

ST. CYPRIAN PARISH SCHOOL

A Faith Community of Learners for over
60 years



DISCIPLINE POLICY

2015 ~ 2016

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I. INTRODUCTION

PROFILE OF A ST. CYPRIAN STUDENT - "Students' actions and attitudes should always reflect a Christian ethic. Students of our school are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, will show consideration for fellow students, and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations and Christian principles. All students should conduct themselves as ladies and gentlemen. This refers to their actions toward each other, to their language, to their dress, and to their manners."

- A. Daily student behavior will include:
 - 1. Honesty in all actions (no cheating, lying or stealing).
 - 2. Respectful treatment of faculty, staff, and other students.
 - 3. Courtesy in all interactions and speech.
 - 4. Consideration of self and others in word and actions.
 - 5. Respectful acceptance of each person as a special creation of God.
- B. Personal choices which conflict with these behaviors may result in:
 - 1. No credit for an assignment/test.
 - 2. Loss of a class privilege (i.e. special event, field trip, etc.).
 - 3. Suspension from school.
 - 4. Other consequences as deemed appropriate by administration/faculty.

STUDENT STRATEGIES

- A. Start your day in a positive way!
 - 1. Greet God and commit your day to the Lord.
 - 2. Be realistic and optimistic.
- B. Come to school ready to learn!
 - 1. Eat Breakfast.
 - 2. Be rested (at least 8-9 hours of sleep).
 - 3. Wear neat, clean uniform with pride (shorts for P.E.).
 - 4. Bring all that you need for class.
- C. Be prepared!
 - 1. Do your homework the night before and place it in a book bag or backpack near the front door.
 - 2. Get any needed parent signatures the night before.
- D. Arrive at school prior to the start of classes.
 - 1. Use the restroom.
 - 2. Get a drink of water.
 - 3. Talk with friends, be supportive and positive.
- E. Be an active listener.
 - 1. Look at the person who is speaking.
 - 2. Sit up straight.
 - 3. Keep your hands and feet still.
 - 4. Respect the opinions of others.
 - 5. Do not go ahead of the teacher's directions.

- F. Use your time wisely.
 - 1. Get to work as soon as the assignment is given.
 - 2. Don't let others distract you.
 - 3. When you finish an assignment, work on any unfinished assignments, homework, or read a library book.
 - 4. Respect your classmates' need for a quiet learning environment.

- G. Homework is an important part of your education.
 - 1. Write down your daily homework assignments in your assignment book.
 - 2. Have your teacher check your list before you leave to go home, if you feel it is necessary.
 - 3. Be sure you have all necessary books and supplies.

* Ideas adapted from Darrell J. Burnett, Ph.D., Laguna Hills, CA

II. DISCIPLINE

The purpose of Discipline is to:

- 1. Provide a caring, Christian environment conducive to learning.
- 2. Provide safety for all individuals.
- 3. Promote character training.
- 4. Help students develop self-respect and a respect for others, including individual rights and property, and thus develop good citizenship qualities.

A written Discipline Policy cannot include every appropriate and inappropriate behavior that a student may encounter. The Faculty and Staff must use their judgment, based on many years of training and experience, to determine what behaviors are deemed appropriate, or inappropriate, to help insure the safety and rights of all individuals. The Faculty and Staff of St. Cyprian Parish School expect that students will comply with and parents will support, our Discipline Policy which follows.

III. GENERAL CLASSROOM RULES

- A. Be in your seat when class begins.
- B. Follow directions. (Listen carefully.)
- C. Come to class prepared (homework completed), and with all necessary supplies.
- D. Raise your hand to speak and wait to be called on.
- E. Remain in your seat, unless given permission to be elsewhere.
- F. Keep hands, feet, and all objects to yourself.
- G. Respect all persons and property on campus.
- H. Act in a supportive and appropriate way.
- I. In an emergency, if the teacher must leave the room, remain in your seat and work quietly.

