



## Student Expectations and Discipline Policy

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## INTRODUCTION

The Student Expectations and Discipline policy is created so that all policies and practices related to student conduct foster and teach appropriate behavior, strive to create a positive school climate and safe environment and that they are fair and developmentally appropriate.

The policy provides suggested prevention, intervention, restorative, and incentive-based strategies to respond to student misconduct.

St. Martin's created the policy to encourage students to make good decisions. Merit points (Bulldog Bones and Bulldog Bucks) will be awarded to encourage the positive and responsible behavior while demerit points will discourage inappropriate behavior.

Students should be afforded opportunities to learn from their mistakes. To do this, St. Martin's school staff will leverage graduated consequences and interventions to teach students appropriate behavior, and to correct any harm that results from their behavior. Removing a student from school through exclusionary discipline measures should always be a last resort.

The policy is designed to maintain communication with the parents/guardians and encourages involvement and may require participation.

## SECTION I: EXPECTATIONS FOR THE SCHOOL COMMUNITY

All members of the school community have a role to ensure a safe, healthy, and happy school climate. Our school is safest and most successful when everyone collaborates, values and respects each other's roles, and is invested in St. Martin's discipline practices.

The following are shared expectations for school staff/administrators, students, and parents/guardians. These expectations should guide interaction and involvement with school discipline matters.

### Expectations for School Staff and Administrators

School staff and administrators should:

1. Create and promote a positive, supportive, safe, and welcoming, Christ-centered school environment that is conducive to teaching and learning.
2. Be respectful and courteous to students, parents/guardians, and other school staff.
3. Be knowledgeable about discipline policies, regulations, and rules, and inform the community about such policies as well as resources available to support students.
4. Reward and acknowledge positive and appropriate conduct by students. Exercise good judgment when exercising the school discipline program.
5. Make every reasonable effort to keep students in school. Out of school suspension and expulsion are to be used as last resort.
6. Make every reasonable effort to communicate with and respond to parents/guardians in a timely manner and in a way that is accessible and easily understood.
7. Provide students with due process as it relates to the school discipline policy.
8. Expect to receive training and professional development as it relates to student discipline and classroom management.
9. Provide students, as requested, who are suspended from school with make-up work and allow them to complete the work for credit so they do not fall behind academically.

## Expectations for Students

Students should:

1. Bring a positive attitude to school every day.
2. Follow the Golden Rule – **'Treat others as you want to be treated.'**
3. Follow school rules even when not specifically asked to do so.
4. Get to know your schoolmates by participating in school activities including gym, field trips, and special events.
5. Complete make-up work while you're out of school so you don't fall behind.
6. Share ideas that may improve the school with your teacher, Vice Principal, Principal, or school counselor.
7. Be an ambassador for the school's values in school, during school activities, including athletic/sporting events, in your home, and with family and friends outside of school.
8. Understand and accept the consequences if the expectations are not met.
9. Learn from your mistakes and strive to do your best.

## Expectations of Parents/Guardians

Parents/guardians should:

1. Help to ensure your children understand and embrace their role in creating a positive school environment. Talk with your child about expected behaviors and consequences if those expectations are not met. Support the discipline policy at home and celebrate the rewards for their positive behaviors.
2. Be respectful and courteous to other students, fellow parents/guardians, and school staff.
3. Read and be familiar with school policies, regulations, and rules.
4. Make every effort to ensure that your child maintains regular school attendance and will follow the attendance policy
5. Make every reasonable effort to respond to communications by the school staff and attend conferences and other disciplinary matters concerning your child.
6. Expect to be promptly notified by the school if your child's behavior requires parental attention and/or if suspended or expelled.
7. Share any concerns or complaints with school staff and administrators in a timely manner.
8. Work with school staff and administrators to address any behavioral problems your child may experience.
9. Share ideas and strategies for improving school climate and school discipline practices with your child's teacher, the Vice Principal, the Principal, or the School Board.

## **Section II: POSITIVE MERIT REWARD PROGRAM**

St. Martin's uses positive discipline to teach students to become responsible, respectful, and resourceful members of the school body. By using a reward system, the students will consistently see examples of positive and good behaviors.

