

St. Luke School

School-Wide Behavior Policy

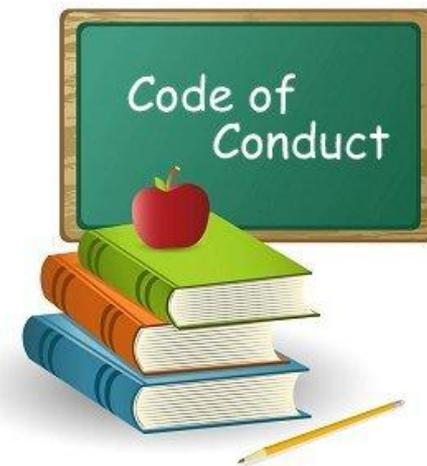


Contents

- Code of Conduct
- School-Wide Behavior Expectations
- Dress Code Policy
- The H.E.A.R.T. Award
- Conduct Discipline Policy and Procedures
- H.E.A.R.T Works
- Appendix

Our Code of Conduct

The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a safe and caring environment for all students and staff. Students will abide by the following behavioral expectations, inspired by our core values: **H.E.A.R.T.**



Honesty

I will be honest and committed to integrity while adhering to all school policies.

Empathy

I will treat others as I would want to be treated; help each other achieve.

Achievement

In support of achievement, I will not stop the teacher from teaching, and I will not inhibit another student from learning.

Respect

I will be respectful toward all teachers and adults, respectful to school property, and speak respectfully to and about others.

Trust in God

I will conduct myself in a manner that reflects the Catholic values and principles of the school.

St. Luke Summary of Student Conduct Expectations



General Conduct

- Teachers have authority over each student. Students are to treat teachers with respect and obey their directions in all situations.
- Fighting has no place in our school. Students who are repeatedly involved in fighting may invoke expulsion from Saint Luke School.
- Respect for each other is important. Students are to refrain from all types of bullying behavior both verbal abuse and/or physical abuse of others.
- School property, as well as the property of others, is to be respected.
- A student is responsible for following the Internet and Uniform Policy of the school.

Arrival and Dismissal

Arrival

- Arrive in gym between 7:30 – 7:50 am
- Enter gym quietly
- No horseplay
- No eating
- Wait for teacher instruction before proceeding to class
- Parents can walk children to gym, but NOT to class
- Pre-K children require parent to walk them to class

Dismissal

- Dismissal at 3:00 p.m
- It is the responsibility of each student to listen for his/her carpool name to be announced (Lane 1, Lane 2 or Lane 3)
- While waiting, only quiet and orderly behavior is acceptable
- At 3:20 pm any students not yet picked up will be checked into the Extended Day Program

Classroom Conduct

- Follow directions the first time given
- Raise your hand and wait to be recognized before speaking
- Stand when a priest or other adult enters the room
- Keep hands, feet, and objects to yourself
- Arrive and leave in a quiet and orderly manner
- Remain seated during class (particularly when an adult is speaking)
- Keep area around your desk clean
- Keep hands out of desk if it is not yours
- Write on paper, not on desks, walls, or textbooks
- Remain outside of the classroom if the teacher is not present

Teachers may have their own individual conduct expectations provided in their syllabus

Hallway and General Movement

During Change of Class and at lockers, students should:

- Stay to the right when walking in hallways
- Not run or jump to touch the ceiling or door frames and not touch bulletin boards
- Keep quiet
- Allow previous class to leave before entering the room
- Keep their locker organized and tidy

When moving anywhere on school grounds, students should:

- Be respectful and allow the right of way to adults
- Hold doors for those behind you or those coming through the doorway
- When passing others, say "Excuse me"
- Obey directions at traffic crossings: STOP - LOOK - LISTEN

Restroom Conduct

- Always flush the toilet after use
- No talk or horseplay in the restroom
- Return immediately to their class after completed
- Wash hands and dry hands, then throw paper towels into waste receptacle
- Immediately report any problems in the bathrooms to your teacher or the office
- Students may not bring pens, pencils, crayons, etc. into the bathrooms
- At all times, Middle School students must have their hall pass signed and in his/her possession when using the restrooms
- At change of class, Middle School students must report to their next class and receive permission to use restrooms

Cafeteria and Recess

Cafeteria

- Enter quietly
- Listen and be respectful
- Keep hands, feet and objects to themselves
- Eat their own food
- Not throw food
- Always walk
- Clean up own mess
- Respect other personal space
- Raise hand for help
- Talk using an inside voice (no screaming)

Recess

- Use equipment properly
- Get on and off equipment carefully
- Only go up the ladder and down the slide
- No throwing pebbles / rocks
- No food onto the playground
- Return all equipment to the car at the end of recess
- Share space on the field with other students