VI. THE INTERNET/ ST. CYPRIAN ACCEPTABLE COMPUTER USE POLICY

Parents/guardians are the primary educators of their children, and are responsible for their children's behavior. Parents/guardians are responsible for setting and conveying the standards that are appropriate for their children to follow when using the Internet at home. Students using the Internet inappropriately, with any reflection on St. Cyprian Parish School (faculty, staff, or students), are subject to criminal investigation, Penal Code #502, and subsequent consequences that could result in suspension or expulsion from the school. ****Parents or students are not to post any pictures of fellow students, faculty, or staff on the Internet or individual web pages.**

A. Acceptable Use - The purpose of the internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. The use of this privilege must be in support of education and research and consistent with the educational objectives of St. Cyprian Parish School. Students should not expect that files will be private. Network administrators have the right to review files to maintain system integrity and to be sure that the system is being used within the set limits.

B. Unacceptable Use - The following actions which are not inclusive, constitute unacceptable use of the internet:

- 1 - Sending or displaying offensive messages or pictures.
- 2 - Using offensive language.
- 3 - Sharing of passwords.
- 4 - Damaging computers, computer systems or networks.
- 5 - Violating copyright laws.
- 6 - Loading of programs onto any computer without permission.
- 7 - Trespassing in another user's folders, work, or files.
- 8 - Attempting to log in as another user or system administrator.
- 9 - Other behaviors deemed inappropriate by administration and/or teacher.

C. Privileges - The use of the Internet is a privilege, not a right! Inappropriate use will result in a cancellation of those privileges. The teacher and administration will determine what is inappropriate use. Realize if the rules are violated, your internet access will be canceled.

D. "Netiquette" - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- 1 - Be polite. Never send messages that are not polite.
 - a. Use appropriate, respectful language. Remember that you are a representative of St. Cyprian Parish School when you are online.
 - b. Do not send or post any message that includes personal information, such as name, home address, or phone number for you or any other person.
 - c. Note that electronic mail (email) is not guaranteed to be private. The teacher can check electronic mail to make sure that it is appropriate and accounts can be cancelled if standards are not followed.
 - d. Do not use the network in such a way that would disrupt the use of the network by other users.

E. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within our network, you must notify the teacher immediately. Do not demonstrate the problem to other users. If a student accidentally comes across something unacceptable on the internet, it is his/her responsibility to stop the connection immediately and tell the teacher.

F. Vandalism - Vandalism is defined as any malicious attempt to harm or destroy data, files, or information of another user; the uploading, downloading, or creating of computer viruses; or any malicious attempt to harm or destroy school equipment or materials. Vandalism will result in the immediate cancellation of user privileges.

PLEASE NOTE: St. Cyprian Parish School reserves the right to modify this policy as needed.

V. OUT OF CLASS BEHAVIOR

A. BEFORE SCHOOL

1. Students should arrive on campus *no earlier* than 7:45am. (Any student arriving on campus before 7:45am will be sent to Extended Day Care and parents will be charged for this service.)
2. Students arriving after 7:45am will wait in their class line area. Some teachers have classrooms open for students to put away books, prepare supplies, do classroom chores, then return to line for the bell.
3. Teachers will meet their students when the bell rings and escort them to class.

B. DURING SCHOOL

1. Students will walk quietly when going to and from their classroom individually or in small groups.
2. Students will walk quietly in single file when going to and from their classroom as a whole class.
3. Students will keep hands, feet, and objects to themselves.
4. Student will behave in an appropriate way.

C. RECESS - Students will walk when dismissed from their classroom.

1. Eat snacks, get drinks, and use the restrooms before going to play areas.
2. Students will dispose of trash in containers provided.
3. Chasing games (i.e. tag) are not allowed.
4. Play in assigned areas.
5. Jump ropes are to be used only as jump ropes.
6. Use the clinic only if you are sick or injured. Students must have a supervisor's or teacher's permission to be in the clinic.
7. Follow the supervisors directions at all times.
8. Play by the rules.
9. Play and behave in an appropriate manner. (No name calling, teasing or fighting.)
10. Keep hands, feet and all objects to yourself.
11. Line up as soon as the bell rings (no drinks or washing hands in fountains).
12. Wait in line quietly for your teacher.

