

## St. Helen School Discipline Procedures, Rubrics and Consequences

At St. Helen School, we believe that building connections with students and families is the best way to be proactive with managing student behavior. Teachers and staff manage and process behavior incidents as they occur, in the context in which they occur, immediately. However, there are occasions when it is necessary to assign specific consequences.

### CONSEQUENCES FOR BEHAVIOR VIOLATIONS GRADES Preschool-1st Grade

Teachers will handle minor infractions. Incidents that result in office referrals will have the following consequences:

Behavior	First Incident	Multiple Incidents
<b>Disrespect</b> <ul style="list-style-type: none"> <li>● unkind gestures or looks</li> <li>● name calling/teasing</li> <li>● excluding others</li> <li>● behaviors that hurt feelings</li> <li>● play fighting</li> <li>● inappropriate language</li> <li>● threatening others</li> </ul>	Conference with Teacher & Principal Loss of privilege Apology to offended party Memo of Incident Form Parent notification	Conference with Principal Loss of privilege Apology to offended party Memo of Incident Form Parent notification Possible suspension
<b>Physical Contact</b> <ul style="list-style-type: none"> <li>● pushing/shoving</li> <li>● hitting/slapping/kicking</li> <li>● grabbing/pinching</li> <li>● throwing objects</li> <li>● tripping</li> <li>● spitting</li> </ul>	Conference with Teacher & Principal Loss of privilege Apology to offended party Memo of Incident form Parent notification	Conference with Principal Loss of privilege Apology to offended party Memo of Incident form Parent notification Possible suspension
<b>Serious Behaviors</b> <ul style="list-style-type: none"> <li>● stealing</li> <li>● racial / ethnic name calling</li> <li>● severe harassment</li> <li>● threaten to harm others</li> <li>● behavior that may injure self or others</li> <li>● biting</li> </ul>	Conference with Teacher & Principal Loss of privilege Apology to offended party Memo of Incident form Parent notification	Conference with Principal Loss of privilege Apology to offended party Memo of Incident form Parent notification Possible suspension
<b>Possession of weapon such as knife or firearm</b>	Police will be called 10 day suspension pending expulsion Expulsion	

*\*Depending on the situation, an immediate suspension may be assigned.*

*\*\*Depending on the situations, cumulative infractions may result in a suspension or expulsion.*

*\*\*\*Depending on the severity and repeated episodes of situations, students may have their enrollment revoked.*

## CONSEQUENCES FOR BEHAVIOR VIOLATIONS GRADES 2-4

Teachers will handle minor infractions. Incidents that result in office referrals will have the following consequences:

<b>Behavior</b>	<b>Consequence</b>	<b>Subsequent Incidents</b>
<b>Paperwork not Returned Repeatedly</b>	Teacher contacts parent and notifies Principal	Parent meeting
<b>Chronically Not Prepared for Class</b>	Teacher contacts parent and notifies Principal	Parent meeting
<b>Dress Code Violations</b>	<p><b>School Uniform</b> Correct violation if possible or call home for proper clothing</p> <p><b>Spirit Wear/Dress Down Days</b> Correct violation if possible or call home for proper clothing</p>	<p><b>School Uniform</b> Parent will come to school with the correct uniform.</p> <p><b>Spirit Wear/Dress Down Days</b> Loss of privilege to participate</p>
<p><b>Inappropriate Use of School Issued Technology</b> Visiting inappropriate sites; presence of weapons, Inappropriate material, alcohol, drugs, or inappropriate images; use of device to cyber-bully</p>	<p>Notify parent Complete Memo of Incident Form Student Detention Loss of device for a day</p> <p>Possible suspension or expulsion, depending on what occurred</p>	<p>Notify parent Student Detention Loss of device for a day</p> <p>Possible suspension or expulsion, depending on what occurred</p>
<p><b>Disrespectful Behavior Towards Adults</b> Arguing with SHS staff, refusing to comply with adult directions, using a disrespectful tone of voice, making inappropriate/disrespectful gestures and sounds</p>	<p>Conference with Teacher &amp; Principal Detention</p> <p>Apology to offended party Parent notification</p>	<p>Conference with Teacher, Principal, Parent Detention</p> <p>Apology to offended party Memo of Incident form Parent notification Multiple offenses will result in suspension and possibly revoking enrollment</p>
<p><b>Disrespectful Behavior Towards Other Students</b> Name calling, degrading remarks, teasing, insults, negative language. Excluding others. Behavior unbecoming of a Catholic school student.</p>	<p>Conference with Teacher &amp; Principal Detention</p> <p>Apology to offended party</p>	<p>Conference with Teacher, Principal, Parent Detention</p> <p>Apology to offended party Memo of Incident form</p>

