

# STUDENT DISCIPLINE

## Discipline with Purpose

Since it is the educational purpose of a school to provide an orderly learning environment, discipline is an integral part of our program. Discipline is an integration of character, education, and Christian social living. It is an honor and privilege to attend St. Francis Xavier School. St. Francis Xavier faculty and staff partner with parents in their child's education. Parents will be notified of concerns about student life and behavior, even when off-campus. All students are expected to abide by the school-wide rules and are 100% responsible for their own behavior.

**The rules of St. Francis Xavier School apply to all students when on the school grounds and on the Brophy College Preparatory campus, Xavier College Preparatory campus, on the St. Francis Xavier Church property, and in the community.** Consequences result when the rules are not followed. The classroom teacher generally handles discipline problems and consequences are based on grade-level standards.

St. Francis Xavier utilizes a developmental approach to teaching self-discipline called Discipline with Purpose. Teachers formally teach, model, and reinforce 15 self-directing skills that promote an objective standard of personal behavior. The DWP program emphasizes the following fifteen skills.

1. Listening
2. Following Instructions
3. Asking Questions
4. Sharing
5. Social Skills
6. Cooperation
7. Reasons for Rules
8. Completing a Task
9. Leadership
10. Communication
11. Setting Time Limits
12. Resolving Problems
13. Initiating Solutions
14. Fact vs. Feelings
15. Service to Others

Teachers in grade levels Preschool - 3rd may employ a variety of techniques, i.e., stamps, sticker cards, green lights, grade level discipline forms, charts, etc. All teachers develop discipline cycles that reflect the consequences of student behavior that detracts from the learning environments and that may be harmful to the student or others. Teachers post the school rules, the 15 self-discipline skills, and their classroom cycle in their classrooms.

### **Code of Conduct**

Students will:

- Be courteous, and show respect to one another and to all school personnel.
- Use appropriate language in speech and writing.
- Behave in a safe and orderly manner in the church, classroom, cafeteria, playground, and on field trips. 4. Respect church and school property and property of others.
- Be honest at all times.
- Come prepared for class.
- Follow directions as they are given.
- Remain on supervised areas of school grounds during school hours.
- Be responsible for having parents sign all teacher/parent communications, including behavior and midterm reports, and return them to school the following school day.
- Participate respectfully in Mass and Paraliturgies.
- Clean up after themselves at all times.
- Not take any item from a classroom without the teacher's expressed permission.
- Not engage in inappropriate physical contact of any kind.
- Not engage in harassment or bullying of any kind against students or teachers.
- Not make threats in speech or writing.
- Follow all school rules and guidelines including the uniform policy

### **Procedures of St. Francis Xavier School**

- Bikes will be walked on the school grounds and parked at the bike rack.
- Roller skates/blades, skateboards, and motorized scooters are not permitted on school grounds.
- The library is used for quiet study, activities, and/or reading.
- It is necessary to be on time for class.

- Gum is not permitted on school grounds.
- Food and beverages (other than water) are to be consumed in the lunchroom or other assigned areas at assigned times.
- Only designated areas may be used during recess, noon recess, and before school in the morning.
- Playground equipment may be used only during recess in designated areas.
- Rough play and throwing objects at each other are not permitted.
- Running in the classroom, courtyard, breezeways, or cafeteria is not permitted.
- A proper dress code is to be followed on all school days.
- Students must get permission before leaving supervised areas.
- Academic dishonesty will not be tolerated including cheating, forgery, copying homework, and plagiarism.
- Physical, sexual, emotional bullying, or harassment will not be tolerated.
- The following items are not permitted on school property: knives, firearms, fireworks, matches, lighters, smoking materials, drugs, alcohol, and obscene or offensive material.
- **Cell phones are to remain in the student's backpack and be turned off at all times during the school day and during extracurricular activities unless given specific permission by a teacher.** At no time should students use cell phones for texting or photographing classmates.
- Students must not bring drinks (specialty drinks, coffees, juices, smoothies, etc) or food to be consumed before school. Breakfast should be consumed before coming on campus.
- There is no text messaging or email by students during the school day, including contact with family members.
- School email is to be used for school-related work only. Students shall not utilize their emails to contact parents and/or parties outside of campus during the course of the school day.
- Students are not to enter an unoccupied classroom. Further, classrooms are not to be entered after school by students or parents to retrieve forgotten textbooks.
- In the instance when a teacher leaves a room for an emergency, students are required to follow the posted directions in the classroom. Students are to stay seated, remain quiet, and work on the assignment.