The following outlines the reward system for the Lower, Middle Schools, and before and after care. Although the rewards will be different in the lower and middle schools, the mechanism for tracking the good behaviors will be the same.

The foundation of our system at St Martin's Lutheran School lies in five fundamental expectations.

- B-** Blessed, show gratitude
- O-** Orderly, following rules and expectations
- N-** Neighbor, Helping others (The good Samaritan, Luke:10)
- E-** Ethic, showing hard work
- S-** Serve, the community

'Bulldog Bones' or "Bulldog Bucks' will be awarded to students who exhibit good behaviors as defined below.

### **Lower School (K-4) - Bulldog Bones**

Faculty will be given a certain number of 'bulldog bones' that may be awarded to children when good behavior is observed. The bones will be filled out to explain why they earned the reward.

Each classroom will have a 'treasure chest' containing small gifts. The students will be able to purchase items with their bulldog bones. The gifts and frequency will be decided by the classroom teacher.

### **Upper School (5-8) - Bulldog Bucks**

Faculty will be given a certain number of 'bulldog bucks' that may be awarded to children when good behavior is observed. The bucks will be filled out to explain why they earned the reward.

The students will collect and save their bulldog bucks to spend throughout the year on gifts, activities, and other experiences.

In addition, the teachers will collectively identify a Student of the Month. The student will have the opportunity to wear a special wrist band for the applicable month along with other opportunities to recognize their positive achievement.

### **Before and After Care**

Students may be awarded bulldog bones or bulldog bucks, as appropriate, by the before and after care staff using the same criteria as the student's teachers.

### SECTION III: STUDENT BEHAVIORS AND DISCIPLINE MEASURES

St. Martin's utilizes the demerit point system to assist with the discipline and is aimed to encourage students to attain the high standard of behavior expected of them. The system is designed to monitor individual student's conduct and help students make good decisions. The system will keep track of the student's progress and will communicate with parents/guardians. The system is applied during regular school hours as well as before and after care. The system resets every marking period.

The following is meant to illustrate the kinds of responses and interventions that are available and will be considered by St. Martin's school administrators and staff to respond to student behaviors. The responses will be applied in a consistent manner so that all students will be able to rely on the response when the expectations are not met. It is not intended to be an exhaustive list.

Demerits will be given to students based on the severity of the behavior.

Minor = 1 Demerit

Major = 2 Demerits

Severe = 3 Demerits + review by Vice Principal for possible further action

The goal of the discipline policy is to help students make good choices and create a positive and helpful environment. It is at the discretion of the faculty to identify the behavior and associated level of the behavior. Faculty will consider giving a warning to the student before giving a demerit.

Examples of offenses per level.

#### Minor

- Tardiness
- Not turning in assignments
- Misbehaving in class:
  - Horse playing
  - Social talking while teacher is talking
  - Sleeping in class
  - Yelling out
  - Using cell phone during class
  - Chewing gum
  - Sounds or disruptions during instruction
  - Debating with teacher
  - Not participating respectfully in small groups

#### Major

- \*Out of uniform
- Disrespectful to teachers
  - Talking back
  - Yelling
  - Arguing
- Verbal fighting

Severe

- Profanity
- Physical fighting
- Theft
- Vandalism
- Bullying

\*Any student that comes to school out of uniform will be sent to the office. The school administration will contact the student’s parent/guardian to notify them of the incident. The student will not be permitted to class until rectified. It will be up to the student to work with his or her teacher for any missed work.

Below are the consequences as the demerits accumulate.

<b>Demerits</b>	<b>Response</b>
3	Lunch detention and no recess on the next school day or at the discretion of the Vice President
Next 3 (6)	Lunch detention and no recess on the next school day or at the discretion of the Vice President Conference with teacher and parents
Next 3 (9)	Lunch detention and no recess on the next school day or at the discretion of the Vice President Conference with teacher, Vice Principal, and parents
Next 3 (12)	In school suspension (no activities) Conference with teacher, Vice Principal, Principal, and parents
Next 3 (15)	To be determined by administration

The school office will track the demerits and will notify the parents via email with each earned demerit. Parents may contact the school office to check the current balance at [schooloffice@stmartinonline.org](mailto:schooloffice@stmartinonline.org)

The policy will be regularly reviewed and amended to ensure continued effectiveness.