

POLICIES AND PROCEDURES

DISCIPLINE

Introduction

The school's discipline policies center around this SLE: Students are Active Christians who, "Respect God, Church, others, self, and property." Any action that goes against this goal will result in an intervention by the school staff.

Discipline Philosophy

The discipline policies at Saint Vincent de Paul School are established to cultivate the mind and the heart. It also strives to create a safe and fair environment for our students. Saint Vincent de Paul School has high expectations and standards for its students. The challenges the school presents are deliberate and intended to help students become mature, responsible, and conscientious individuals who exemplify the values and ideals of the school's patron, Saint Vincent. We believe that learning, experiencing, and accepting consequences for inappropriate behavior are essential for the formation of a student's social, moral, and spiritual character. Anyone interfering with the rights of another must accept the consequences of his/her behavior. Guiding and correcting children is an integral part of our discipline procedure. Families have the right to expect a quality education within a setting of Christian values.

The following principles are the basis for our discipline policy:

- Children have the right to an education in positive and safe surroundings.
- Teachers have the right to an environment conducive to learning.
- Staff members have the right to carry out their duties in an atmosphere of respect.
- Administrators have the right to expect cooperation from families, students, teachers, and staff.

For a student to continue in attendance at Saint Vincent de Paul School, the student must:

- Reflect maturity in social behavior appropriate to his or her age
- Follow the behavior standards of the school
- Maintain regular attendance

Saint Vincent's parents/guardians in partnership with the school must:

- Support the school's mission, discipline policies, and philosophy
- Cooperate with teachers and administration on disciplinary matters
- Participate in the child's academic, social, and spiritual development

Behavior codes and guidelines are enforced during school hours, on school property, for any school sponsored or school related event. Behavior codes and guidelines may also be enforced for conduct outside of school property and/or school hours that is damaging to the reputation or contrary to the values of the school, student body, or

Catholic community. This includes, but is not limited to, text messages, postings to websites such as Facebook, Twitter, Instagram, YouTube, etc., and other digital media.

Behavior Guidelines:

A multi-tiered behavioral framework is in place at St. Vincent de Paul Parish School. It is based in the Catholic tradition of restorative justice. Data and evidence show that an approach to behavior and discipline through restorative practice leads to improvement in behavior and academic outcomes. It improves school climate, prevents problem behavior, increases learning time, promotes positive social skills, and delivers effective behavioral interventions and supports.

The Tiers

- Direct and explicit teaching of social skills
- Continuous progress monitoring
- Multiple opportunities for practice in applied settings
- Specific and contingent encouragement and recognition when social skills are used.
- Constructive reteaching when behavior errors occur.

Behavior Check-ins

- **Positive Behavior Check-ins:** These Check-ins are called “St. Vincent’s HEART” forms. Teachers will recognize a student for following school-wide and classroom expectations and rules. They will also recognize students who practice the charism of charity, as modeled by Christ and St. Vincent de Paul. When a teacher recognizes a student for these behaviors, the teacher will fill out an “St. Vincent’s HEART” form. This form will be displayed in the hallway near the Library and Gym intersection. The school also recognizes student achievements through the Victorious Viking Award.
- **Minor Behavior Infractions:** These behaviors should be managed within the classroom. The teacher should use classroom consequences, and complete a Check-in Report. If the student receives 4 Check-in Reports for the same behavior in a quarter, then the teacher should complete an Office check-in that student. Minor Behavior Infractions include, but are not limited to:
 - Calling Out
 - Classroom Disruption
 - Refusal to Follow a Reasonable Request (Insubordination)
 - Put Downs
 - Refusing to Work
 - Inappropriate Tone/Attitude
 - Electronic Devices
 - Inappropriate Comment

