



SANDUSKY
CENTRAL
CATHOLIC
SCHOOL

2017-2018
CODE of CONDUCT

Sandusky Central Catholic School
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SANDUSKY CENTRAL CATHOLIC SCHOOL CODE OF CONDUCT (Grades K-12)

The root of the word “discipline” is disciple. Our school extends this definition to mean a shared spirit of cooperation, community, respect and responsibility, where individual freedom does not limit the freedom of another. Accordingly, members of the community of learners and leaders at Sandusky Central Catholic School are encouraged to consider and make the following promise:

As a student at Sandusky Central Catholic School, I pledge to live according to Gospel principles by strengthening the body, challenging the mind, and enriching the spirit. As such, I will serve as a role model both in our school and in the community. In keeping with the ministry of Jesus Christ, who dwells among us, I pledge myself to fulfill the Sandusky Central Catholic School Code of Conduct by:

- *consistently reflecting my school’s mission, vision, and philosophy*
- *acting respectfully toward all people and accepting their diversity*
- *conducting myself in a mature manner, not disrupting others’ lives and learning*
- *pursuing involvement in school, church, and community activities*
- *having appropriate pride in myself, my family, and my school*
- *living a drug and alcohol-free lifestyle*
- *respectfully participating in religious ceremonies*
- *practicing the basic rules of courtesy and common decency*
- *routinely dressing appropriately and abiding by the school’s policies and regulations*
- *always being responsible and accountable for my own actions and behavior*

Disciplinary principles and assumptions

Families who choose Sandusky Central Catholic School freely choose the school’s Gospel values, our Catholic Identity, and our particular style of life. Before choosing Sandusky Central Catholic School, parents and children should carefully consider the school’s standards and its expectations of students and their families.

Due to their decision to become members of the Sandusky Central Catholic family, the school assumes that parents and students embrace the school’s mission, vision, and philosophy. Accordingly, the school concludes that families understand our expectations and intend to be cooperative and positively supportive.

Thus, we confidently express the following principles and assumptions regarding the Code of Conduct and associated discipline at Sandusky Central Catholic School:

Discipline must be an expression of justice and compassion. Without either, discipline lacks vision, constructive purpose, and balance. Discipline must not be a product of a parent’s anger or a teacher’s frustration. It must respond to a child’s need for correction and direction. Discipline should not be vindictive.

Discipline has a responsibility to both the Sandusky Central Catholic School community and its individual members. Discipline cannot be lenient toward an individual at the expense of the community standards.

Individuals whose values and behavior conflict with or negatively influence the values and behavior of the Sandusky Central Catholic School community may be subject to expulsion for the good of the community.

Parents must trust that school faculty, staff, and administration are fair and well-intentioned. They can expect prudence, competence, and professionalism. Parents are likewise expected to instill in their children a respect for authority and an understanding of the hierarchies that exist within all effective organizations.

Parents must not misrepresent the reasons for a student's misbehavior or otherwise try to circumvent the Code of Conduct in order for their child to avoid the consequences of his/her choices and actions.

Parents depend upon parents. Families support families. The school's families fit together like the interdependent links of a chain. Parents may expect values and discipline taught at home to be reinforced at school. An alliance of strong, mutually supportive families and a school with a similar vision create an environment characterized by consistency, clarity, and stability.

Young people need guidelines, boundaries, and a framework that, with direction from parents and teachers, help them grow and develop into mature, young adults. The most rewarding step is when the student accepts and internalizes the values taught and begins to live them.

It is the responsibility of the school administration, faculty, and staff to provide and maintain an atmosphere of excellence in education and in Catholic moral values. When a student, by attitude or action, disrupts this atmosphere, he/she will be subject to disciplinary action up to and including dismissal. Parents will be kept informed as appropriate. Our Sandusky Central Catholic School philosophy states "*We believe in a culture that promotes respect of self, others and for the community.*" With this in mind, we recognize and promote behaviors that demonstrate our Catholic Identity and build character. Students will be recognized throughout the year for knowing their Catholic faith and also for living it.

Disciplinary terms

PAN (Parent Action Notice): This is a form of communication between teacher/administration and parent addressing student behavior, generally in the classroom. It asks the parents to address the student regarding notable behavior and to respond to the teacher. The purpose of a PAN is to involve parents immediately after any inappropriate behavior.

Infraction: A noted and recorded incident of misbehavior, e.g., disrespect, disobedience, class cuts, failure to follow reasonable requests, etc. A complete list of infractions and the related policies and procedures are contained in this document.

