



ST. JOHN FISHER SCHOOL

CODE OF CONDUCT

2010-2011

7101 S.W. 46th Avenue, Portland, OR 97219-1598

 **503-246-3234**

 **503-246-4117**

 www.sjfschool.org

ST. JOHN FISHER SCHOOL
CODE OF CONDUCT
2010-2011

TABLE OF CONTENTS

	<u>PAGE</u>
PERSONAL CONDUCT GUIDELINES	1
POSITIVE RECOGNITION	1
CONFLICT RESOLUTION	2
GENERAL RULES FOR ALL AREAS	2-3
SCHOOL ARRIVAL	3
SCHOOL DISMISSAL	4
CLASSROOM GUIDELINES	4
CAFETERIA GUIDELINES	5
ON THE PLAYGROUND	5
GYMNASIUM GUIDELINES	6
COMPUTER LAB POLICIES	6
LIBRARY GUIDELINES	7
RESTROOM USE	7
IN THE MAIN OFFICE	7
DURING ASSEMBLIES	8
MASS AND OTHER CHURCH SERVICES	8-9
SCHOOL UNIFORM	9
DISCIPLINE POLICIES	10-11
PROCESS FOR INQUIRY	12

*St. John Fisher School is fully accredited by the Northwest Association of
Schools & Colleges and certified by the Western Catholic Education Association.*

PERSONAL CONDUCT GUIDELINES

We feel that the staff, parents and students have specific responsibilities in making St. John Fisher School a Christian community in which people genuinely care about each other's physical and emotional welfare, spiritual and intellectual growth.

The following guidelines are fostered at all times:

1. Honor the principles of "Holy Ground" and strive to be Christ-like in your daily life.
2. Respect God, yourself and others.
3. Be responsible for your own behavior.
4. Respect property and the environment.
5. Act safely.
6. Try to learn to the best of your ability.
7. Work to make St. John Fisher a loving community.

POSITIVE RECOGNITION

THE PRINCIPAL'S AWARD

This award will be announced at the monthly school assemblies. The award is based on displaying the examples stated in our Schoolwide Learning Expectations of being an active Christian, life-long learner, responsible citizen, effective communicator and self-award individual." Faculty and staff will nominate students whose names will be read aloud at assembly time; several names will be chosen at random to receive a special prize.

ACADEMIC AWARDS

Recognition will be given at the end of each trimester in the form of Honor Roll certificates and Double Jumper certificates for students in grades 6-8.

ATTENDANCE AWARDS

Awards will be given annually to students in grades K-8 with perfect attendance on a cumulative basis throughout the school year.

CLASS OF THE MONTH

This honor is determined based on criteria involving various school-wide projects. During its month, the designated class will have a special banner above its door, and enjoy "rainy day" gym privileges.

CLASSROOM AND SCHOOL-WIDE RECOGNITION

Individual students will be highlighted in a variety of ways at different grade levels. Classroom and hallway bulletin boards are used as visual tools to recognize students within our K-8 community. Newsletters are also venues for honoring student achievements related to academics, athletics, the arts and other areas of involvement.

"GOOD JOB" COUPONS

Teachers, staff and volunteer supervisors will give out special coupons periodically to students in Gr. K-4, redeemable on Cookie and Candy Sale days and at an annual prize assembly, to those students who follow personal conduct guidelines.

CONFLICT RESOLUTION

When conflicts arise, the students should try to follow one or more of these suggested solutions:

- Talk it over--and listen.
- Say "I'm sorry," or "I didn't mean it."
- Take turns.
- Share.
- Ask for help from a friend.
- Ignore it.
- Walk away.

If a mediator is necessary, the process below is followed:

1. Let anger settle.
2. The mediator listens to each side.
3. If the students involved do not agree on their story versions, they must work together until they have the same version. *

*** If they cannot agree on a common version, proceed to Step 6.**

4. How did the conflict make them feel?
5. What would have been an alternative or better solution?
6. What will be the consequences?
7. Bring it to closure by reviewing what was discussed, the alternatives, the consequences and how the persons involved feel now.

GENERAL RULES FOR ALL AREAS

STUDENT RESPONSIBILITY:

- Show respect for all fellow students.
- Show respect for all adults. Use their correct name, follow their direction and show a friendly, courteous manner to anyone you meet.
- Walk in all areas of all buildings.
- Speak quietly in all areas of all buildings.
- Tuck in shirts and remove hats whenever inside the school and parish buildings.
- Treat school properties and the properties of others responsibly.
- Gum is not allowed inside or outside on school property. It is prohibited before, during, and after school hours.
- Items of value (e.g., Cell Phones, Walkman, Cameras, etc.) are not allowed on school premises.
- If a student emails a faculty or staff member from their personal email account, the reply with be emailed to both the parent and student.

