

## **St. Joseph Catholic School Code of Conduct**

It is the personal responsibility of each student to behave in a manner that is appropriate for the educational setting and reflective of the rights of other students and teachers. Most students do not use rules and consequences to form their behavior. They simply use common sense and do what they know is right.

Good conduct is based on the premise of “Living the Gospel” by respecting self, others, and environment. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of St. Joseph Catholic School will conform with school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations.

The Code of Conduct and continuum of consequences for St. Joseph Catholic School is broken down into 5 levels of misconduct with the Positive Behavior Supports program that is implemented throughout the school. We realize that the majority of students adhere to the Code of Conduct on a daily basis, but it is important to have procedures outlined that enable us to provide a safe and orderly school environment with a fair and consistent approach to discipline. To that end, you will see a list of rules that fall into specific categories of misconduct.

St. Joseph Catholic School teachers and staff are empowered to administer disciplinary consequences for Level 1 and 2 infractions. However, we ask that for each disciplinary consequence given by a teacher a written referral be completed and that parents are contacted.

Disciplinary consequences resulting from acts of misconduct that place students on Levels 3, 4, and 5 will be handled by the administration. These students will be sent to the office with a completed referral (ODR). The administration will contact the parents and inform them of the situation and the disciplinary consequence assigned.

It is our goal to dispense fair and consistent disciplinary consequences for inappropriate behavior that will help ensure an environment that is conducive to academic achievement. Also, it is important to remember that the Positive Behavior Supports program focuses not only on prevention through disciplinary consequences, but intervention to help build a skill set that will enable our students to grow and make better choices in the future. It is important that we not only monitor student behavior, but that we help manage behavior by offering support and guidance for our students.

### **Code of Regulations**

The types of conduct prohibited by the Code of Regulations are as follows:

1. Damage or destruction of school property, property of school employees, or property of other students on or off school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault on a school employee, student or other person.
4. Harassment of school personnel or other students during school and/or non-school hours.
5. Fighting.
6. Hazing (to persecute or harass or humiliate another student and/or employee).
7. Chronic misbehavior, which results or interferes with any school activity.
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
9. Harassment or abuse of another. No student shall in spoken or written form use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous, degrading or threatening in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name-calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
10. Disrespect to a teacher or other school authority.
11. Refusing to take detention or other properly administered discipline.
12. Skipping detention.
13. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
14. Forgery of school or school related documents.
15. Cheating or plagiarizing.
16. Gum chewing, beverages, candy and food are not permitted in classrooms, study halls, library, hallways, or on the playground during recess.
17. Extortion of a student or school personnel.
18. Theft or possession of stolen goods.
19. Gambling.
20. Arson or the improper use of fire, or handling or discharging a fire extinguisher at any time other than an emergency (\$50 fine for the illegal discharge of a fire extinguisher).
21. Possession of matches or lighters or other similar devices.
22. Possession or use of dangerous or ordnance or objects which look like weapons or ordnance, including but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including but not limited to, hatchets, hammers, ice picks, screwdrivers, knives, etc.
23. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
24. Buying, selling, transferring, using, possessing, or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or

- buying, selling, using, or possessing or being under the influence of any counterfeit controlled substance, (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
- 25.** Buying, selling, or transferring, using, possessing, or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
  - 26.** Buying, selling, or transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
  - 27.** Students shall not be permitted to possess electronic laser pointing devices or electronic light emitting devices without written permission from the administration. A student who carries a cellular phone must keep the device turned off during the day. A student may place a call on a cellular phone with permission of a teacher or administrator. Misuse of an electronic communication device during the school day may result in confiscation of that device by a staff member or administrator.
  - 28.** Buying, selling, or transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
  - 29.** Cursing.
  - 30.** Use of indecent or obscene language in oral or written form.
  - 31.** Publication of obscene, pornographic or libelous material.
  - 32.** Placing signs or slogans on school property without the permission of the proper school authority.
  - 33.** Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of proper school authority.
  - 34.** Demonstrations by individuals or groups causing disruption to the school program.
  - 35.** Truancy.
  - 36.** Tardiness.
  - 37.** Leaving school during school hours without permission of the proper school authority.
  - 38.** Upon initial arrival, leaving school property without permission.
  - 39.** Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of proper school authority.
  - 40.** Failure to abide by the dress code.
  - 41.** Indecent exposure.
  - 42.** Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the opposite sex.
  - 43.** Turning in a false fire, tornado, bomb, disaster or other alarms, or any other activity, which includes panic defined as:
    - a. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such a report is false.
    - b. Threatening to commit and “offense of violence”.