Detention: A consequence served outside the normal hours of the school day. The schedule and location for detentions will vary based on grade level, the severity of the infraction, or the circumstances. Some aspects of detentions that will remain constant, irrespective of schedule and location, are:

- No cellphones or other personal electronic devices are permitted.
- No sleeping.
- Students may be assigned academic enrichment assignments (to be completed during the detention session).
- Students may be given the opportunity to help with school-based service projects.
- Students will be allowed to do schoolwork.
- No verbal or non-verbal communication.
- When students choose not to follow the rules of a detention session, they will be dismissed from the scheduled detention, receive a “failure to serve” infraction, and be required to serve both the original detention and a second detention as a consequence.
- The SCCS Standardized Dress Code applies during all detention sessions.
- Students are only allowed to reschedule 1 detention. Any further rescheduling will result in a “failure to serve” infraction, which earns a second detention.
- Rescheduling for athletic or other school-related events will also require a double detention.

Friday School: A 180-minute detention on Friday afternoons (2:50-5:50p.m.) has been established for specific infractions, for students who fail to serve or misbehave in regular detention sessions, or for students who need to serve accumulated detention sessions. Students may do schoolwork, but must work silently. Students are neither allowed to sleep, nor use headsets, cell phones, or other personal electronic devices. Any student absent or tardy will receive a “failure to serve” and will be assigned to a session of Saturday school.

Saturday School: A 180-minute detention on Saturday mornings (8:00- 11:00 a.m.) has been established for specific infractions, for students who fail to serve or misbehave in regular detention sessions, or for students who need to serve accumulated detention sessions. A charge of \$10 must be paid upon entering Saturday School. Students may do schoolwork, but must work silently. Students are allowed to neither sleep, nor use headsets or cell phones. Any student absence or tardiness will be considered unexcused, and will result in in-school suspension, as well as parental contact. Students must follow the dress code rules.

Behavior Contract: A written document describing specific behaviors and consequences that will allow a student to demonstrate his/her ability to behave appropriately and prove his/her suitability to continue as an effective member of the SCCS student body. This contract will be entered into by the student, his/her parents/guardian, and the SCCS administration.

In-School Suspension: Students (grades 6-12) are required to attend school from 7:40 a.m. to 2:46 p.m.; however, they will be isolated from the rest of their classmates. The students will be under the direct supervision of the administrator, a teacher, or the principal's designee. While serving in-school suspension, students are required to complete all classroom assignments. This suspension will not count toward the students' absences from class. In an effort to minimize loss of class time, Saturday school may be assigned at the discretion of the principal or designated administrator. While the student is serving an in-school suspension, he/she must remain in the designated ISS location and may not participate in clubs, activities, and sports.

Out of School Suspension: The removal of a student from all school affairs for no longer than 10 school days. The principal has the authority to suspend a student when the student's behavior presents a clear danger to the student, other students, or school personnel; specific Level III and Level IV infractions may result in suspension as well. While the student is serving out of school suspension, he/she may not be on any SCCS school property or attend any SCCS sponsored event until he/she has been reinstated by the principal. The student is also suspended from clubs, activities, sports, and the bus.

Emergency Removal: The removal of a student from a situation where that student's presence poses a continued danger to persons or property, or due to ongoing disruptions of the academic progress. Emergency removal is not a disciplinary tool and shall not be used as a substitute for out of school suspension. While the student is absent from school, they will be permitted to make up all work for credit, and the days missed will not count toward the student's absences from school. A student will not be removed for a period that exceeds 2 days.

Expulsion: After consultation with the principal and parents, if it is deemed necessary to safeguard the respective student and/or the rest of the student body, a student may be expelled. Before expulsion, the student will be given the opportunity to withdraw from the school. Expulsion may be temporary or permanent.

Due process: If in-school suspension or expulsion is ordered, the principal will give written notice to the student and parent/guardian, which states the length of the suspension or expulsion, the reason for it, and the necessary steps to process the student's return if reentry is allowed. If the student is expelled, the Superintendent of the Diocese is notified.

Procedure for Inquiry about Disciplinary Action

Conversations about disciplinary action should begin with your child. The first person to contact about a disciplinary action is the faculty, staff, or volunteer who reported your child's Code of Conduct infraction. The administration may be contacted after a conversation or meeting with the infraction issuing authority. In all cases, the incident should be handled with the student's growth and development in mind and with the people—your child and the infraction issuing authority—who are closest to the incident. Parents are always welcome to request the intervention of the Principal; however, they are encouraged to reserve such requests for only the most serious situations or in the event that a reasonable resolution cannot be reached with those most familiar with the circumstances of the infraction. The policies, procedures, and consequences detailed in this handbook should help our entire community of learners understand the expectations.

Policies and Procedures for Grades 6-12

Students in grades 6-12 will be issued color-coded conduct cards to record their Code of Conduct infractions. Based on the severity of the infraction, a Detention Notice may also be used to record/note infractions. In either case, the recording of the infraction should help the students establish and understand the relationship between misbehavior/non-compliance and subsequent adverse consequences. Compliance

with the Code of Conduct reflects a deepening Catholic Identity, a developing self-discipline, and an increasing maturity.