* **MAJOR INFRACTIONS—The following actions are prohibited:**

- Abusive, profane or obscene language and gestures
- Bringing knives, matches, lighters, fireworks and/or other dangerous objects onto school property
- The possession or use of alcohol, tobacco and/or drugs and associated paraphernalia
- Vandalism or destruction of school or personal property
- Absence without parental permission, excessive absences and/or leaving school property or a supervised area without permission
- Intentionally causing emotional harm or verbally “bullying” another person
- Intentionally causing or threatening physical harm or injury to another person
- **Excessive tardiness is unexcused.** If deemed necessary by the teacher and/or principal, a parent conference will be arranged in order to create a plan for immediate improvement in this area.

SUPERVISOR RESPONSIBILITY:

- Explain, model and enforce the rules.

PARENT RESPONSIBILITY:

- Explain, model and support enforcement of the rules.
- Parents working or visiting **must** sign in and out at the office where they will receive a “visitor” badge. These identification badges must be worn at all times while at school.
- During the school day, parents should not get directly involved in serious disputes which occur between children except when safety is a factor. Should a serious conflict arise, parents should inform the teacher on duty immediately.
- All volunteers must adhere to the Archdiocesan requirements outline in the Student/Parent Handbook on page 19.
- **Do not bring pets or have cell phones turned on or in use while volunteering at school.**

SCHOOL ARRIVAL

STUDENT RESPONSIBILITY:

- Students are not to be dropped off in front of school prior to 8:00 a.m. **All students in Grades K-8 are to be dropped off at the front entrance, following the traffic pattern.**
- Arrive at school by 8:10 a.m. so that classes may begin promptly at 8:15 a.m.
- If tardy, check in at the office before going to the classroom.
- Obey school safety rules and enter through the proper doors.
- **For safety reasons, do not walk from the parking lot to the school without the traffic patrol.**

SUPERVISOR RESPONSIBILITY:

- Make sure students know entry doors and explain rules.
- Stress proper respect for drop-off traffic patrol members.

PARENT RESPONSIBILITY:

- Students should be in the building by 8:10 a.m. Extended Care is mandatory if a student is dropped off at school before 8 a.m. (Note: Pre-registration is required.) Students arriving before 8:00 a.m. (and not in Extended Care) are to remain supervised in their car until main doors open.
- In the morning, students in Extended Care are to be taken directly to the lower cafeteria door. Those arriving at or after 8:00 a.m. are to be dropped off at the main entrance and obtain a “tardy” slip from the office before entering their classroom.

SCHOOL DISMISSAL

STUDENT RESPONSIBILITY:

- If walking or biking, go directly home when school dismisses. If waiting to be picked up, stand with your class in front of the school with your teacher. If still remaining after traffic pick-up ends (3:15 / 2:15 p.m.), you will be escorted to Extended Care. (Note: Pre-registration is required.)
- When leaving school early, sign out at the office. Students are to remain in their classroom until the parent arrives before leaving their classroom.

SUPERVISOR RESPONSIBILITY:

- Promptly at 3:05 (2:05 on Thursdays), gather your class in its designated area in the front of the school and wait with them until their rides arrive.
- For safety reasons, guide students to their cars in line. At 3:15 (2:15), accompany any remaining students to the lower level for Extended Care.

PARENT RESPONSIBILITY:

- Students must be picked up no later than 3:15 p.m. (2:15 on Thursdays). Parents who arrive after that time should go to the lower lot to pick up their child from the Extended Care program which is located in the school cafeteria.
- Observe the traffic pattern when picking up children. Students will be waiting with their teachers in front of the school.

CLASSROOM GUIDELINES

STUDENT RESPONSIBILITY:

- Conduct yourself in a manner that does not deprive other students of their right to learn.
- Be courteous to all and keep hands, feet, and objects to yourself.
- Treat teachers and staff politely and with respect at all times.
- Always be friendly and kind to fellow students.
- Raise hands to be recognized. Ask permission to leave desk/room when appropriate to the learning situation. Follow directions right away.
- Be prepared for class, bring all necessary materials and have all homework completed on time.
- Do not be in a classroom without a teacher, staff member or supervisory adult present.

SUPERVISOR RESPONSIBILITY:

- Explain and enforce rules.