- Dress Code
- **Office Discipline Check-in:** This form is completed upon the reception of a fourth Check-in Report for the same Minor Behavior Infraction in one quarter. This referral will occur during non-academic time. An immediate office referral should also be made if the problem behavior a) interferes with on-going education of others, b) threatens safety, or c) is of a severity requiring an extended intervention (e.g. more than 1 minute). The student will be seen in the Main Office and an administrator will determine and follow through with the consequencing. The administrator will also provide the classroom teacher and parent/guardian with feedback. Office Managed Behaviors include, but are not limited to:
 - Weapons
 - Fighting or Aggressive Physical Contact
 - Chronic Minor Infractions (MIRs)
 - Aggressive Language
 - Threats
 - Harassment of Students or Teachers
 - Smoking
 - Vandalism
 - Alcohol
 - Drugs
 - Gambling
 - Cheating
 - Not with Class During Emergency
 - Leaving School Grounds
 - Foul Language at Student/Staff

Lunch Room Rules

1. Follow directions the first time they are given.
2. Clean your own lunch area.
3. Do not throw food.
4. Remain seated until given permission to throw away trash.
5. Talk with an “inside voice” and use respectful language.
6. No sodas or high-energy drinks such as Red Bull, Volt, Monster, etc. are allowed.

Recess Rules

1. Follow directions the first time they are given.
2. Play within the playground boundaries.

3. Any ball or other equipment that goes beyond the playground may not be recovered without receiving permission from the yard monitor. No student may retrieve a ball or other object from the roof of the building.
4. No electronic equipment on the playground
5. No snowball throwing. No tackle football. No sliding on the ice.

Offenses The following behavior does not contribute to a safe, respectful, Christian environment and will not be tolerated:

- Bullying
- Causing physical harm (fighting, throwing objects, using or distributing drugs, weapons, etc.)
- Causing psychological harm (intimidation, threats, etc.)
- Using a tone or gesture of disrespect that is abusive (profanity, harassment, etc.)
- Showing disrespect to adults or authority (insubordination, unwillingness to follow established rules, etc.)
- Showing disrespect for property (vandalism, theft, etc.)
- Demonstrating irresponsible behavior (being unreasonable, repeated violations, unwillingness to follow established rules, etc.)
- Being dishonest (lying, cheating, etc.)
- Other inappropriate behavior not described above

Threat to School Safety

Any student who acts in such a way that the administration finds to be harmful, is perceived to be harmful, or threatens the safety of him/herself or any other person in the school building, or is in possession of, or brings onto school property, any article or substance that may endanger him/herself or any other person in the school building will be suspended immediately and may be subject to expulsion. Any violation of the Safe Schools Act of the City of Salt Lake allows the school to report such violations to the police.

*Note: This policy includes as an unsafe “substance” any narcotic, tobacco, smokeless/combustible/electronic cigarettes, alcohol or other drugs, or any object such as knives, laser pointers, etc. that could cause harm to students, or could be perceived to cause harm. These unacceptable items will be confiscated by the administration and will not be returned.

Bullying/Harassment by Students

Bullying or harassment by a student is defined as a pattern of habitual abuse toward another student or students. As our mission states, all people in our community are valued children of God, and as such, deserve to be treated with dignity. Saint Vincent School recognizes that bullying/harassment of any kind has a negative effect on school climate. Students who are isolated, intimidated, and fearful cannot give their education the single-minded attention they need for success. Every student has the right to an education and to be safe around school.

Because of the Christian climate and Catholic culture in Saint Vincent School, harassment of any kind will not be tolerated. Occurrence can be on or off campus, within or outside the school day, during a school activity, or on free time. Immediate and appropriate disciplinary action will be taken whenever it is determined that a violation of this policy has taken place. The intervention and consequences will be according to the nature and severity of the incident(s) or situation(s). However, in every case, the following actions are taken:

1. If the bullying/harassment is unknown to the parents (of all students directly involved), they are notified by the teacher or administration.
2. The teacher or administration interviews the students involved individually.
3. The teacher or administration interviews the main students involved together.
4. The teacher, administration, and possibly the Student Support Director discuss the appropriate actions and consequences.
5. The teacher or administration informs the parents of the victim(s) and the parents of the person(s) doing the bullying/harassing of the events.
6. The teacher or administration provides appropriate follow-up.