D. PLAYGROUND RULES & GUIDELINES(fenced area for TK-K)

NOTE: Any student behaving inappropriately will be asked to leave the play area for the remainder of that day. Any student who repeatedly ignores the rules/guidelines will not be allowed to use the play area for an extended period of time and the parent(s) will be notified.

1. RULES:

- a. Walk at all times.
- b. Keep all food and drink near the fences.
- c. Use all the equipment in a safe and appropriate manner. (See guidelines listed below)
- d. Follow the directions politely and respectfully of all supervisors.
- e. Keep your hands and feet to yourself.
- f. Share the equipment in a polite way. (Be patient and wait your turn.)

2. GUIDELINES:

- a. SLIDES - Always slide down feet first. Do not climb up!
- b. PLATFORMS, STAIRS, & LADDERS - To go from one place to another. Do not block the way for others.
- c. TUNNEL - One way only, to go from one place to another. Do not block the way for others.
- d. UNDERNEATH STRUCTURE - You may rest underneath in the shade but do not block the way for others.

E. RESTROOMS

1. Use the designated restroom for your grade-level.
2. Students must have teacher permission when using the restroom during class.
3. Students will respect all restroom facilities. (No vandalizing restrooms.)
4. Students will behave appropriately when using restrooms. (No yelling, fighting or loitering.)
5. No food, drinks or cellular phones of any kind are allowed in the restrooms.

F. LUNCH

1. Each class will have two table monitors, one girl and one boy. These students will make sure their tables are left clean and orderly, and that all trash is picked up.
2. Students will sit at assigned tables.
3. Students will obey and show respect for the lunch supervisors.
4. Keep hands, feet and all objects to yourself.
5. Students will use appropriate behavior at the lunch tables; they will talk quietly. There will be no throwing of food or any objects.
6. Sports equipment is not allowed at the lunch tables at any time.
7. Stay seated until instructed to leave.
8. Put all trash in containers provided.
9. Walk, don't run.
10. When dismissed, walk, and place your lunch containers in the basket at your class line, or at the areas designated by your classroom teacher.
11. All playing will stop when the bell rings. Students will immediately proceed to their class line. Personal needs (restroom, wash hands) should be taken care of before the bell. Students will wait quietly for their teachers.

G. AFTER SCHOOL

1. When dismissed, students will walk to the student waiting area and follow Safety Dismissal Procedures.
2. Walkers must exit the campus through the gate by the school office.
3. Extended Day Care students will walk immediately to the Day Care facility.
4. Children still on campus at 3:00pm will be taken to Extended Day Care. (Parents will be charged for this service.)

H. CHURCH - Celebrating in Church, Jesus has a lot to say ... let's listen well.

1. Please enter Church quietly and orderly ... no need to talk.
2. Genuflect and reverently greet Jesus.
3. Be patient ... space is not a problem. There is plenty of room for everyone.
4. Please put kneelers up and down quietly, others are praying too.
5. Please do not use the kneelers for a foot rest. Try and keep your feet still.
6. Sit up straight and tall, alert and ready to listen.
7. Listen carefully and participate when it is your turn - praying and singing.

8. Practice the Mass responses, so that you can participate with everyone.
9. Approach the Eucharistic minister with your hands folded, not dangling at your sides.
10. Please practice the appropriate way to hold your hands for Communion. Sometimes students do not raise their hands high enough.
11. Church is a very special place of worship - so we always behave.
12. Voices should be quiet and subdued at the greeting of peace no need to wave or yell to your friends.
13. Please leave Church in order and quietly checking to be sure that the kneelers are up and all books have been returned to their place.
14. If we used song sheets while in Church, please collect them and return them to the school office after Mass.