## **Disciplinary Action**

## Discipline Cycle:

Teachers use infractions of school rules and policy as an opportunity to teach students about the necessary DWP skills. However, when behavioral infractions become repetitive and/or threaten the learning environment, disciplinary action is taken. The Discipline Cycle represents the school's due process afforded to all students.

Using the Ignatian principle of *Cura Personalis* or "care of the person", St. Francis Xavier School understands discipline as a "teachable moment". The school employs a restorative justice model to discipline with the ultimate goal of forming students who are self-disciplined as they learn and grow into being kids for others. The main principles of restorative justice practices are valuing and restoring relationships, reflection, and repairing the harm done. Discipline matters are confidential as to respect the dignity of all those involved, including the student being disciplined.

Under the restorative justice model, we ask:

- What happened? How did it happen?
- What part did you play in it?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right? How can you repair the harm done?

Essential to the implementation of restorative justice practices is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it causes;
- Understand what could have been done differently in the same situation;
- Take responsibility for their actions;
- Make reparations and or restitution to repair the harm done;
- Be given the opportunity to learn strategies/skills to use in the future; and
- Understand that more increasingly punitive consequences may be imposed if the behavior reoccurs.

Consequences and disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary consequences, school personnel imposes disciplinary consequences which take into

consideration, the student's age, the nature of the offense and circumstances that led to the offense, and the student's prior disciplinary record. Communication to parents will also be copied to the school's Cura Personalis Team so we can best care for the student.

As a general rule, discipline will be progressive in regards to the discipline cycle below.

However, based on the severity of the infraction and the student's prior discipline history, school administration may escalate to higher steps on the discipline cycle and subsequent consequences.

### **St. Francis Xavier School Discipline Cycle**

1. Verbal reminder
2. DWP reflection. Documentation in Gradelink with email (including the reflection) sent home to parents and Cura Personalis.
3. Teacher proctored lunch consequence. Documentation in Gradelink with an email sent home to parents and Cura Personalis.
4. Office/Principal referral. The principal/office administrator will assign JUG (Justice Under God) which consists of a written reflection, action plan to support behavior improvement, and a consequence that exhibits restorative justice and gives back to the school. Documentation in Gradelink with an email sent home to parents, Cura Personalis, and the classroom teacher who sent office referral.
5. Behavior Contract. After three violations or if deemed appropriate by the school principal/school administration, the student will be placed on a behavior contract in order to help the student become self-disciplined. A meeting with the student, the parent, and the administration will occur to review the terms of the behavior contract and discuss strategies to help the student improve.
6. Suspension in school or out of school. Students escalated on the discipline cycle to suspension will also be placed on a behavior contract.
7. Probation
8. Required withdrawal

### **DWP Reflection**

A DWP Reflection is a form that the student may complete with his/her teacher after a school rule has been violated. The purpose of the reflection is to use the opportunity to teach a self-discipline skill. In the referral, the student identifies the inappropriate behavior, the skills she/he did not practice, ways he/she can show sorrow and a plan of better behavior in the future.

### **Discipline Documentation**

A student may occasionally overlook behavior guidelines or forget minor rules. Minor infractions will be handled within the classroom, however, repeated infractions or infractions of a more serious nature will be communicated to parents and recorded in Gradelink. Discipline records are confidential and are not shared.

### **JUG**

JUG (Justice Under God) may be assigned to students. The principal/office administrator will assign JUG (Justice Under God) which consists of a written reflection, action plan to support behavior improvement, and a consequence that exhibits restorative justice and gives back to the school. Documentation in Gradelink with an email sent home to parents, Cura Personalis, and the classroom teacher who sent office referral.

