

# STUDENT DISCIPLINE FORMATION POLICY

The Student Discipline Formation Policy of St. John Paul II High School fosters the total Christian formation of each student through the nourishment of religious values, self-discipline, personal growth, and academic excellence. This goal is best realized through the cooperative effort of students, parents, teachers, and school administrators.

There are times and places in which the negative behavior of students affects St. John Paul II High School II that must be addressed to maintain a safe environment conducive to academic progress and spiritual growth. Parents are invited and expected to support St. John Paul II High School in regards to the behavior policy of our school.

**All disciplinary actions are subject to administrative discretion as to placement on the disciplinary ladder in keeping with the severity of the student's misbehavior.**

Consequences to all disruptions/discipline problems shall be applicable to all students during all periods of time in school, which includes participating in or going to/from any activity sponsored by the school and/or while under the supervision and direction of any teacher, principal, staff member, coach, or other authority of the school.

## Discipline Formation in the Classroom

To ensure proper communication and consistency among students, faculty, administration, and parents, a school wide discipline formation policy has been established. Listed below is the discipline plan of each classroom. The steps below may be given verbally by the teacher or by placing the student's name on the board. **They are to be used for infractions that fall within steps 1-3 on the disciplinary ladder. Steps 4-10 are an immediate referral to the administration. Discretionary infractions may be determined by the teacher with administration consultation.**

**Level 1:** Warning

**Level 2:** Student/teacher meeting

**Level 3:** Parent contact (by email or phone)

**Level 4:** Referral to the administration

## Administrative Disciplinary Formation Ladder

To ensure fair practice regarding disciplinary matters include the following actions:

1. The teacher submits a referral form to the administration.
2. The administrator investigates the matter.
3. The administrator interviews and explains the referral and provides the student with an opportunity to explain the case from his or her perspective.
4. The administrator provides the student with consequences based on the discipline code. The administrator has the discretion to provide additional consequences as needed based on the severity of the infraction.
5. The Principal has the final say on all disciplinary consequences.

## Administrative Disciplinary Formation Ladder Consequences

Described below are possible consequences of violations of the discipline formation policy of St. John Paul II High School.

**Lunch/After-School Detention:** When a lunch/after-school detention is issued, it will be served on an assigned date during lunch or after-school. The student will be provided at least twenty-four hours (24) notice to make arrangements to attend the detention as scheduled. Students will be given a written assignment to complete during the detention. The use of cell phones or other electronic devices is prohibited, and students will not be permitted to work on homework or other assignments. If the student skips a lunch or an after-school detention, he/she will receive an additional detention. No student will be exempt from detention unless he/she has a doctor's appointment. A note must be provided to the disciplinarian from the doctor or dentist for the student to be excused, in which case the detention will be scheduled for the next available date.

**In-School Suspension (ISS):** When placed on ISS, a student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher. All classwork, tests, and assignments must be completed while in ISS. Any homework assignments due on the date the student is on ISS should be turned in to the administrator before first period begins. The student must turn in all other completed assignments or tests at the end of the day to the administrator. Students on ISS will not be granted additional days for tests or other assignments once allowed to attend class as usual. **While on ISS, the student is prohibited from participating in or attending any school-sponsored activity.**

**Out of School Suspension (OSS):** When placed on OSS, a student is prohibited from entering the school campus. For attendance purposes, OSS will be counted as an unexcused absence. While on OSS, the student is prohibited from participating in or attending any school-sponsored activity and will receive a zero on all work missed. Upon returning to school a conference with the parents and the student will be scheduled by the administrator.