PARENT RESPONSIBILITY:

- Be familiar with the classroom guidelines and support their enforcement.
- Teach your children to treat teachers and staff politely and with respect at all times.
- Model for your children the importance of being friendly and kind to fellow students at all times.
- When there are questions or concerns regarding classroom matters, communicate directly with the child's teacher. Arrange in advance to speak or meet with the teacher outside of class time through voicemail, e-mail or by leaving a message at the main office.

CAFETERIA GUIDELINES

STUDENT RESPONSIBILITY:

- Enter and exit in a quiet manner and listen for announcements.
- Be responsible for your own tray, lunch bag/box and milk carton.
- Be honest and trustworthy regarding hot lunch servings and courteous to the Hot Lunch staff.
- Sit in your assigned area and ask permission to leave your seat.
- Do not throw or be wasteful with your food.
- Be responsible for cleaning your area. Use trash and recycle bins properly.

SUPERVISOR RESPONSIBILITY:

- Walk all students, K-8, to the cafeteria at the proper time.
- Supervisors on duty need to monitor student behavior, enforce the rules and dismiss for recess.

PARENT RESPONSIBILITY:

- Provide each student with a brown bag lunch or order Hot Lunch in advance of each month. When planning lunches, keep in mind that there is no microwave use permitted.
- Be familiar with and help to enforce the rules.
- **Do not bring pets or have cell phones turned on or in use while volunteering at school.**

ON THE PLAYGROUND

STUDENT RESPONSIBILITY:

- Play within playground boundaries. Stay within the "coned" areas.
- Ask for permission to enter the building during recess. Obtain a pass from an adult supervisor.
- Chasing is acceptable only in organized games, such as tag. Hard balls are prohibited.
- Share all playground equipment and use it safely. Carry all equipment to and from the play area.
- Shrubs, trees and stairways of the school and church are off limits.
- Loitering in hallways and restrooms is prohibited.

- Ask permission to retrieve equipment that goes off of the playground.
- All games should be played by standard rules. Everyone should be allowed to play. Take turns.
- Throwing rocks or other dangerous objects is prohibited, as is fighting, wrestling or rough play.
- When the bell rings or whistle blows at the end of recess, gather equipment and return to your classrooms immediately. **Tuck in your shirts before re-entering the school building.**

SUPERVISOR RESPONSIBILITY:

- Know and enforce the rules to ensure the safety of students.
- Monitor students at play so that they stay within the “cone” boundaries.
- Remind students of safety rules and guidelines regarding proper use of playground equipment.

PARENT RESPONSIBILITY

- Be familiar with and help to enforce playground rules. Monitor the use of bathroom passes.
- Consult the teacher on duty when there are serious student conflicts.

GYMNASIUM GUIDELINES

STUDENT RESPONSIBILITY:

- Wear only non-scuffing tennis shoes on the gym floor. No open back shoes are allowed.
- Return equipment to its proper storage area.
- **An adult 21 years of age must supervise all gym play—before, during and after school hours.**

SUPERVISOR RESPONSIBILITY:

- Walk grades K-5 students to gym class and back to the classroom.
- Supervise in the hallway, if applicable, while students change for P.E. class.

COMPUTER LAB POLICIES

STUDENT RESPONSIBILITY:

- Read and sign the Authorized Use Policy (AUP), outlining proper use of the computers.
- Do not bring in CD's or disks. Flash drives are permitted.
- Do not bring in food or drink.

SUPERVISOR RESPONSIBILITY:

- Monitor student use of the computers and enforce the policies of the lab.

LIBRARY GUIDELINES

STUDENT RESPONSIBILITY:

- Speak quietly, and walk to and from the library in an orderly manner.
- Be respectful and courteous towards others.
- Share materials, take turns using the computers and be patient during the checkout process.
- Use the library for studying, reading, etc., not for playing.
- Return books on time.

SUPERVISOR RESPONSIBILITY:

- Assist students in finding materials and using the computers.
- Explain, model and enforce the rules.

PARENT RESPONSIBILITY:

- Remind students to return their library books on time.
- Must pay any fines that you student may incur.

RESTROOM USE

STUDENT RESPONSIBILITY:

- Keep restrooms neat and clean. Use facilities quickly and quietly, then return to proper area.
- Obtain a pass in order to use the restrooms, including during lunch, recess and during class time.
- Let office or custodial staff know if any supplies need to be replenished.
- **Be aware that vandalism of any kind in the restrooms is considered a major infraction.**

SUPERVISOR RESPONSIBILITY

- Discuss appropriate behavior with students and monitor their use of restrooms accordingly.