Students who are assigned JUG will meet during their lunch hour with the staff member assigned to moderate JUG for the day. Students will eat their lunch apart from their classmates, then participate in campus beautification or other types of service to the school. If a student receives two (2) JUGs during the course of the school year, their participation in extracurricular and leadership roles (Magis, Student Council, Leadership Corps, NJHS) will be reevaluated, and a student may be removed from their role in these organizations

Students assigned JUG will have their participation in school-sponsored social or athletic activities evaluated by the principal.

### **Suspension**

A suspension is invoked when a student demonstrates a serious disregard for St. Francis Xavier guidelines. The student's parents will be informed that their child has been suspended. Suspensions may not be appealed (Diocese of Phoenix School Policies 1.15 D). Suspension is generally served for one to five weekdays. The suspension will be served in or

out of school. A suspended student will not be allowed to attend or participate in any school-sponsored social or athletic activities during the period of suspension.

### **Immediate Suspension from School**

The principal has the authority to place any student on immediate suspension for any reasonable suspicion of the following:

1. Endangerment of other students, faculty, staff, or self. This includes physically harming, or potentially harming, another student.
2. Possession of drugs alcohol, weapons, or tobacco, illegal paraphernalia, obscene or offensive material.
3. Through attitude or action, demonstrating serious disrespect for a teacher, administrator, fellow student, and/or disrupting the orderly process of learning.
4. Harassment / Bullying
5. Failure of past disciplinary actions to affect improved conduct.
6. Falsification or misinterpretation of notes sent to/from parents or guardians.
7. Serious violation of the school's technology user's agreement.
8. Second offense of academic dishonesty.
10. Violation of St. Francis Xavier 24/7 Policy or School Identity Policy
11. Any other serious infractions of the school rules or behavior code at the discretion of the school administration or pastor.

### **Probation**

After suspension or other serious misconduct, including excessive behavior reports, or at the recommendation of the administration, a student may be placed on disciplinary probation. The student and his/her parent(s) will receive a probationary letter explaining the conditions of this probation. A student who violates the conditions of his/her probation is liable for required withdrawal.

### **Required Withdrawal**

Conduct of any kind that is in conflict with the values for which our Catholic community stands for is grounds for dismissal from St. Francis Xavier School. The reason for immediate dismissal includes the following but is not limited to:

1. Possessing, using, or being under the influence of tobacco, alcohol, or illicit drugs, on school premises or at school sponsored activities.

2. Flagrant insubordination.
3. Further misconduct after being placed on probation.
4. Seriously violating the rights and dignity of others.
5. Carrying a weapon or anything that may be reasonably considered to be a weapon. Threat, possession, or use of a weapon on school premises or at school-sponsored activities.
6. Theft of or malicious damage to school/parish property or the personal property of teachers or students.
7. Repeated or serious/systemic academic dishonesty.
8. Fighting, Harassment, or Bullying (including cyber-bullying).
9. Violation of St. Francis Xavier 24/7 policy (see below)
10. Any action that represents the school in an unfavorable manner and/or conflicts with the values that our Catholic community stands for.

**\*\*The Pastor of St. Francis Xavier Parish has the final decision on the required withdrawal of any student from the school.**

### **St. Francis Xavier 24/7 Policy**

Students of St. Francis Xavier represent the school in and outside of the school day. Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action. Behavior unbecoming to a young Christian boy or girl (whether or not listed in this SERIOUS OFFENSE section) will not be tolerated. Disciplinary action will be at the discretion of the administration.

Students must realize that they, whether in uniform or not, represent St. Francis Xavier when they are off-campus, on-campus, or online. One reason for dismissal from St. Francis Xavier is any conduct, on or off-campus, or via social media, marring the name of the St. Francis Xavier Community. This rule applies to all behavior, no matter where it occurs, which is contrary to St. Francis Xavier's principles.

As a partner with parents in the education of children, the St. Francis Xavier Administration will notify parents when it has cause to be concerned about a student's activities or behavior, whether it is on or off-campus and/or through electronic means.

The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student or staff member while in school. (Please see above in regards to electronic media).