Code of Conduct Infractions

Infractions are categorized by their severity and the associated consequence that they warrant. Although most inappropriate behavior can be classified under one of these numbered infractions, this should not be considered a definitive list.

Level I Infractions:

1. Arriving late to class
2. Dress code violations
3. Lack of class materials
4. Required office materials not turned in on time
5. Passing or writing notes
6. Chewing gum
7. Unauthorized eating outside the cafeteria
8. Talking during announcements
9. Interrupting learning/instruction
10. Off task during class

Level II Infractions:

11. Disobedience to teacher's directives or disregard for assigned activity
12. Missed appointment
13. Inappropriate behavior
14. Unauthorized movement in building
15. Throwing objects
16. Disrespect for another student, his/her property, or school property
17. Inability to produce infraction card
18. Inappropriate use of technology (i.e. gaming)
19. Chronic or repeated Level I infractions
20. Inappropriate gestures or language (Includes: foul, profane, or obscene speech and racial or ethnic slurs.)

Level III Infractions:

21. Detected possession of cell phone or unauthorized device (Item will be confiscated by school administration and returned only to parent. Please see additional notes below.)
22. Behavior/physical contact with discernible intent to harm
23. Disrespect to faculty, staff, or volunteers
24. Damage to school/Church/community property (Payment for clean-up and/or repair will also be required.)
25. Refusal to follow reasonable requests of faculty, staff, volunteers
26. Skipping class or school, leaving school property/function without permission, or missing an assigned detention
27. Lying
28. Cheating/Plagiarism (The student will be awarded a zero and other consequences are outlined below.)
29. Causing disruption on a school bus

30. Offensive, hurtful, harassing, insulting, inappropriate or unethical use of the internet or related technologies
31. Inappropriate use of social media

Level IV Infractions:

32. Theft
33. Possession of drugs, alcohol or tobacco
34. Possession of pornographic material
35. Possession of dangerous materials or instruments
36. Repeated bullying, harassment, abusive behavior, or taunting
37. Verbal or physical threat to another student, faculty, staff, or volunteer
38. Injury or harm to another student, faculty, staff, or volunteer
39. Arson
40. False fire alarm
41. Breaking and entering
42. Tampering with school records or property including school computer network

Policies and Procedures for Level I Infractions: Conduct Cards/Infraction Cards

Level I infractions will be recorded using a series of color-coded Conduct Cards. At the beginning of the year, students will be issued a blue Conduct Card/Infraction Card. These cards will be used to record and report **Level I infractions** only.

If a student receives three (3) Level I infractions on the *blue card*,

- The student will serve a 60 minute detention.
- When a student “fills” the blue card, having accumulated three (3) Level I infractions, he/she will be sent immediately to the main office by the authority issuing the infraction. A call will be made to the office to inform them of the action, a detention will be scheduled, and a Detention Notice (DN) will be issued by the main office.
- The Detention Notice (DN) requires a parental signature and must be returned to the office one day after the issue date. For each day the DN is not signed and returned, another 30 minutes will be added to the original detention time. No student will be permitted to serve an assigned detention without a signed DN.
- When the blue card is filled, the student will be issued a yellow card.

If a student receives three (3) Level I infractions on the *yellow card*:

- The student will serve a 90 minute detention.
- When a student “fills” the yellow card, having accumulated a total of six (6) Level I infractions, he/she will be sent immediately to the main office by the authority issuing the infraction. A call will be made to the office to inform them of the action, a detention will be scheduled, and a Detention Notice (DN) will be issued by the main office.
- The Detention Notice (DN) requires a parental signature and must be returned to the office one day after the issue date. For each day the DN is not signed and returned, another 30 minutes will be added to the original detention time. No student will be permitted to serve an assigned detention without a signed DN.
- When the yellow card is filled, the student will be issued a green card.

If a student receives three (3) Level I infractions on the *green card*:

- The student will serve a serve two 90 minute detentions.
- When a student “fills” the green card, having accumulated a total of nine (9) Level I infractions, he/she will be sent immediately to the main office by the authority issuing the infraction. A call will be made to the office to inform them of the action, a detention will be scheduled, and a Detention Notice (DN) will be issued by the main office.
- The Detention Notice (DN) requires a parental signature and must be returned to the office one day after the issue date. For each day the DN is not signed and returned, another 30 minutes will be added to the original detention time. No student will be permitted to serve an assigned detention without a signed DN.
- When the green card is filled, the student will be issued a red card.
- The principal will contact parents/guardian explaining the nature of the behavioral problem and the next series consequences.