**EXPULSION:** Expulsion occurs when a student is asked to leave St. John Paul II High School.

### Discipline Formation Code

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| 1. Unauthorized use of cell phone/ electronic device       | Step 1   |
| 2. Gum and/or candy  | Step 1   |
| 3. Tardy to class (see attendance policy)                  | Step 1   |
| 4. Leaving class without permission                        | Step 4   |
| 5. Driving violation (possible loss of driving privileges) | Step 2-6 |
| 6. Dress code violation (see dress code policy)            | Step 1   |
| 7. Unauthorized fundraising (including sale of candy)      | Step 2-3 |
| 8. Public display of affection                             | Step 2-3 |
| 9. Improper behavior in the cafeteria                      | Step 1-3 |

10. Improper behavior at Mass, assemblies or other school activities (possible removal or isolation)	Step 1-3
11. Misbehavior on a school bus	Step 1-4
12. Horseplay	Step 1-6
13. Disrupting instructional time	Step 1-6
14. Defacing or otherwise injuring property belonging to the school (student to provide restitution)	Step 4-6
15. Defacing or otherwise injuring property belonging to another student or faculty member (student to provide restitution)	Step 2-6
16. Disrespectful behavior to faculty or staff members	Step 1-6
17. Truancy and/or skipping class	Step 4
18. Leaving campus without permission (may be reported to police)	Step 7
19. Gambling or possession of gambling devices	Step 3-7
20. Defiance of authority	Step 1-9
21. Hurting another student	Step 4-10
22. Harassment, intimidation, or threatening of other student, faculty, or staff members)	Step 4-9
23. Use or possession of unauthorized items ( i.e. lasers)	Step 2-4
24. Sexual harassment	Step 4-9
25. Assault and/or fighting (may be reported to police)	Step 7-10
26. Use, sale, or possession of tobacco or tobacco-related products including electronic cigarettes (may be reported to police)	Step 6
27. Using forged or altered documents (i.e. report cards, progress reports, parent notes, hall passes, other students' lunch numbers, etc.)	Step 4
28. Campus disturbance	Step 3-9
29. Stealing (student to provide restitution)	Step 4-9
30. Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)	Step 4-9
31. Possession or dissemination of inappropriate messages or images, including but not limited to electronic forms of communication. (may be reported to police)	Step 4-10
32. Use or possession of dangerous objects	Step 7-10
33. Use, sale, possession, or being under the influence of alcohol or alcohol-related products (may be reported to police)	Step 10
34. Use, sale, possession, or being under the influence of drugs or drug paraphernalia (may be reported to police)	Step 10
35. Possession of firearms and/or weapons (may be reported to police)	Step 10
36. Bomb threat (may be reported to police)	Step 10
37. Other misbehavior as determined by the administration	Step 1-10

## Discipline Formation Ladder

- **Step 1: Lunch/After-School Detention-----One (1) day**
  - The student will be provided at least twenty-four hours (24) notice to make arrangements to attend the detention as scheduled.
  - Students will be given a written assignment to complete during the detention.
  - The use of cell phones or other electronics devices is prohibited and students will not be permitted to work on homework or other assignments.
  - Failure to report to detention as assigned will result in the student being placed on step 3 of the discipline ladder.
  - The student is still eligible to participate in extra-curricular activities while not in detention.
- **Step 2: Lunch/After-School Detention-----Two (2) days**
  - Parent/guardian will be contacted by phone or email.
  - The student will be provided at least twenty-four hours (24) notice to make arrangements to attend the detention as scheduled.
  - Students will be given a written assignment to complete during the detention.
  - The use of cell phones or other electronic devices is prohibited and students will not be permitted to work on homework or other assignments.
  - Failure to report to detention as assigned will result in the student being placed on step 3 of the discipline ladder.
  - The student is still eligible to participate in extra-curricular activities while not in detention.
- **Step 3: Lunch/After-School Detention ----- Three (3) days**
  - Parent/guardian will be contacted by phone or email.
  - The student will be provided at least twenty-four hours (24) notice to make arrangements to attend the detention as scheduled.
  - The use of cell phones or other electronic devices is prohibited and students will not be permitted to work on homework or other assignments.
  - Failure to report to detention as assigned will result in the student being placed on step 4 of the discipline ladder.
  - The student is still eligible to participate in extra-curricular activities while not in detention.
- **Step 4: In-School Suspension (ISS)----One (1) day**
  - Parent/guardian will be contacted by phone or email.
  - The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
  - While on ISS, the student is prohibited from participating in or attending any school-sponsored activity.
- **Step 5: In-School Suspension (ISS)----Two (2) days**
  - Parent/guardian will be contacted by phone or email.
  - The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
  - While on ISS, the student is prohibited from participating in or attending any school-sponsored activity.
- **Step 6: In-School Suspension (ISS)----Three (3) days**
  - Parent/guardian will be contacted by phone or email.
  - The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.