"Wherever two or more are gathered in My name...." (Matthew 18:20)

VI. OFF LIMIT AREAS

- A. Classrooms - without adult supervision.
- B. Bathrooms - without a teacher's permission.
- C. Bushes
- D. South Parking lot

VII. REWARDS

- A. Praise
- B. Certificates
- C. Special Privileges
- D. Non-Uniform Dress
- E. Treats

VIII. CONSEQUENCES

- A. Benched and playground conduct form given to student.
- B. Benched, playground conduct form given to student, phone call made to parents.
- C. Detention. (Wednesdays from 3-4PM)
- D. Conference (Parents/Student/Administration)
- E. Out of school suspension (1 day)
- F. Follow-up conference (Parents/Administration)

BEHAVIOR CONSEQUENCES: Since the students have to work with administration, teachers, and companions for attainment of disciplinary objectives, we consider it important that parents and students should be well informed on the following discipline policy:

DETENTION MAY be given for any of the following reasons:

Conduct:

- Behaviors and/or actions not reflecting Christian attitudes.
- Defacing of any school buildings and/or properties, general disrespect for property.
- Rock throwing.
- Gum chewing.
- Interfering in class games, activities that include tackling, engaging in martial arts, or pushing and shoving.
- Not prepared for class.
- Riding a bicycle, skateboard, roller blades, or any shoes with wheels on school grounds.
- Fighting at any time or "picking on" any student.
- Rudeness, poor manners, insolence, or disrespect to any adult or fellow pupil at any time.

- Unbecoming conduct while at any school-related activity either on or off the campus.
- Use of profanity or vulgarity (written or spoken) or the making of obscene gestures.
- Being in unauthorized areas, school buildings, without proper supervision.
- Cheating, dishonesty, forging of signatures.
- Damaging property: Accidental: Pay for replacement and service.
 Deliberate: Pay for replacement, service, and penalty.
- Failure to wear proper uniform: Please see uniform section of the Parent-Teacher-Student handbook.

Detention is served: Wednesday from 2:50-3:50 in the school library. Children not picked-up at 3:50 will be brought to EDC, and charged for this service, until their parent arrives. Children in sports will not be granted a different day or alternate time or location. Only a doctor's excuse will allow for a change of date for a detention.

In lieu of detention administration reserves the right to have a student involved in an alternative activity designed to improve or change student behavior.

SUSPENSION: Excessive or repeated violations of any of the school regulations, following a conference with the teacher and administration or a single incident, if deemed to be of a serious nature, will result in a suspension of one to five days. A suspended student is responsible for all class assignments given by the teacher(s) during his/her absence. Any student who has been suspended three (3) times during the school year may be dismissed from St. Cyprian Parish School.

Students returning to school after suspension must be accompanied by a parent, and be interviewed by school administration before being re-admitted to class. Final decisions on conduct and discipline will rest with the Pastor or School Administrator.

After every effort has been made to correct the student's behavior and evidence is shown that the student's behavior and the philosophy and objectives of the school are incongruent, the parents will be asked to withdraw the student from the school. Non-compliance with the request will result in expulsion from the school. The Pastor and Diocesan Office of Education will be closely informed of the impending action.

EXPULSION: Expulsion is an extreme but sometimes necessary measure for the common good. The administration shall arrange a conference with the student and parents/guardians who shall be informed of:

- The pattern of conduct in question and evidence present.
- The right of the student to present statement in his/her behalf.
- The specific course of action or improvement necessary so that expulsion will not be necessary.

GROUNDS FOR SUSPENSION/EXPULSION

The following offenses committed by a student while under the jurisdiction of the school are grounds for expulsion/suspension:

- Actions gravely detrimental to the moral, physical, or spiritual welfare of other students.
- Committing an obscene act or habitual profanity or vulgarity.
- Assault, battery, or any threat of force or violence directed toward any school personnel, or pupil or any other person or their property.
- Open, persistent defiance of authority of the teacher, supervisors, or administrators.
- Continued, willful disobedience, dishonesty (cheating), or general disrespect.
- Use, sale, distribution, or possession of tobacco, alcohol, narcotics, or intoxicants of any kind.
- Theft.
- Willful cutting, defacing, or otherwise damaging any property, real or personal, belonging to the school, school personnel, or another student.
- Habitual truancy.
- Possession of harmful weapons, objects, or materials that can be used as a weapon.

