

## Student Code of Conduct

Good Shepherd School provides a Christian atmosphere of love, trust, acceptance and mutual respect. The Gospel values inherent in our faith are modeled by the faculty. Since parents are the first teachers and have the greatest influence on their children, they must also model Christian living in the home.

Parents and/or Guardians, it is your responsibility to read the following guidelines and discuss them with your child/children. The signatures on the Parent-Student Agreement indicate that you have read the guidelines and understand that any student attending Good Shepherd School is expected to abide by the policies of the school & Diocese of Harrisburg

We realize that our students are still in formation and that as they grow and mature they need to be guided toward self-discipline. A Christian, positive and consistent approach to discipline will lead our students to make responsible choices, so that, as they mature, their behavior will reflect Gospel living. In this way they will learn to look beyond themselves to principled living as exemplified by Jesus.

Ultimately, our goal is that intellectually and spiritually our students will become leaders who will live lives of service to God and to society.

Our principal and faculty must be dedicated to fostering creative thinking in our students. At the same time, our students are expected to conform to school regulations, which are established for the good order of the entire school community. There are times, however, when correction may be necessary.

All students are learning self-discipline and responsibility through the following means: complete cooperation in class by obeying the regulations of the school and the teachers; respect for all students and adults with whom they make contact during the school day; and respect for school property and the property of other classmates. Students should demonstrate the 3 C's: courtesy, concern and cooperation.

Good Shepherd School has an obligation to all students and their parents to provide a safe and orderly school environment that will enable the individual student to progress at a rate commensurate with his or her own ability. The rights of an individual must always be carefully considered. While individual expression is encouraged, when such expression interferes directly or indirectly with the rights of others, the good order of the school or the educational mission of the school, appropriate steps will be taken.

Everyone at Good Shepherd School should be treated as Jesus would treat us. Students are expected to be respectful in speech and actions to teachers, school personnel, volunteers, visitors, and fellow students. Disciplined and courteous behavior is a major tool in achieving this objective.

### **Student Responsibilities:**

1. Treat others the way Jesus would treat them
2. Be respectful in speech and actions to everyone
3. Observe the dress code
4. Respect the rights of others to learn & study
5. Do not bring any items to school that are not school related (e.g. video games, CD players, tape players, radios, cell phones, etc.)
6. For the purpose of safety, walk, not run throughout the school area
7. Attend all classes and be prepared for class with homework and supplies
8. Observe bus regulations
9. Follow the classroom rules established by the teacher
10. Bring school correspondence home to parents and/or guardians
11. Abide by proper rules of conduct when attending all school related activities

Any other action or conduct, which is deemed to be inappropriate behavior, will be subject to discipline by the school administration and faculty at their discretion.

Prior to any disciplinary action regarding inappropriate behavior, the parents/guardians will be informed of the behavior by the teacher directly involved, so parental measures can also be taken in an effort to correct the behavior.

The intervention of the Principal and/or Pastor will be required for repeated inappropriate conduct. Even relatively mild infractions will be viewed as more severe if there is no apparent effort on the part of the student to change the behavior. Detention, suspension or recommendation for expulsion may all be used in these cases. Every effort to avoid these measures will be attempted by meeting with the student and parents to devise a plan of positive corrective measures.

If a student chooses to ignore his/her responsibility to the school, teachers, and fellow classmates, he/she must be prepared to accept the consequences of his/her actions.

### **Consequences for not following school responsibilities are:**

1. A written warning (Conduct Referral Form) will be sent home to inform parents of inappropriate behavior and of the action taken. Parents are to sign these forms and return them the following day.
2. Three (3) Conduct Referral forms within 90 calendar days will result in detention.
3. Any subsequent misconduct referrals will result in automatic detention.
4. Three detentions within 90 calendar days will result in an in-school suspension.

Every effort will be made by the faculty and school administration, to work together with the parents and students in achieving appropriate behavior so that each student may experience success.