Other

Firedrill

- Proceed in an orderly fashion through the designated exit to the assigned location
- Follow the directions
- Remain SILENT
- Walk in a single file
- Remain with your grade/group at all times
- Return to the building when instructed
- More details provided in the handbook

Snow Safety Conduct

- Stay out of the snow
- NO SNOWBALLS

Chewing Gum

- Not allowed at school other than after school athletic events

Littering

- Throw all trash in proper containers
- Clean up around your desk after each class
- Set an example by picking up trash when you see it

School Dress Code Policy



Saint Luke School requires uniforms to be worn each day, unless otherwise specified as a Gym/PE or “No Uniform Today” (NUT days). Uniforms must be purchased from FLYNN & O’HARA our local authorized distributor. PE uniforms are also available for sale in our school store.

General Uniform

- All slacks and shorts **MUST** be worn with a plain black or brown belt.
- All shirts **MUST** be tucked into the waist of the skirts, shorts and/or slacks so that the waistband or belt can be seen.
- Rings are not permitted.
- Students are permitted to wear one religious bracelet.
- Boys are not allowed to wear earrings. Boys may wear a watch.
- Students are permitted to wear one religious medal or crucifix necklace and this should be worn under the shirt.
- Boys are not allowed to alter the color of their hair, wear extreme hairstyles or hair length below the collar.
- Students may not wear activity trackers (Apple Watches, Fitbits, etc).
- Girls are not permitted to alter the color of their hair or wear extreme hairstyles. Please be advised that corn rows or multiple braids can be a safety hazard. Girls are not permitted to wear any make-up or any nail polish.
- Girls are permitted to wear one pair of stud earrings and a watch.
- Excluded from acceptable shoes: any type of athletic, sneaker-type, boot, sandal, and open-toe or dress-up shoes. Stacked heels or wedges are not permitted.
- Girl’s skirts should be no less than one inch below the fingertips when arms are extended at their sides.
- Tattoos, temporary tattoos or body graffiti are not permitted.

PE Day

- Socks are to be plain white and should **NOT** have any visible colorful logo or stripe (the part that is visible above the shoe line).
- Shoes are to be no-scuff athletic type.
- Shorts may not be worn hanging low off the hips.
- CYO Basketball shorts or shorts that are not Saint Luke School shorts are **NOT** part of the school uniform.

The principal reserves the right to have a student call his/her parents to bring proper attire and disallow their participation in any future out-of-uniform events.

NUT Days

- Students must be neat in appearance. A NUT Day does not excuse the student from looking well groomed.
- K - 8 girls are not permitted to wear halter style tops, crop tops, thin “spaghetti” strap tops, bralettes or cold shoulder tops.
- Girls are not to wear “short” skirts, leggings, shorts or hip hugger or lowrider style clothing. (Skirts and/or shorts must be no less than one (1) inch below the fingertips when arms are extended at their sides). No undergarment should be visible. Attire should be school appropriate.
- No “T-shirts” with suggestive writing or pictures.
- Shoes must be tied and worn with socks. Open-toed sandals or flip-flops may not be worn on any occasion.
- When students are in “costume”, i.e., Colonial Days, their feet must be covered with socks or tights. Bare feet are never acceptable.
- No “wheelies” can be worn in the school at any time.

Dress-Up Days

Dress-Up Days are assigned for special occasions, i.e., spring pictures, May Crowning, field trips, etc.). On these days, students are expected to wear clothing that is equal to or better than uniforms. This includes:

- Collared shirts for boys.
- Shirts must be tucked into skirts and slacks, with belts worn with belt looped clothing.
- Stockings, tights, or dress socks are to be worn by girls.
- No open toe shoes, flip-flops, or sandal type shoes can be worn.
- Dresses/skirts/shorts can be no less than 1 inch below fingertips when arms are extended at the sides of the girls.
- No strapless, sleeveless, spaghetti strap dresses can be worn without an over blouse or sweater.
- Slacks and skirts must be worn at the waist, no low rider or hip hugger styles are permitted.

The H.E.A.R.T. Award

This school-wide program provides students with the opportunity to earn HEART Awards recognizing those students who demonstrate extraordinary behavior consistent with the St. Luke Code of Conduct. Two students will be recognized each month. One elementary and middle school student will be chosen by the teachers each month to receive the H.E.A.R.T award.