PROBATION DURING THE SAME SCHOOL YEAR: Students who have repeatedly broken school rules, shown impertinence in the school, have cumulative disciplinary reports, and/or have been suspended throughout the current school year, will be placed on disciplinary probation for the following school year

pending a Parent/Student/Administration conference to document the probationary status. If the student shows little or no improvement within the first quarter of the new school year s/he will be asked to leave the school.

EXCLUSION CLAUSE: A student who acts in a disruptive, aggressive, or destructive manner may be required to leave school for the remainder of that day. This action may be deemed necessary especially for a student who has had excessive or repeated behavior or attitude problems. In such a case, the teacher and administration will contact the child's parent who must come and pick up the student immediately. The parent may choose to have another responsible party, whose name is listed on the student emergency card, pick up the child for them. Additional day(s) of suspension from school may accompany this action if it is deemed necessary.

IX. HARASSMENT

St. Cyprian Parish School, in conjunction with the Archdiocese of Los Angeles, confirms the dignity of each person. It is our policy to provide an educational environment in which everyone is treated with respect. It is the responsibility of the student, administrator, teacher, parent, staff, aide, volunteer, visitor, or guest to conduct themselves in a manner that contributes to a positive school environment. Therefore, any form of harassment whether sexual, verbal, written, physical, visual, or environmental is strictly forbidden. Any person who violates this policy will be subject to disciplinary action up to and including termination or expulsion.

- **Definition of Harassment:** Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of an individual's race, creed, color, national origin, physical ability, gender or religion.
- **Confidentiality:** Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will be discussed only when necessary for the investigation and/or resolution of the matter.
- **Retaliation:** The Diocese forbids retaliation against anyone who reports harassment or who participates in the investigation of such a report.
- **Examples of Harassment:** Harassment includes, but is not limited to, the following examples:
 - Sexual:* Sexually demeaning comments, statements, questions, slurs, jokes, anecdotes, epithets or unwelcome touching.
 - Verbal:* Comments, questions, statements, slurs, jokes against a person because of race, creed, color, national origin or physical ability.
 - Written:* Letters, notes, or invitations (electronic or paper) which are suggestive or hostile.
 - Physical:* Unwanted touching, contact, assault, deliberate impeding or blocking movements, or an intimidating interference with normal study or movement.
 - Visual:* Leering, gestures, display of suggestive objects, pictures, cartoons, posters or drawings (electronic or paper).
 - Environmental:* Detrimental atmosphere in which a person(s) is made to feel uncomfortable through the presence and/or actions of others in the room.
- **Complaint Procedure:**
 - a. Students, employees or volunteers who feel aggrieved because of a conduct that may constitute harassment, depending on the severity of the conduct, may directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances (especially students) it may be better to directly contact an adult such as those listed below.
 - b. If the students, employees, or volunteers do not feel comfortable doing this, or are unable to do so, they shall direct their complaint to their parents or to a school counselor, principal, assistant principal or teacher. If a person (usually a student) feels uncomfortable speaking to adults of the opposite gender, they may request that a same gender adult be present. Such a person has been designated to assist in concern, professionalism and confidentiality.
 - c. The designee receiving the complaint will follow the school disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and Diocesan requirements. Any investigation will be conducted in a confidential manner as is consistent with these requirements and a thorough investigation of the complaint.

- Consequences: To be determined by the faculty/administration. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Letter of Apology, Lunch detention, After School Detention, In-School Suspension, Out-of-School Suspension, Parent conference, Withdrawal/Expulsion from St. Cyprian Parish School.

STUDENT THREATS: St. Cyprian Parish School needs your help in keeping our school safe for everyone. St. Cyprian Parish School will take seriously all threats to inflict serious harm to self or others, including practical jokes or offhand comments. Our school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well being of students, staff, or others, and any weapon possession. St. Cyprian Parish School has an obligation to keep our school safe and will take any of the above seriously. Anyone who becomes aware of a threatening situation should immediately report it to a school administrator.