Please note that certain unacceptable behavior may automatically result in a detention. Out of school suspension and/or expulsion may be used as further disciplinary measures for repeated offenses and serious infractions.

### **Infractions:**

The following are categories of misconduct which may result in an automatic detention, in-school suspension, suspension, or expulsion from Good Shepherd School. These categories are general in nature and are not deemed to be all-inclusive.

#### 1. Matters relating to public and private property:

Examples: Theft; trespassing (unauthorized presence in a building); and willful, malicious destruction of another person's or school property (restitution of damages will be required.) Please Note: Parents shall pay the costs of items, which are broken or destroyed by students either due to accidents or vandalism.

#### 2. Matters pertaining to good citizenship:

Examples: Violation of State laws, local ordinances, approved safety and fire codes, laws pertaining to civil disobedience; use of profane and obscene language; possession of weapons\* or explosives; possession, selling and/or use of drugs, narcotics and/or controlled substances, tobacco, cigarettes or alcoholic beverages; engaging in immoral conduct; physically threatening and/or actually abusing any student or staff member; \*\*cheating; extortion; persistent disobedience; gross behavior; possession of pornography; sexual harassment; falsification of signatures and dishonesty on tests and homework; dishonesty in conversation.

\* Weapons or Threats of Violence - Any situation in which a student brings a weapon of any kind onto school property or to any school-related function will result in the immediate notification of local law-enforcement officials. The student will then be suspended from school with the possibility of expulsion. The school administration reserves the right to define "weapon" in the case of objects other than the obvious guns and knives. Threats and/or acts of violence, on school property or at any school-related activity, may also result in expulsion and can be subject to immediate notification of local law-enforcement officials. Specific procedures will be followed with any student who threatens to inflict violence on another person. Such threats must be taken seriously for the protection of all other students and should not be dismissed as joking. Our Diocesan Policy #5137.5 calls for 1) immediate reporting of threats to law enforcement officials; 2) immediate suspension with the possibility of expulsion if there are extenuating circumstances and 3) informing the Superintendent of anyone accused.

\*\*Cheating is a form of stealing, an act of injustice. Some examples of cheating that are not tolerated are: copying homework, using notes during a test, receiving answers from another student, copying information verbatim from the Internet and other resources.

### 3. Bullying

A student is being bullied when he or she is exposed, repeatedly and over time to negative actions on the part of one or more students. Negative actions can be carried out by words (verbally), for instance by threatening, taunting, teasing, and calling names. It is a negative action when somebody hits, pushes, kicks, pinches or restrains another, by physical contact. It is also possible to carry out negative actions without the use of words or physical contact, such as by making faces or inappropriate gestures, intentionally excluding someone from a group, or refusing to comply with another person's wishes.

Examples of bullying include, but are not limited to, name calling, aggressive physical behavior to another student, tampering with student's property, unauthorized intrusion into student's personal belongings, and repetitive targeting of one or more persons.

Incidents of bullying behavior should be directly reported to the principal. A "fact finding" meeting will then be held with the parents/guardian of both the aggressor and the victim either together or separately, as deemed appropriate by the principal. If it is then determined that a student's behavior is of a bullying nature, disciplinary action will be taken as follows:

- Incidents of "Bullying" behavior will result, at a minimum, in detention and will require a parent/guardian meeting with the school administration. The length and terms of the detention will be presented at the mandatory parent meeting.
- A second incident of bullying behavior by the student will result, at a minimum, in a one-day in-school suspension and a second mandatory parent/guardian meeting with the school administration. The student will also be required to attend appropriate school approved counseling. In addition to the one-day in-school suspension the school administration will formulate appropriate measures deemed necessary to address the repeated bullying violations. (Some examples of these additional measures include, but are not limited to, community service activities, a letter of apology, suspension from participating in extra-curricular school activities and additional detention).
- A third or subsequent incident of bullying behavior will result, at a minimum, in an out-of-school suspension. The length and terms of the suspension will be determined by the school administration (to include conditions for the student's return to school). The student will be banned for the remainder of the school year from participating in extra-curricular school activities.
- While this policy sets forth a disciplinary scheme of increased penalties for multiple violations, the pastor and principal, in a joint decision, may expel a student for "bullying" behavior at any level if they deem it necessary to maintain a safe and educationally conducive school environment.