Honesty

Empathy

Achievement

Respect

Trust in God

- The **HEART AWARDS** will be given to students who show extraordinary behavior at school such as:
 - Going out of their way to be kind to others or show empathy
 - Sticking up/ advocating for others
 - Demonstrating consistent high academic achievement and perseverance on academic tasks
 - Showing extreme reverence and holiness in mass
 - Being an upstander for others in the community
 - Showing respect towards teachers, faculty and all other adults
- SCA will create and display “Raise Your HEART” posters around the school and make presentations to the elementary school classes describing the HEART award to create heightened engagement across grade levels.
- Teachers will gather and discuss students whom they saw display exemplary acts at the 1st elementary or middle school department meeting of the month. The nominating teacher should write a short explanation of why the student is receiving the award. The nomination will be agreed upon at the department meeting.
- Once the principal has been notified of the nominations, the certificates for each student will be printed. The principal will notify parents to congratulate them and ask them to come to the mass to see their child recognized.
- The award will be given out at the last mass of the month.
- The HEART students of the month will have their pictures taken to be posted in the Wildcat Weekly with a description of good deed/s.
- Each child will receive a certificate of achievement given to them by Father at mass. The elementary winner will receive a “HEART Cup” to display in their classrooms for the month.



The Discipline Policy

A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property.

The appropriateness of discipline shall be determined after careful assessment of the circumstances of each case. The following factors will be considered.

- The seriousness of the offense
- The student's age
- The frequency of misconduct
- The student's attitude
- The potential effect of the misconduct on the school environment

Communication Policy

The Conduct Referral Form will be completed by the teacher online and be sent **via email** to both parents. The parent will print out the form, sign it and return it to the administrator at the mandatory parent meeting. Before the parent conference, the student will complete a Reflection Form to give insight as to what occurred, and the effects the student's actions had on the community. After the mandatory parent meeting a conduct resolution will be agreed to and the student will be instructed how to complete the resolution and move on from the incident.

School-Wide Discipline Referral Flowchart



Problem Behavior Observed

Level 1 Infractions

Minor classroom-level or transportation-level infractions, handled by teacher.

Behavioral Examples

- Violations or rules or procedures established by the teacher
- General misbehavior, such as eating in class, horseplay, making excessive noise, or violating uniform policy
- Unexcused Tardiness
- Failure to bring required classroom materials or assigned work to class
- Technology
 - Principal takes phone from student. Parent signs out student and phone @ EOD

Disciplinary Options

Elementary School

- Oral Correction
- Warning
- Reflection Form
- Other Appropriate In-Class Disciplinary Action

Middle School

- Oral Correction
- Other Appropriate In-Class Disciplinary Action

Procedures

- Teacher's discretion on whether to communicate to parents.

Level 2 Infractions

Referred to Administration – repeated minor or higher-level misconduct, initially addressed by teacher but also referred to administration.

Behavioral Examples

- Repeated violations or rules or procedures established by the teacher
- Cheating, plagiarism, or copying the work of other students
- Cutting class or other forms of truancy
- Flagrant violation of uniform policy
- Defacing school property
- Posting or distributing unauthorized materials on school grounds
- Leaving classroom or school grounds without permission
- Significant cafeteria disturbance
- Inappropriate access to materials on the Internet
- Minor fighting

Disciplinary Options

Elementary School

- Student Removal (Supervised "Time-Out")
- Mandatory parent conference

Middle School

- Warning or Appropriate Disciplinary Action via Conduct Referral Form
- Detention
- Mandatory Parent Meeting

Procedures

- Conduct Referral Form
- Reflection Form

Level 3 Infractions

Immediate Referral to Administration – higher-level misconduct requiring immediate removal from environment.

Behavioral Examples

- Consistent L2 violations -3 L2 violations= Level 3 Infraction
- Deliberate and aggressive language
- Major fighting
- Bullying / Cyber-bullying
- Stealing
- Weapons
- Pornography / indecent acts
- Alcohol
- Harassment & Sexual Harassment
- Smoking, using or possessing tobacco or related products

Disciplinary Options

Elementary School

- In School Suspension
- Out of School Suspension
- Expulsion

Middle School

- Detention
- In-School Suspension
- Out-of-School Suspension
- Expulsion

Procedures

- Conduct Referral Form
- Admin Calls Parents
- Student will stay with administrator until parent arrives.

Because it is impossible to foresee all problems, which arise, this clause empowers the faculty and Administration to take disciplinary action for ANY behavior which violates the spirit and philosophy of Saint Luke School even though not specified. This clause applies to student participation in any and all Saint Luke School extra-curricular activities as well as to any and all day-to-day operations of the school.