IN THE MAIN OFFICE

STUDENT RESPONSIBILITY:

- Come inside the office to obtain a tardy slip, seek First Aid or be helped by office personnel.
- Use the office phone by permission only from the Office Administrator.
- **Students are not allowed in the Main Office, Copier Room or the Art Storage Room without direct adult supervision.**

SUPERVISOR RESPONSIBILITY:

- Screen a student's needs before he or she is sent to the main office.
- The Office Administrator should make sure that students are following general rules of conduct.

DURING ASSEMBLIES

STUDENT RESPONSIBILITY:

- Show consideration and respect for the speaker, entertainer or guest at all times.
- Sit in your assigned seating area with your class.
- Be attentive listeners and “a good audience” in terms of response and participation.
- Sit up straight and be actively interested in the focus of the assembly.
- Applaud for all students who may be acknowledged or honored in a special way -- even if it is not someone in your own class or whom you know well.
- **Booing or inappropriate comments are never acceptable behaviors.**

SUPERVISOR RESPONSIBILITY:

- Review proper assembly behavior with students in advance of the event.
- Inform the students about the tone of the assembly (i.e., spirited; informational; reverent; etc.).
- The principal, Student Board officer or teacher in charge will dismiss students by class

MASS AND OTHER CHURCH SERVICES

A Catholic Church is a very holy place. Jesus, our God, is present in the Holy Eucharist in the tabernacle. The pulpit is where we hear God's word and the altar is where the priest leads the people in celebrating the Holy Eucharist. We show our belief by the way we pray and show reverence to God. All who attend Mass and other church services need to observe these guidelines:

- Do not bring food, gum, toys, etc. with you to church.
- Walk into the church quietly to show respect for the house of God.
- Genuflect before entering the pew to show that you believe Jesus is present in the tabernacle.
- Kneel and pray for a few moments before sitting.
- When students gather in family groups for liturgies, older students should sit among the younger children and help them to participate in the service and sing the hymns.
- Listen to the readings. Do not distract neighbors by whispering, poking, giggling or making noise.
- **Do not leave to go to the bathroom.** (Teachers provide time to use the bathroom before Mass.)
- Be involved in the Mass. Be ready and willing to answer the priest's questions during the homily, make the responses, sing the hymns and participate fully.
- During the Eucharistic prayer, from the *Holy, Holy* to the *Our Father*, listen or follow along in your missalettes. **It is the most holy part of the Mass.**
- The sign of peace is an opportunity to ask Jesus to bless each other. Say, "Peace of Christ be with you" to the people within easy reach of you. Do not leave your pew.
- During Holy Communion, do not visit with your neighbor. Talk and pray silently to Jesus before and after receiving Him through the Eucharist.

How to Receive Holy Communion:

1. Step up to the priest or Eucharistic minister. Bow before you receive the Eucharist.
2. Extend your hands, or open your mouth and extend your tongue.
3. When the priest says, "Body of Christ," answer immediately, "Amen."
4. Take one step right or left, put the sacred host in your mouth and make the sign of the cross before you return to your seat. Walk back to your pew with your hands folded.

How to Receive a Blessing:

For those not receiving Communion: Step forward with your hands placed over your chest so that the pastor or Eucharistic minister may give you a special blessing. Walk back to your pew with your hands folded.

- After Communion, keep talking to Jesus silently and join in singing the hymn. Remember that this is a sacred time. It is not a time to talk or play.
- When you leave Mass, genuflect as you leave the pew. Walk to exit the church, and leave in total silence.

*Parents, you are always welcome to join your children at our weekly liturgies.
You are encouraged to sit next to them as part of their Family Groups.
Please help to make it a special and holy experience by modeling
for your children all of the guidelines noted above.*

SCHOOL UNIFORM

(See Student/Parent Handbook for Dress Code Guidelines)

STUDENT RESPONSIBILITY:

- Always wear a clean, presentable and proper uniform to school.
- Take pride in your appearance as a representative of your school and the SJF community.
- On "Free Dress" days, always follow the Student/Parent Handbook guidelines and wear school-appropriate clothing.

SUPERVISOR RESPONSIBILITY:

- Know and enforce both the school uniform and "Free Dress" codes.
- Be observant and consistent in your supervision of these codes.

PARENT RESPONSIBILITY:

- Send students to school wearing a clean, presentable and proper uniform on both regular and "Free Dress" days.
- Be supportive of the school's dress code policies.
- Understand that students who violate dress code need to have the appropriate clothing brought to school in a timely manner to avoid a consequence more serious than a referral.

DISCIPLINE POLICIES

MINOR INFRACTIONS:

Disciplinary actions are taken by the teacher or principal based on the age of the student and seriousness of the incident. They may include:

- Verbal reprimand
- Time out, loss of recess or other privileges
- Written or verbal assignment
- Work duty
- Payment of damage
- Conference with student/parent/teacher/principal
- A referral slip (grades 3-8) or an "Oops!" slip (grades K-2)
- A detention notice *

* Detention is served on Friday afternoons from 3:15-3:45 p.m., unless otherwise noted.