### 4. Matters pertaining to attendance:

Examples: Violation of compulsory attendance laws; persistent tardiness; failure to attend school regularly; failure to serve detention.

## **Procedures:**

### In-School Suspension, Suspension or Expulsion of a Student

The principal of the school, with the pastor, has the authority to suspend or expel a student from the school. The student and parents will be informed of the in-school suspension, suspension or expulsion, the length of the suspension and the reason for the suspension or expulsion.

Students are expected to conduct themselves inside and outside of school and at school-sponsored activities in a manner that reflects the moral teachings of the Catholic Church. Failure to do this may result in disciplinary action, including expulsion. [Policy #513 1]

Good Shepherd School reserves the right to amend, revise or otherwise modify the rules and regulations of the school at any time when such is necessary to protect the interests of the school and its students. The administration has the right to review and investigate each case on an individual basis and to determine procedures to follow based on any extenuating circumstances and in accordance with the regulations of the Diocesan Board.

Notice: It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdraws from school, and is involved with any of the following infractions:

1. An act of offense involving weapons.
2. Sale or possession of controlled substances.
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

[This policy reflects our commitment of the Safe Schools Act of 1997.]

## **Definition of Terms:**

### Conduct Referral Form

In order to facilitate communications between parents and teachers, a conduct referral form is used to inform parents about behavior problems. Reasons for the referral and the action taken are delineated on this form.

A reprimand for willful and/or repeated violation of school regulations will be the responsibility and prerogative of the classroom teacher. Additional reprimands, which may result from continued or more serious offenses, will involve the student's parents and school principal. The specific disciplinary step is to be determined by the school administration. Every effort is made to counsel students and parents so that drastic measures, such as in-school suspension, suspension or expulsion, may not be necessary. However, occasions may arise when such action is in the best interest of all.

## Detention

For violation of a school policy or for unacceptable behavior, students may be detained during lunch recess or after school. Advanced notice of after-school detention will be given to the student. It is the responsibility of each student to notify his/her parents when served with an after-school detention. Parents have the responsibility for arranging transportation home after an after-school detention. After-school detention will be held after school from 3 PM to 4 PM. Parents are to pick up the students promptly or arrange for someone to pick up the child. A note must be sent to the teacher stating who will be picking up the child if it is someone other than the parent.

Teachers are not expected to stay with the student for more than 10 minutes after detention time is over. Parents are to wait in the office for the students.

Students must serve detention on the date given. If changes need to be made, a note from the parent must be sent to the school before the detention date. Another detention date will then be assigned. If the student does not have a note and does not serve detention, he/she must make up the missed detention and will receive an additional detention. If the student is absent on the day assigned for detention, the detention must be made up on the next scheduled detention day that he/she is in school.

## Suspension –

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense (e.g., truancy, vandalism, insubordination, immorality, threats, bullying, fighting, theft, use of alcohol or drugs, etc.). The suspension is usually to be given for a specified period of time. A suspension may be indefinite pending the school's review of a particular situation. School authorities may direct that the suspension be served in school or out of school depending upon the circumstances of the situation.

After two suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school. [Policy 5114.a]

## Expulsion –

All Catholic schools in the diocese shall attempt to form young people in the ways of the Catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

Parents/Guardians may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parent/guardian chooses not to withdraw the student, the Principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special Review Board. The expelled student cannot attend classes during the appeal process. [Policy 5114.b]

## **Appeal Process for Expulsion:**

Parents/guardians have the right to appeal the expulsion of their student to the Review Board. The Review Board shall consist of a committee of the Board of Education.

