

## Student Code of Conduct

Our Lady Star of the Sea Code of Conduct identifies what is necessary to support the spiritual, emotional, social and physical development of each student.

The Code of Conduct is in effect whether students are in school or at a school function.

The Code of Conduct will be implemented by any teacher, counselor or administrator. The administration of Our Lady Star of the Sea reserves the right to determine what is within the contents of appropriateness.

School personnel will keep records of actions and consequences.

In addition to disciplinary consequences, the school may also provide guidance and counseling when possible. In some cases, the school may suggest or require a student/family to seek outside counseling.

School administration may require a student(s) involved or suspected of being involved in an incident to be kept out of school/school related events for reasons of:

completion of investigation, the purpose of defusing a situation which could become worse if the student remained in school, providing consequence for the behavior, or if keeping the student out of school is in the best interest of that student, other students or staff.

A student who receives a behavior/discipline report is to take it home to his/her parent. A parent is to sign the report and give it to his/her child to return on the next school day. If the report is not signed or returned, the student may remain out of class until such time that the report is signed and returned. Parents are expected to cooperate with the teachers, counselor, and administration in enforcement of the code of conduct, reinforce the consequences issued, and assume necessary responsibility for their child's behavior.

In compliance with the State of Michigan and the Archdiocese of Detroit, reporting of certain offenses to local police may be necessary.

(These pages will be included in the family handbook along with pages from the Archdiocese relating to Drugs, Weapons, etc.)

## Lower School Code of Conduct Showing Respect and Dignity Toward Others

<b>Level I</b> Inappropriate Behavior				
Teacher Intervention / Phone Calls / Teacher Consequences				
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<p><b>Level II</b></p> <ul style="list-style-type: none"> <li>• Intentional word or action that hurts a person's body, feelings, reputation or property</li> <li>• Disrespect to an adult or student</li> <li>• Dishonest behavior/action</li> <li>• Inappropriate physical contact</li> <li>• Inappropriate Language</li> </ul>	<p>ALL CONSEQUENCES APPLY</p> <p>Intervention and/or possible investigation --- teacher documentation on ***B/D Report</p> <p>Teacher calls parent; student or teacher tells parent</p> <p>Inside lunch and recess on next school day</p> <p>Student completes a <i>Time to Think Form</i></p>	<p>ALL CONSEQUENCES APPLY</p> <p>Intervention and/or possible investigation ---teacher documentation on ***B/D Report</p> <p>Teacher calls parent; student or teacher tells parent</p> <p>Two inside lunches &amp; recesses</p> <p>Student completes a <i>Time to Think Form</i></p>	<p>ALL CONSEQUENCES APPLY</p> <p>Intervention and/or possible investigation--- teacher documentation on ***B/D Report</p> <p>Teacher calls parent; student or teacher tells parent</p> <p>Counselor/Administrator will see student</p> <p>Student serves one day ****suspension</p> <p>Student completes a <i>Time to Think Form</i></p> <p>Parent Conference Athletic Director notified</p>	<p>ALL CONSEQUENCES APPLY</p> <p>Intervention with teacher documentation on ***B/D Report.</p> <p>Teacher calls parent; student or teacher tells parent</p> <p>Counselor/Administrator will see student</p> <p>Student serves a two-day *****suspension</p> <p>Student completes a <i>Time to Think Form</i></p> <p>Parent(s), teacher, counselor and administrator meeting to implement individual behavior plan. Athletic Director notified IF other offenses occur, student may be denied field trips, class trip, field day, assemblies or other privileges.</p>
<p><b>Level III</b></p> <ul style="list-style-type: none"> <li>• Intentional negative actions: physical or sexual contact, hitting, fighting, punching, kicking, knocking down, etc.</li> <li>• **Intimidation or harassment based on race/religion/sex</li> <li>• Cheating, Lying, Stealing, destruction of property, etc.</li> <li>• Visiting or sharing information, photos, etc. from inappropriate websites or other electronic devices.</li> </ul>	<p>ALL CONSEQUENCES APPLY</p> <p>Student removed from situation</p> <p>Administrator/Counselor calls parent</p> <p>Teacher and Administrator complete ***B/D Report</p> <p>Student serves one day ***suspension</p> <p>Student completes <i>Time to Think Form</i></p> <p>Athletic Director notified</p> <p>Certain Level III offenses may have consequences of extended suspension or expulsion.</p>	<p>ALL CONSEQUENCES APPLY</p> <p>Student removed from situation</p> <p>Administrator/Counselor calls parent</p> <p>Teacher and Administrator complete ***B/D Report</p> <p>Behavioral Intervention Plan</p> <p>Two or three day *****suspension</p> <p>Student completes <i>Time to Think Form</i></p> <p>Athletic Director notified</p> <p>Certain Level III offenses may have consequences of extended suspension or expulsion.</p>	<p>ALL CONSEQUENCES APPLY</p> <p>Student removed from situation</p> <p>Administrator/Counselor calls parent</p> <p>Teacher and Administrator complete ***B/D Report</p> <p>Revise Behavioral Intervention Plan with outside Interventions</p> <p>Student completes <i>Time to Think Form</i></p> <p>*****Extended Suspension or Expulsion.</p> <p>Athletic Director notified</p> <p>Certain Level III offenses may have consequences of extended suspension or expulsion.</p>	<p style="text-align: center;"><b>NOTICE</b></p> <p>Suspensions may be in-school <b>or</b> out-of-school</p> <p style="padding-left: 40px;">** Intimidation ~ to frighten *** Behavior/Discipline Report **** Grades will be given for work completed, no participation in extracurricular activities or sports allowed on that day ***** A failing grade of up to 65% can be earned for completed class work on days of suspension; there will be no participation in extracurricular activities or sports those days</p> <p>This Code of Conduct is not meant to be all inclusive and is subject to administrative discretion.</p> <p style="text-align: right;">Revised Sept. 2008</p>