- c. Committing any offence with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.
- 44. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
- 45. Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs).
- 46. Any disruption or interference with school activities.
- 47. Willfully aiding another person to violate school violations.
- 48. Commission by a pupil of any crime in violation of the Iowa Criminal Code or the Iowa Juvenile Court.
- 49. Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process of a curricular or extracurricular activity.
- 50. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
- 51. Violation of any Board rule, regulation, or policy.

### **Code of Conduct – Disciplinary Consequences**

The following disciplinary consequences are generally used in handling behavior problems. When serious violations occur, steps within this sequence may be skipped. All consequences are carried out in accordance with ABE 5144.1.

1. **Time Out** – If students violate any rule or regulation, they may be removed from the class for a finite period of time. Teachers are authorized to utilize time out.
2. **Detention** – If students violate any rule or regulation, they may be assigned to detention for 30 minutes after school. Detentions are assigned for Monday, Tuesday, and Thursday. Detention must be served within one week. Failure to serve the assigned detention will result in one day in school suspension. Teachers are authorized to utilize detention.
3. **Loss of Privilege** – If students violate any rule or regulation, they may be subject to a loss of privilege. Privilege may include eating lunch in isolation, loss of recess, or loss of free time. Teachers are authorized to utilize loss of privilege.
4. **Loss of Eligibility** – If students violate any rule or regulation, they may be subject to a loss of eligibility for all co/extra-curricular activities. Administrators are authorized to utilize loss of eligibility.
5. **In-School Suspension** – If students violate any rule or regulation, they may be assigned and In-School Suspension from 8:05 AM until 2:50 PM. Administrators are authorized to utilize In-School Suspension.
6. **Out of School Suspension** – If students violate any rule or regulation, they may be assigned an Out of School Suspension. Suspensions are reserved for more serious infractions or chronic misbehavior. Administrators are authorized to utilize Out of School Suspension.

7. **Expulsion** – Reserved for the most serious forms of misbehavior or chronic misbehavior. The Board of Education is authorized to utilize Expulsion at the recommendation of the Administration in accordance with ABE 5144.1.

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**Level 1 and 2 – Acts of Misconduct**

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Level 1 and 2 instances of misconduct should be recorded utilizing the behavior management software. In most case, these instances of misconduct will not require ODR notification.

The administration will make the final decision to determine if the consequence should be upheld or moved to a higher level of disciplinary consequences. These acts of misconduct include, but are not limited to the following:

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<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>19</b>	<b>27</b>	<b>29</b>
<b>30</b>	<b>32</b>	<b>33</b>	<b>34</b>	<b>35</b>	<b>36</b>
<b>37</b>	<b>38</b>	<b>39</b>	<b>40</b>	<b>46</b>	<b>47</b>
		<b>49</b>	<b>51</b>		

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**Disciplinary Consequences:**

- Time Out
- Detention
- Loss of Privilege

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**Level 3 – Acts of Misconduct**

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Level 3 instances of misconduct should be recorded utilizing the behavior management software. In most cases, these instances will require ODR notification.

The administration will make the final decision to determine if the consequence should be upheld or moved to a higher level of disciplinary consequences. These acts of misconduct include, but are not limited to the following:

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<b>1</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>13</b>
<b>17</b>	<b>18</b>	<b>21</b>	<b>23</b>	<b>31</b>	<b>50</b>

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**Disciplinary Consequences:**

- Loss of Eligibility
- In School or Out of School Suspension (1-5 days)

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**Level 4 – Acts of Misconduct**

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Level 4 instances of misconduct should be recorded utilizing the behavior management software. In all cases, these instances will require ODR notification.

The administration will make the final decision to determine if the consequence should be upheld or moved to a higher level of disciplinary consequences. These acts of misconduct include, but are not limited to the following:

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<b>1</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>13</b>
<b>17</b>	<b>18</b>	<b>21</b>	<b>23</b>	<b>31</b>	<b>50</b>

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**Disciplinary Consequences Repeat Offenses:**

- 3-10 day suspension with possible recommendation for expulsion.

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**Level 5 – Acts of Misconduct**

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Level 5 instances of misconduct should be recorded utilizing the behavior management software. In most cases, these instances will require ODR notification.

The administration will make the final decision to determine if the consequence should be upheld or moved to a higher level of disciplinary consequences. These acts of misconduct include, but are not limited to the following:

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<b>3</b>	<b>22</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>28</b>
<b>41</b>	<b>42</b>	<b>43</b>	<b>44</b>	<b>45</b>	<b>48</b>

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**Disciplinary Consequences:**

- Ten days out of school suspension with a recommendation for expulsion.