		Possible suspension
<p><b>Harassment and/or bullying of other students</b> Repeated and targeted name calling, note writing, gossiping, spreading rumors, mean tricks, rude gestures, profanity, posting photos or any other behavior, written, with images, or spoken (including text messages or social media outside of school) that would hurt others, make them feel bad about themselves, and/or cause them to not want to come to school. Includes cyber bullying that occurs in or out of school.</p>	<p>Conference with Teacher &amp; Principal Detention</p> <p>Apology to offended party Parent notification Memo of Incident Possible suspension or expulsion</p>	<p>Conference with Teacher, Principal, Parent Detention</p> <p>Apology to offended party Memo of Incident form Possible report to Police Multiple offenses will result in suspension and/or possible expulsion</p>
<p><b>Physical Contact:</b> Hitting, pushing, shoving, grabbing, slapping, tripping, spitting, biting, throwing objects, etc. Vandalizing or stealing another person's property</p>	<p>Conference with Teacher &amp; Principal Detention</p> <p>Apology to offended party Parent notification Memo of Incident Restitution of property Possible suspension</p>	<p>Conference with Teacher, Principal, Parent Detention</p> <p>Apology to offended party Memo of Incident form Multiple offenses will result in suspension or possible expulsion</p>
<p><b>Threaten to bring serious weapon to school</b></p>	<p>Police will be called 10 day suspension pending possible expulsion Possible expulsion</p>	<p>Police will be called 10 day suspension pending expulsion Expulsion</p>
<p><b>Threaten to harm others at school with or without a weapon</b></p>	<p>Police will be called 10 day suspension pending expulsion Expulsion</p>	
<p><b>Possession of weapon such as knife or firearm</b></p>	<p>Police will be called 10 day suspension pending expulsion Expulsion</p>	

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**CONSEQUENCES FOR BEHAVIOR VIOLATIONS  
GRADES 5-8**

**Non-Aggressive Behavior**

Teachers will handle minor infractions. Incidents that result in office referrals will have the following consequences:

<b>Behavior</b>	<b>Consequence</b>	<b>Subsequent Incidents</b>
<b>Homework/ Classwork not Returned Repeatedly</b>	Teacher contacts parent and notifies principal	Loss of lunch/recess after 3+ missing assignments
<b>Chronically Not Prepared for Class</b>  (Dead chromebooks, no writing supplies, missing books etc)	Teacher contacts parent	Conference with Principal Parent contact
<b>Dress Code Violations</b>  <b>United front- principal enforcement (presentation?)</b>	<b>School Uniform</b> Correct violation if possible or call home for proper clothing Detention  <b>Spirit Wear / Dress Down Days</b> Correct violation if possible or call home for proper clothing	<b>School Uniform</b> Parent meeting Detention  <b>Spirit Wear/ Dress Down Days</b> Loss of privilege to participate  Detention
<b>Inappropriate Use of School-Issued Technology</b> Visiting inappropriate sites; presence of weapons, adult material, alcohol, drugs, gang-related symbols or activity, or inappropriate images; use of device to cyber-bully.	Notify parent Complete Memo of Incident Form Detention Loss of device for a day  Possible suspension or expulsion, depending on what occurred	Notify parent  Detention Loss of device for a day  Possible suspension or expulsion, depending on what occurred
<b>Plagiarism and/or cheating</b>	<ul style="list-style-type: none"> <li>● Receive failing grade for assignment</li> <li>● Redo assignment</li> <li>● Grades will be averaged</li> <li>● Memo of Incident</li> </ul>	Receive failing grade for assignment No opportunity to redo assignment Memo of Incident
<b>Forgery</b>	Notify Parent  Detention	Notify Parent Detention Loss of additional privileges, depending on what events are upcoming

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## CONSEQUENCES FOR BEHAVIOR VIOLATIONS GRADES 5-8 Aggressive Behavior

Teachers will handle minor infractions. Incidents that result in office referrals will have the following consequences:

<b>Behavior</b>	<b>Consequence</b>	<b>Subsequent Incidents</b>
<p><b>Disrespectful Behavior Towards Other Students</b> Name calling, degrading remarks, teasing, insults, negative language Behavior unbecoming of a Catholic school student.</p>	<p>Conference with Principal Detention</p> <p>Apology to offended party</p>	<p>Conference with Teacher, Principal, Parent Detention</p> <p>Apology to offended party Memo of Incident form</p>
<p><b>Disrespectful Behavior Towards Adults</b> Arguing with PJ23 staff, refusing to comply with adult directions, using a disrespectful tone of voice, making inappropriate/disrespectful gestures and sounds</p>	<p>Conference with Principal Detention</p> <p>Apology to offended party</p> <p>Parent notification</p>	<p>Conference with Teacher, Principal, Parent Detention</p> <p>Apology to offended party Memo of Incident form</p> <p>Multiple offenses will result in suspension</p>
<p><b>Harassment of other students</b> Repeated and targeted name-calling, note writing, gossiping, spreading rumors, mean tricks, rude gestures, profanity, posting photos or any other behavior, written, with images, or spoken (including text messages or social media outside of school) that would hurt others, make them feel bad about themselves, and/or cause them to not want to come to school.</p>	<p>Conference with Principal</p> <p>Detention</p> <p>Apology to offended party</p> <p>Parent notification Memo of Incident</p>	<p>Conference with Teacher, Principal, Parent Detention</p> <p>Apology to offended party Memo of Incident form</p> <p>Possible report to Police Multiple offenses will result in suspension and/or possible expulsion</p>
<p><b>Physical Contact:</b> Hitting, pushing, shoving, grabbing, slapping, tripping, spitting, throwing objects, etc. Vandalizing another person's property</p>	<p>Conference with Principal Detention</p> <p>Apology to offended party</p> <p>Parent notification Memo of Incident Restitution of property</p>	<p>Conference with Teacher, Principal, Parent Detention</p> <p>Apology to offended party Memo of Incident form</p> <p>Multiple offenses will result in suspension</p>

<p><b>Moderate Intimidation/ Harassment / Disrespecting Adults</b> Threats of harm, aggression, intimidation, making false claims to</p>	<p>Conference with Principal Detention</p> <p>Apology to offended party</p> <p>Memo of Incident form</p>	<p>Conference with Teacher, Principal, Parent Detention</p> <p>Apology to offended party Memo of Incident form</p>
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<p>harm reputation. This can be done in person, on paper, through social media, or making threats to other people.</p>	<p>Parent notification Possible suspension</p>	<p>Possible police report Suspension Possible expulsion</p>
<p><b>Severe Physical Contact:</b> Punching, kicking, fighting, biting and similar behavior that is designed to injure another.</p>	<p>Conference with Teacher, Principal Detention</p> <p>Apology to offended party</p> <p>Memo of Incident form Parent notification Possible suspension</p>	<p>Conference with Teacher, Principal, Parent Memo of Incident form</p> <p>Possible police report Suspension Possible expulsion</p>
<p><b>Severe Harassment and Intimidation:</b> Racial, ethnic, sexual, and/or religious harassment; overt coercion and cyberbullying. Harassment that is targeted toward another student or school personnel that make it difficult for the targeted person to remain in a school setting.</p>	<p>Conference with Teacher, Principal Meeting with parents Suspension</p>	<p>Conference with Teacher, Principal, Parents and Pastor</p> <p>Possible Police report Suspension, multiple days Possible denying of enrollment for the next school year Possible expulsion</p>
<p><b>Possession of and/or use of a cell phone/like device or smartwatch at school</b></p>	<p>Conference with Teacher, Principal, Parent 2 day out of school suspension for every incident</p>	<p>Continued infractions may result in removal from enrollment.</p>
<p><b>Possessing and/or using smoking/vaping materials, items used to smoke/vape, and/or drugs that are illegal or used illegally</b></p>	<p>Police will be called 10 day suspension pending possible expulsion Possible expulsion</p>	<p>Police will be called 10 day suspension pending expulsion Expulsion</p>
<p><b>Threaten to bring serious weapon to school</b></p>	<p>Police will be called 10 day suspension pending possible expulsion Possible expulsion</p>	<p>Police will be called 10 day suspension pending expulsion Expulsion</p>

<b>Threaten to harm others at school with a weapon</b>	Police will be called 10 day suspension pending expulsion Expulsion	
<b>Possession of weapon such as knife or firearm</b>	Police will be called 10 day suspension pending expulsion Expulsion	

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