another form of communication acknowledging the receipt may substitute for a signature.

Skipping a Level I detention results in the detention being extended to 30 minutes.

Procedures for parental notification and arrangement according to a Level II detention then apply.

**Level II Misbehaviors: Behaviors that might be dangerous to self, others, or property or are intentionally disrespectful to God, oneself, or others.**

These behaviors may or may not have a target. If a student has multiple Level II misbehaviors with targets identified, there may be additional or alternate consequences.

**The following are examples but not meant to be an exhaustive list:**

- Not doing what one is told to do when a safety issue is involved

Repeatedly not being quiet through Mass  
Inappropriate language, including using God's name in vain  
    Exception: "Oh, my God" as a learning moment unless habitual for an individual  
Talking back to staff members or adult guests  
Verbal abuse of others, including taunting, name-calling, and harassing remarks  
Bullying  
Targeting others on social media or electronic devices and affecting school environment  
Taking a photograph or video/audio recording without permission  
Posting a photograph or video/audio recording to social media that was taken at school by another student who did not have permission to take the photo or make the recording  
Unauthorized use of a cell phone  
Cheating  
Providing intentionally misleading statements  
Forging a parent's signature  
Emotional abuse of others, including the intentional exclusion of students, written messages, and offensive body language  
Throwing things with the intention of creating a mess or bothering others or which may be dangerous  
Horseplay types of physical contact that may be dangerous  
Intentional writing on a desk or school property, especially if removal is difficult  
Intentionally being somewhere or going somewhere without permission  
Creating difficulties for a guest instructor or substitute teacher  
A fourth Level I misbehavior in a school day (negates the Level I detention)  
Skipping a Level I detention

**Consequences:**

K-4: Parent contacted and student loses a recess

5-8: Thirty-minute detention.

Detentions earned on Wednesday and Thursdays are served on the following Monday.

Detentions earned on Fridays, Mondays, and Tuesdays are served on the following Thursday.

Failure to return a detention slip signed by one's parents results in the detention being extended to 45 minutes, which may be served over two days. The parent's signature is an acknowledgement of receipt, not necessarily agreement. Another form of communication acknowledging the receipt may substitute for a signature.

**Level III Misbehaviors:** Deliberate actions that may have the intention of causing harm to self, others, or property or are either of a sexual nature or are related to minority or income status and seem beyond a Level II type of infraction.

The following are examples but not meant to be an exhaustive list:

Skipping school  
Deliberate damage to others' property (plus liability for replacement or repair)  
Stealing  
Physical contact more serious than horseplay but less than fighting  
Inappropriate drawings or pictures of a sexual nature (that seem beyond a Level II type of infraction)  
Pulling fire alarm without cause

Sexual harassment of a non-physical nature (that seems beyond that of a Level II type of infraction)

A fifth Level I misbehavior in a school day (negates the Level II detention)

A second Level II misbehavior in a school day (negates the Level II detention)

Skipping a detention even after communication is made with one's parents

**Consequences:**

K-4: Parent contacted and 30-minute detention after school. The pastor will be informed of a Level III misbehavior.

5-8: In-school suspension, the length of which is determined by the principal who will also ensure communication is made with the student's parents. During the suspension, the student will complete a reflection sheet in addition to completing his/her other school work. Until reinstated into his/her regular classes, the student may not participate in school-sponsored activities. The pastor will be informed of a Level III misbehavior.

**Level IV Misbehaviors: Deliberate actions of a severe nature that raise the questions of whether it is safe to have student in the building.**

**The following are examples but not meant to be an exhaustive list:**

Possession of weapons, as defined by the weapons policy, or matches or lighters

Possession or use of drugs, tobacco, alcohol, or "look alikes" and drug paraphernalia

Offensive physical contact or fighting that raises the question of whether it is safe to have the student in the building

Inappropriate behavior of a sexual nature, including but not limited to physical contact that raises the question of whether it is safe to have the student in the building

Verbal or physical threat or assault or creating a hit list that raises the question of whether it is safe to have the student in the building. Things that happen outside of school but have ramifications within the school may also be considered.

Gang related activities or activities associated with a "hate group"

Calling a staff member an inappropriate and offensive name, throwing something at a staff member, or otherwise endangering a staff member

**Consequences:**

K-8: Out-of-school suspension, the length of which is determined by the principal who will also notify the student's parents of this suspension. A meeting may also be set up with the student, parent/guardian, and discipline committee. Until reinstated into his/her regular classes, the student will not participate in school-sponsored activities. The pastor will be informed of a Level IV misbehavior. The school board will be notified at its next regular meeting.

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