H.E.A.R.T Works Policy

Saint Luke School is dedicated to instilling Catholic values and faith in our students and inspiring them to be kind, caring citizens committed to serving others. Therefore, we have zero tolerance for bullying: any behavior which is intentional, hurtful, repeated, aggressive and directed toward another student. Bullying is inconsistent with the mission of our school.

All Saint Luke teachers strive to promote positive classroom environments conducive to caring social relationships among students. Elementary teachers are trained in *Responsive Classroom* techniques to foster cooperation and social skills in a positive classroom environment. Students in Pre-K through Grade 8 receive ongoing guidance lessons on topics of Friendship, Empathy, Honesty, Kindness, Communication Skills, and Peaceful Conflict Resolution. All students are provided with information on how to respond to bullying and to be upstanders.

If bullying should occur, it would be considered a serious violation of the Saint Luke Behavior Policy; and a mandatory meeting with the student, parent, and Principal would be called. Consequences for the bullying would be determined on a case-by-case basis following the meeting and could include counseling, suspension or expulsion.

APPENDIX

Arrival and Dismissal Conduct and Procedures

Arrival

- Arrive in the gymnasium between 7:30 – 7:50 am
- Enter the gym quietly and orderly. (Students may not be on the playing field before the start of school.)
- Parents may walk their child(ren) to the gymnasium in the morning, but are not permitted to walk to the classrooms.
- Wait for teacher instruction before proceeding to their classrooms.
- Any student who arrives at school after 8:00 am must report directly to the office, be signed in by a parent/legal guardian, receive a tardy slip, and go directly to their homeroom.

Dismissal

- Dismissal promptly at 3:00pm
- Students are to remain in their classroom and/or designated area until their carpool name is announced.
- If you are a walker, please leave school grounds promptly upon being dismissed by your teacher.
- While waiting, only quiet and orderly behavior is acceptable.
- It is the responsibility of each student to listen for his/her carpool name to be announced. At 3:20 pm any students not yet picked up will be checked into the Extended Day Program.

Classroom Conduct



In order to provide the best atmosphere in which to learn, the following is expected of each student:

- Follow directions the first time given.
- Raise your hand and wait to be recognized before speaking.
- Stand when a priest or other adult enters the room.
- Keep hands, feet and objects to yourself.
- Arrive and leave in a quiet and orderly manner.
- Remain seated during class (particularly when an adult is speaking).
- Keep area around your desk clean.
- Keep hands out of desk if it is not yours.
- Write on paper only. Do not write on desks, walls, or textbooks.
- Remain outside of the classroom if the teacher is not present.

Each classroom teacher may have their own conduct rules and expectations.

Movement Conduct



- During Change of Class and at lockers, students should:
 - Stay to the right when walking in hallways
 - Not run or jump to touch the ceiling or door frames and not touch bulletin boards.
 - Keep noise to a minimum.
 - Allow previous class to leave before entering the room.
 - Keep their locker organized and tidy.
- When entering and exiting the building, going to and from Church, in the parking lot and on the sidewalks, in the lunchroom and gym areas and, in the school hallways, students should:
 - Be respectful and allow the right of way to adults.
 - Hold doors for those behind you or those coming through the doorway.
 - When passing others, say “Excuse me” and pass slowly.
 - Be particularly cautious when someone in front of them is having difficulty, i.e., is using crutches, is in a wheelchair, etc.
 - Obey directions at traffic crossings: STOP - LOOK - LISTEN.
- See Handbook for more specific expectations for fire drill movement.

Boys and Girls Restroom Conduct



- Always flush the toilet after use.
- No talk or horseplay in the restroom.
- Return immediately to their class after using the restroom.
- Wash hands and dry hands, then throw paper towels into waste receptacle.
- Use the waste receptacle in order to keep the restroom clean.
- Immediately report any problems in the bathrooms to your teacher or the office.
- Students may not bring pens, pencils, crayons or lunchboxes etc. into the bathrooms.
- Middle School students must have their hall pass signed and in his/her possession when using the restrooms at all times.
- At change of class, Middle School students must report to their next class and receive permission to use restrooms.

Cafeteria and Recess Conduct

Cafeteria

- Enter the cafeteria quietly
- Listen and be respectful to all personnel monitoring cafeteria
- Keep hands, feet and objects to themselves
- Eat their own food
- Not throw food
- Always walk in the cafeteria
- Clean up after themselves
- Respect other personal space
- Raise hand for assistance
- Talk using an inside voice (no screaming)

Playground and Field

- Use equipment properly
- Get on and off equipment carefully
- Only go up the ladder and down the slide
- No throwing pebbles / rocks
- Do not bring food onto the playground
- Return all equipment to the car at the end of recess
- Share space on the field with other students when playing
- Always follow the rules of the game and wait for their turn to play