Parents/guardians are asked to notify the teacher or administration **immediately** if they suspect a student is being bullied or harassed or is bullying or harassing others. Parents/guardians can do this via email, phone, or by using the Problem Solving Form located on the school website.

Search and Seizure

The principal, assistant principal, and/or pastor of Saint Vincent de Paul School and/or their designate retain the right to search a student's person, possessions, phone contents, desk, locker, and/or seize possessions at any time without notice. This will only be done if there is reasonable suspicion of wrongdoing.

Speech and Publications

Saint Vincent de Paul School has the right to determine what is appropriate in school and at school-sponsored or school-related activities or events with regard to verbal or written expression. The school also reserves the right to control all publications that directly or indirectly pertain to school or school related issues.

Students who post or publish derogatory or defamatory statements about the school, its staff, fellow students or families are subject to suspension or expulsion. Parents who

publish on the internet or otherwise, derogatory or defamatory statements about the school, its staff, fellow students, or families are reminded to use the school's resolution process discussed in this handbook.

Processing Time/Suspension / Expulsion

The principal, assistant principal, or their designate reserves the right to place a student on processing time, out-of-school suspension, home study, or in-school suspension for conduct deemed inappropriate and contrary to the philosophy of the school. Saint Vincent de Paul School will act to ensure a student's right to be treated as Jesus would treat him/her just and fair treatment.

Expulsion would be an option when the student's continued presence in the school may be judged detrimental to their own welfare or the welfare of others. Expulsion may result from lack of behavioral improvement or lack of parent/guardian cooperation on matters related to their child's behavior. Expulsion may result from a single major disciplinary infraction, inside or outside of school. The principal and vice principal retain discretion in deciding such matters. The principal and vice principal may expel or suspend students for conduct inside or outside of school that is damaging to the reputation of the school. Possession of any object that could potentially cause bodily harm such as guns, knives, matches, etc. may be grounds for immediate expulsion.

In conclusion, not every possible situation concerning such matters as proper behavior is mentioned in these guidelines. Questions will arise that are not covered here or special circumstances may justify a course of action different from those listed in this handbook. The principal and vice principal reserve the right to waive and/or deviate from, any and all disciplinary regulations for just cause at his or her discretion.

Student Withdrawal on Ground of Parent/Guardian Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, in the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for any of the following reasons:

- Support the school's mission, discipline policies, and philosophy
- Cooperate with teachers and administration on disciplinary matters
- Participate in the child's academic, social, and spiritual development

Graduation Exercises

While participation in graduation exercises is a privilege and not a right, it is to be presumed that all students who successfully complete the prescribed course of study as required by the Diocese of Salt Lake City and the state of Utah, and meet the other general requirements of a Catholic school, will participate in the ceremony. Only for the most serious reasons, frequently associated with issues related to end-of-year activities and responsibilities, may a student be excluded from graduation ceremonies. This

decision will be made only by the principal of the school after consultation with the superintendent.

Service Hours

Service hours are assigned to students when they receive 5 responsibility warnings or commit one of the behavior infractions below. The vice principal will contact the student and their parent/guardian to schedule the service within one week of the infraction. If the student does not appear for scheduled service time, additional service hours may be assigned. The following infractions are assessed a fine and a warning:

- **Gum Chewing -one hour:** Gum chewing is not allowed anywhere on Saint Vincent de Paul School property at any time.
- **Projectile Throwing -one hour:** For respect of property and safety reasons, throwing snowballs, food, rocks, or any projectile is not tolerated.
- **Uncovered Textbook -a half hour:** Students are required to keep textbooks covered at all times.
- **Full replacement cost** of damaged or lost library books or school textbooks, must be paid by the student responsible for the books.

Resolution Process for Parents/Guardians

- Parent/guardian contacts the teacher by email or by calling the teacher. The teacher will return your email or call, and schedule an appointment if necessary.
- After meeting with the teacher directly, if a resolution was not reached, the parent/guardian makes an appointment with the assistant principal and teacher.
- After meeting with the assistant principal and teacher, if a resolution was not reached, the parent/guardian makes an appointment with the principal.
- If a resolution still has not been reached, the parent/guardian may make an appointment with the pastor.