Sample Discipline Forms:

Detention Notice St. Cyprian 5133 E. Arbor Road Long Beach, CA 90808	Student	Grade
	Date	Date of Incident
	Teacher	Principal
Notice to parents: The purpose of this report is to inform you of a disciplinary/uniform detention.		
Reason for detention: <input type="checkbox"/> Destructive to school property <input type="checkbox"/> Excessive talking <input type="checkbox"/> Uniform violation <input type="checkbox"/> Disrespectful to authority figure <input type="checkbox"/> Unacceptable language <input type="checkbox"/> Tardy two times for class <input type="checkbox"/> Harassing/bullying another student <input type="checkbox"/> Three infractions <input type="checkbox"/> Inappropriate physical contact <input type="checkbox"/> Cheating <input type="checkbox"/> Other _____		
Actions previously taken: <input type="checkbox"/> Student given warning <input type="checkbox"/> Held conference with student <input type="checkbox"/> Changed student's seat <input type="checkbox"/> Parent contacted (either by written notice or by phone) <input type="checkbox"/> Parent conference held		
_____ Detention to be served on above date/time Parent signature		
<p>Each detention will result in a lowering of the conduct grade. Two detentions automatically remove a student from honor roll eligibility. This form must be signed by the parent/guardian and returned to the teacher the next school day.</p>		

Behavior and/or Uniform Infraction Notice		
Student _____	Grade _____	Date _____
Teacher _____		
Notice to parents: The purpose of this report is to inform you of conduct and/or uniform violations.		
Reason for infraction notice:		
_____ Talking during class	_____ Out of seat (wandering) in class	_____ Needs a haircut
_____ Annoying others during class	_____ Failure to keep hands/feet to self	_____ Skirt/jumper too short
_____ Shouting/calling out in class	_____ Rough play on the playground	_____ Not school socks/shoes
_____ Inappropriate Comments/Name Calling	_____ Disrespecting authority	
_____ Other _____		
<p>This is the _____ referral for this quarter. Three referrals will result in parent conference and will result in a detention.</p> <p>***Uniform infraction must be addressed within two weeks or uniform detention will be given.</p>		
Parent Signature _____ Date _____		
This form must be signed by the parent/guardian and returned to the teacher the next school day.		

**St. Cyprian Parish School
Referral for Work Habits**

Student _____ Date _____

Teacher _____

- _____ 1. Assignment not handed in _____
- _____ 2. Assignment incomplete _____
- _____ 3. Failure to return signed test _____
- _____ 4. Comes to class unprepared - books / supplies
- _____ 5. Quality of assignment(s) is below standard
- _____ 6. Needs to stay on task - listening and attention

This is the _____ referral for this quarter. **Three referrals will result in parent conference and will result in a detention.**

Parent Signature _____ Date _____

This form must be signed by the parent/guardian and returned to the teacher the next school day.

Please read and discuss the Discipline Policy on the school's website; one can be checked out from the school office, if necessary. Sign and return this agreement form to your oldest child's teacher.

**DISCIPLINE POLICY
AGREEMENT FORM 2015-2016**

CITIZENSHIP

It is each student's responsibility to display qualities of good citizenship. Students' best conduct is expected at all times (in the classroom, on the playground, coming to and going from school, and in church). Parents are expected to support our school discipline policy. The Faculty and Staff at St. Cyprian School will help students to become good citizens. Teachers will guide and encourage students to meet discipline expectations. Everyone will place special emphasis on Christian attitudes, honesty, morality, courtesy, and respect.

I have read this handbook carefully, (or my parents have read it to me). I commit myself to behaving according to its contents.

Student Name (please print) _____ Grade _____

Student Signature _____ Date _____

Student Name (please print) _____ Grade _____

Student Signature _____ Date _____

Student Name (please print) _____ Grade _____

Student Signature _____ Date _____

Parent Signature _____ Date _____