DETENTION:

For behavior that violates school rules, any student may be assigned a 30-minute detention. A detention notice may be given at any time should the seriousness of an infraction necessitate it; receipt of repetitive referrals (or "Oops!" slips) may result in a detention. Referral slips need to be returned the next day with a parent's signature; failure to do so will result in an additional referral.

In addition to behavioral detentions, students at any grade level may earn a referral or detention for academic and organizational reasons. **For example, at the K-5 level, if a student does not complete an assignment in quality fashion and hand it in when due, he or she may receive a "Homework Alert!" notice, which must be signed by the parent and returned to the teacher the following morning.** If the homework has not been completed at home, the student may be required to use recess time, per teacher direction, to complete the assignment until the task is accomplished. A student who earns repeated "Homework Alert!" notices may receive a referral or detention and/or be placed on academic probation. In addition, if a "Homework Alert!" form is not signed and returned to the teacher by 8:15 a.m. the day after the notice is given, the result is a referral.

At the middle school level, if a student does not complete an assignment in quality fashion and hand it in when due, he or she will be graded down per teacher discretion and/or receive a referral. A student at the 6-8 level who earns repeated referral notices for missing or incomplete assignments may receive a detention and/or be placed on academic probation.

There is a formal detention period on Fridays from 3:15-3:45 p.m. in the room of the duty teacher. (When the last day of the week is a noon dismissal day or a student holiday, detention will be postponed to the following Friday or served "in-house" during a more immediate school day, as determined by the teacher or principal.) **Unless it is a "day of" recess detention, parents will be notified at least one day prior to the date of an after school detention so that alternate transportation or arrangements for Extended Care can be made.**

During detention, students must sit quietly and upright in absolute silence. Failure to do so may result in additional minutes or additional detentions. While students are serving detention, they are not allowed to do homework, recreational reading or writing, or to nap.

Detention is considered to be a serious matter. Request to serve detention on a different date or for a shorter time will not be honored. (The exception: If the student has a medical appointment, he or she must bring a note the following Monday from the medical professional verifying the appointment.) **Aside from this exception, any student who does not serve his or her designated detention will serve the next two consecutive detention times.** Failure to do so will result in a one-day suspension. Should a student earn a second detention within the same week, he or she shall serve two consecutive detentions with the same consequence.

SUSPENSION:

A student may be suspended for a serious infraction, repetitive inappropriate behavior or violation of specific policies. During the suspension period, the student must complete any homework assigned, but will not receive credit; any tests missed during that time may be made up for full credit. Criteria for re-entry to school includes accompaniment by parent to meet with the principal and to show the principal and teacher all completed assignments. **A suspended student is not allowed to participate in any school-related extra-curricular activities for seven days, inclusive of the days of suspension.**

REPETITIVE MINOR INFRACTIONS AND/OR MAJOR INFRACTIONS:

Any behavior that could cause physical harm, property damage or is not conducive to a Christian learning environment will result in one or more of the following consequences:

- Detention notice *
- Telephone call to parent
- Meeting between student and principal
- Conference with parent, teacher and/or principal
- Suspension for a period of one-half to three days **
- Permanent expulsion from school

* A "Detention Notice" is a form sent to parents informing them of a disciplinary incident which resulted in a detention for their child. The purpose of notification is to inform students and parents, but is not a permission-seeking tool. Parents are asked to sign the form, retain the original and return the remaining copies to the classroom teacher or school office the next morning.

** A second suspension within one year makes a student liable for permanent expulsion.

In all cases, the level of action taken is at the discretion of the principal and takes into consideration the student's past behavior, consistency of behavior and the seriousness of the offense. A specific plan (i.e., a behavioral or probationary contract), which may include an expectation for regular counseling, conferencing, and/or behavioral workshops, may be developed and implemented in a confidential manner with an individual student and his or her parents.

PROCESS FOR INQUIRY

If parents have questions or concerns regarding any disciplinary action, or other issues regarding their child or his or her classroom experience, they need to direct their inquiries as follows:

FIRST STEP:	➔	THE TEACHER INVOLVED
SECOND STEP (IF NECESSARY):	➔	THE PRINCIPAL
THIRD STEP (IF NECESSARY):	➔	THE PASTOR

*The administration, faculty and staff of St. John Fisher School appreciate the continued support of parents as we strive as partners to provide the most values-oriented and positive learning environment possible for our students.
Thank you!*