**Conflict of Interest Policy:** Members of the Review Board hearing the appeal shall not have any direct involvement in the case; e.g., the Pastor, Principal, teacher or relative of the student.

The task of the Review Board is to hear both sides of the case, via the administration and the student's, and render an impartial judgment whether or not the proper procedures and policies were followed in expelling the student.

The following points should be noted regarding an appeal of expulsion:

1. The parents/guardians have ten days from the receipt of the expulsion notice to request an appeal.
2. The request must be made in writing and is to be addressed to the Principal, who shall advise the Pastor and Superintendent of Schools of the request for an appeal.
3. The hearing is to be held as soon as conveniently possible for all parties concerned.
4. The hearing is conducted for the purpose of ascertaining the facts in the case and rendering an impartial judgment that proper procedures and policies were followed. [Policy 5114.c]

### Harassment

All students are required to abide by the Diocesan policies on Harassment and Sexual Harassment, which are quoted here.

The Diocese of Harrisburg affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese is committed to providing for its employers, employees, students and volunteers a working and educational environment which is free from physical, psychological, sexual or verbal harassment.

The Diocese prohibits any form of harassment of or by employers, employees, students or volunteers. Any student who experiences some form of harassment should report it to the school administration. Prompt investigation of allegations of harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

The Diocese of Harrisburg prohibits any form of sexual harassment of or by employers, employees or students. Sexual harassment is defined as: 1) threatening to impose adverse employment, academic, disciplinary or other sanctions on a person unless sexual favors are given; 2) promising favorable benefits for sexual favors; 3) conduct or suggestions of a sexual nature which would be offensive to a reasonable person. Sexual harassment includes, but is not limited to, the following behaviors:

1. Derogatory verbal comments such as epithets, jokes, slurs or unwanted sexual advances.
2. Displaying lewd visuals such as posters, photographs, cartoons, drawings or gestures including derogatory and/or sexually oriented materials.
3. Unwanted physical contact or sexual overtures which unreasonably interferes with an individual's work or academic performance or which creates an intimidating, hostile or offensive working or academic environment.

4. Threats and demands to submit either to sexual requests as a condition of continued employment, grades, other benefits, etc. or to avoid some other loss and offer of benefits in return for sexual favors.
5. Retaliation for having reported or threatened to report sexual harassment.

Any student who experiences some form of sexual harassment should report it to the school administration. Prompt investigation of allegations of sexual harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in sexual harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Any student who engages in sexual harassment may also be subject to legal proceedings.

### Field Trips

Planning field trips to supplement class instruction is desirable and most worthwhile; however, concern for student safety remains our guiding principle. It is the policy of the diocese that all student field trips have a clearly defined and appropriate educational value. Each class is permitted trips to educational settings each year. Off-Site Educational Experience forms must be completed by the parent for each child going on the field trip. The form will describe the trip, its location, and any special considerations surrounding the trip. The principal's signature will be included on the form, indicating the school's review of and permission for the trip. Whenever possible, both parents should sign and date the permission slip. No student will be given permission to participate in a field trip without a signed Off-Site Educational Experience Permission form.

A faculty member, assisted by other adults, must accompany the children on any field trip. Children, who are not permitted on a field trip, either by their parents or by the teacher, must report to school, as that day is not a school holiday. Arrangements will be made for the student's schedule and supervision.

Field trips are a privilege afforded to students, not an absolute right. A student may be denied participation in a field trip based upon any serious misconduct.

### Library

The Good Shepherd Library is an important part of our school's curriculum. Library materials are accessible to all our children from Kindergarten through Grade 8. Each class is scheduled to visit the library once a week.

All parents are asked to share the responsibility of caring for borrowed library books and to be aware of the date on which these books are due. Parents are also asked to aid the teacher encouraging the children to grow in love for good reading. Through dedicated services of library volunteers, our students are taught formal library skills in the middle and upper grades. Assistance is given to students doing research assignments. Enrichment materials are also compiled for teachers working on a particular area of curriculum.