If a student receives three (3) Level I infractions on the *red card*:

- When a student “fills” the red card, having accumulated a total of twelve (12) Level I infractions, he/she will be sent immediately to the main office by the authority issuing the infraction. A call will be made to the office to inform them of the action, and the student will be scheduled for a Behavioral Counseling session with a designated administrator.
- The parent or guardian will be notified and the student will immediately begin an in-school suspension that will last the remainder of the day the infraction occurred and the entire following day.
- The student and his/her parents will enter a Behavioral Contract.

Amnesty Opportunities: If, at the conclusion of the Quarter, the student has received two (2) or less infractions, the student will be issued a new blue infraction card. At the conclusion of the Semester, all students will be issued a new blue infraction card to begin the next semester.

Policies and Procedures for Level II infractions

Level II infractions will be recorded and reported using the triplicate Detention Notice Form and will result in a mandatory 60-minute detention assigned by the faculty, staff, or volunteer.

- All Level II Detention Notices will be delivered to the main office by 3:15 p.m. every day.
- The Detention Notice (DN) requires a parental signature. It must be returned to the office one day after the issue date. For each day the DN is not signed and returned, another 30 minutes will be added to the original detention time. No student will be permitted to serve an assigned detention without a signed DN.
- To the maximum extent possible, detentions for Level II infractions will be scheduled and served on the day after the infraction occurred.
- Parents will be notified 24 hours in advance that their child committed a Level II infraction and must serve a 60-minute detention.
- *The* accumulation of Level II detentions leads to an escalation of consequences:
 - If a student accumulates four (4) Level II detentions, he/she will be assigned to Friday School.
 - The fifth and sixth Level II infractions also result in a Friday School session.
 - For the seventh Level II infraction, a period of ISS will be assigned; the student and his/her parents will enter into a Behavioral Contract.

Policies and Procedures for Level III and IV infractions

Level III infractions will be recorded using the triplicate Detention Notice Form. After the immediately required faculty, staff, or volunteer intervention, incidents involving Level III and IV infractions will be referred to a designated administrator. Corrective actions, in addition to any assigned detentions, including Friday or Saturday School, may require:

- A student call home
- Principal conference with student and parents
- Behavior Contract
- Restitution for any damages to school property
- Community service
- Suspension
 - In-school Suspension (ISS): Students will be detained in an ISS room for the entire day. Additional consequences for students are outlined in “In School Suspension.”
 - Out-of-school Suspension (OSS): Students are temporarily removed from school for a length of time as prescribed by the disciplinary system or for a time to be determined by the Assistant Principal or Principal.
- Expulsion: Complete removal from the school for one semester or permanently.

Level III/IV Notes

Cell phone infractions: Recent experience with cell phone infractions requires they receive special mention. If there is a second infraction, the student will be assigned a 90-minute detention and be required to turn the cell phone into the main office every day when he/she arrives for the duration of the Quarter. The only exception to this procedure would be if a parent/guardian provides a letter indicating that the cell phone has been taken from the student. If the student is under this restriction and fails to register the cellphone in the office, he/she will be assigned a 60 minute detention.

If the student is subsequently found to be in possession of a cell phone, a third infraction, the student will be assigned a Saturday School session.

If the student is yet again found to be in possession of a cell phone, this insubordination represents a behavior trend that is incompatible with our mission, vision, and philosophy. Through due process, the student will be considered for withdrawal or expulsion.

Cheating: Incidents of cheating and lying in our school are becoming more common than is compatible with our mission, vision, philosophy, and Catholic Identity. There is no “minor” cheating offense; this type of violation speaks directly to the quality of one’s character and integrity. The message to be sent is that *any* cheating is very serious. Consequences for cheating on a five-point homework assignment are the same for cheating on a major exam or a larger assignment.

1st Offense – If the student acknowledges the cheating incident, i.e. admits guilt, he/she will **receive a zero for the graded event and a 90 minute detention**. If the student does not acknowledge the cheating incident, i.e. denies any wrongdoing, and yet is determined to have cheated by the Administration, he/she will **receive a zero for the graded event, a 90 minute detention for cheating, and a second 90 minute detention for failing to acknowledge the offense**.

- 2nd Offense – If the student acknowledges the cheating incident, i.e. admits guilt, he/she will **receive a zero for the graded event and one day of ISS**. If the student does not acknowledge the cheating incident, i.e. denies any wrongdoing, and is determined to have cheated by the Administration, he/she will **receive a zero for the graded event and two days of ISS**.
- 3rd Offense – If the student acknowledges the cheating incident, i.e. admits guilt, he/she will **receive a zero for the graded event and three days of OSS**. If the student does not acknowledge the cheating incident, i.e. denies any wrongdoing, and is determined to have cheated by the Administration, **he/she will receive a zero for the graded event and five days of OSS**.
- 4th Offense – This represents a behavioral trend that is incompatible with our mission, vision, philosophy, and Catholic Identity. Through due process, the student will be considered for withdrawal or expulsion.