- While on ISS, the student is prohibited from participating in or attending any school-sponsored activity.
- **Step 7: Out-of-School Suspension (OSS)-----One (1) day**
  - Parent/guardian will be contacted by phone or email.
  - The student is prohibited from entering the school campus at any time during his/her suspension.
  - While on OSS, the student is prohibited from participating in or attending any school-sponsored activity and will receive a zero on all work missed.
  - Upon returning to school a conference with the parents and the student will be scheduled by the administrator.
- **Step 8: Out-of-School Suspension (OSS)-----Three (3) days**
  - Parent/guardian will be contacted by phone or email.
  - The student is prohibited from entering the school campus at any time during his/her suspension.
  - While on OSS, the student is prohibited from participating in or attending any school-sponsored activity and will receive a zero on all work missed.
  - Upon returning to school a conference with the parents and the student will be scheduled by the administrator.
- **Step 9: Out-of-School Suspension (OSS)-----Five (5) days**
  - Parent/guardian will be contacted by phone or email.
  - The student is prohibited from entering the school campus at any time during his/her suspension.
  - While on OSS, the student is prohibited from participating in or attending any school-sponsored activity and will receive a zero on all work missed.
  - Upon returning to school a conference with the parents and the student will be scheduled by the administrator.
- **Step 10: Out-of-School Suspension (OSS)----Ten (10) days**
  - Parent/guardian will be contacted by phone.
  - On this step the student **may be recommended for immediate expulsion** by the administration, or the administration may use this time to discern and collaborate with the Diocesan Office of Catholic Schools regarding action to be taken.
  - If the student is not immediately expelled, they are prohibited from entering the school campus at any time during his/her suspension. If expelled, the student is prohibited from returning to St. John Paul II High School.
  - While on OSS, the student is prohibited from participating in or attending any school-sponsored activity and will receive a zero on all work missed.
  - If a student returns to school after being placed on step 10, he/she will be placed on an individualized behavior plan signed by the parent/guardian, the student and the administration.

**The student may be escalated to the next higher step of the discipline ladder after the second placement on any one step at the discretion of the administration.**

A student may be recommended for expulsion at any time the administration feels that the student's actions warrant such recommendation.

A student may enter the discipline ladder at any step, depending upon the nature of the offense.

Failure to complete the punishment as designated may result in escalation to the next step in the ladder.

Loss of privileges means that during the time stated the student cannot participate in assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc.

**All disciplinary actions are subject to administrative discretion as to placement on the disciplinary ladder in keeping with the severity of the student's misbehavior.**

## **Uniform Violations**

Students out of uniform will be sent to the office to call their parents to help them get in the proper uniform. Violations of the uniform policy follows the discipline ladder that can be found in the *Student Discipline Formation Policy* section of this handbook. The consequences are as follows:

First Violation:	Warning
Second Violation:	One After School Detention
Third Violation:	Two After School Detention
Fourth Violation:	Half Day In-School Suspension
Fifth Violation:	Full Day In-School Suspension
Sixth Violation:	Three Days – In-School Suspension
Seventh Violation:	Three Days – Out-of-School Suspension
Eighth Violation:	Administration Discretion

Students will begin each new academic year with zero violations.