



St. Joseph Catholic School

Behavior Plan

“A heart for Christ, a mind for knowledge.”

Philosophy

We believe:

- Every child is a gift from God, called to holiness and service.
- Parents are the primary educators; we are partners in that mission.
- Catholic education forms the whole child—spiritually, morally, intellectually, socially, & physically.
- Academic excellence, responsibility, self-discipline, and Christian stewardship are essential to student growth.

Purpose of the Discipline Plan

St. Joseph Catholic School will maintain a firm, fair, and consistent system for handling behavioral infractions.

Our Positive School Discipline Plan supports our mission by:

- Teaching students the behavioral skills and values needed to become respectful, responsible, and self-disciplined learners.
- Creating a Christ-centered environment where all students can reach their full potential.

Applicability:

This plan applies to all students and staff:

- During the school day
- On school transportation
- At school-sponsored events (field trips, sports, programs, etc.)
- During extracurricular activities

Modeling Christian Values:

True discipline fosters self-direction, not just external control. Staff and students work together to build a community rooted in Christian love and respect, shown through responsible words and actions.

Rights and Responsibilities:

	Students	Staff & Administration	Parents / Guardians
Have the Right To:	<ul style="list-style-type: none"> • A Catholic education without interference • A safe and respectful environment 	<ul style="list-style-type: none"> • Teach without disruption • Be treated respectfully • Have concerns heard and addressed 	<ul style="list-style-type: none"> • Timely communication from school • Awareness of disciplinary concerns • Opportunities to meet with staff • Confidence in a safe, faith-filled environment
Are Responsible For:	<ul style="list-style-type: none"> • Respecting others' right to learn • Acting safely and respectfully • Following school rules and staff directions 	<ul style="list-style-type: none"> • Modeling respectful behavior • Enforcing rules consistently • Communicating with families • Supporting student growth 	<ul style="list-style-type: none"> • Responding to school communication • Supporting school rules and policies • Teaching respect for others • Partnering with staff in student development

Schoolwide Behavior Expectations:

Ravens SOAR by being Safe, On-Task, Accountable, and Respectful.

1. Keep Hands, Feet, and Objects to Yourself (KAHFOOTY)

- a. No pushing, grabbing, or rough play*
- b. Use materials and equipment safely*

2. Use the Right Voice at the Right Time

- a. Follow voice level directions*
- b. Speak kindly and take turns*
- c. Use quiet voices in hallways, classrooms, restrooms, and prayer*

3. Be Ready and On Task

- a. Follow directions the first time*
- b. Stay in your assigned area*
- c. Try your best and use time wisely*
- d. Do not disrupt the learning of others*

4. Take Care of Our School

- a. Keep your space clean*
- b. Respect school property*
- c. Report damage or problems to an adult*

5. Use Kind Words and Actions

- a. Speak with kindness and encouragement*
- b. Include others and show good sportsmanship*

6. Show Reverence for Christ and His Children

- a. Treat everyone as a child of God*
- b. Listen with your heart and respond with kindness*
- c. Show care for our church, school, and one another*

7. Be Responsible for Your Choices

- a. Accept consequences and learn from mistakes.*
- b. Be honest and fair*
- c. Model Christlike behavior*

Recognition for Positive Student Behavior:

Students and classes demonstrating appropriate behaviors throughout the day will be recognized through:

Raven SOAR Slips

This schoolwide program celebrates students who are caught **SOAR**ing like a Raven—by being **Safe, On-Task, Accountable, and Respectful!**

- **SOAR Slips** may be awarded daily to classes that demonstrate positive behavior in various areas of the school, including specials, the cafeteria, Mass, recess, hallways, assemblies, and classroom learning.
- **All staff members** can give SOAR Slips to any class they observe modeling these expectations.
- **Individual students** may also earn tickets for their class by showing exceptional behavior—such as helping others, sharing, resolving conflicts peacefully, or going above and beyond in kindness and responsibility.

All signed SOAR Slips will be turned in to the classroom teacher, who will collect and track them. Once a class meets a milestone, they'll earn a reward or celebration to recognize their collective effort and positive choices



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St. Joseph Catholic School Positive Behavior Expectations

	Safe	On-Task	Accountable	Respectful
<p>Classrooms</p> <p>“Keep it Focused!”</p>	<ul style="list-style-type: none"> • KAHFOOTY • Use all materials appropriately • Respect the space of others 	<ul style="list-style-type: none"> • Be prepared and ready to learn • Follow all classroom rules and procedures • Don't interfere with the learning of others 	<ul style="list-style-type: none"> • Be responsible for your learning • Follow all classroom rules and procedures • Use the voice level your teacher has asked for 	<ul style="list-style-type: none"> • Treat others as you expect to be treated • Listen the first time • Use encouraging and kind words
<p>Hallway</p> <p>“Keep it Moving!”</p>	<ul style="list-style-type: none"> • KAHFOOTY • Stay in your assigned area • Always walk on the right side of the hallway 	<ul style="list-style-type: none"> • Walk with a purpose • Have teacher permission to be in the hallway • Use a level 0 voice! 	<ul style="list-style-type: none"> • Keep the area around your locker clean • Respect all school property 	<ul style="list-style-type: none"> • Use kind words and actions • Respect the space of other students • Help others when they need it
<p>Restroom</p> <p>“Keep it Flushed!”</p>	<ul style="list-style-type: none"> • KAHFOOTY • Report problems to an adult immediately 	<ul style="list-style-type: none"> • Go. Flush. Wash. Lather. • Use the appropriate voice level (Level 1) 	<ul style="list-style-type: none"> • Keep the area and school property clean and uncluttered 	<ul style="list-style-type: none"> • Be polite: wait your turn • Respect the privacy of others
<p>Cafeteria</p> <p>“Keep it Clean!”</p>	<ul style="list-style-type: none"> • KAHFOOTY • Stay seated • Keep food on your own tray • Notify teachers of unsafe conditions 	<ul style="list-style-type: none"> • Use the restroom before getting your lunch • Wait patiently in line • Talk at the appropriate voice level (Level 1 or 2) 	<ul style="list-style-type: none"> • Eat respectfully and leave your area clean • Take responsibility for your mess and clean up after yourself! 	<ul style="list-style-type: none"> • Use good manners every day • Wait your turn • Be respectful to all adults in the lunchroom and cafeteria
<p>Gymnasium</p> <p>“Keep it Fun!”</p>	<ul style="list-style-type: none"> • KAHFOOTY • Use equipment safely and only when told • Walk to activities, unless running is part of the game • Follow game rules to prevent injury 	<ul style="list-style-type: none"> • Sit in your assigned area • Participate actively and appropriately • Follow <u>directions</u> the first time 	<ul style="list-style-type: none"> • Pick up after yourself • Return equipment to its proper place • Accept outcomes of games with grace • Be honest about scores and game play 	<ul style="list-style-type: none"> • Use kind and encouraging words • Respect the space and others of others • Win or lose with dignity • Listen to referees, teachers, & coaches without arguing
<p>Playground</p> <p>“Keep it Fair!”</p>	<ul style="list-style-type: none"> • KAHFOOTY • Play school-appropriate games and activities • Use appropriate volume and language • Use equipment the way it's <u>meant</u> to be used (at all times, slide feet – first, etc.) 	<ul style="list-style-type: none"> • Play by the rules • Include others 	<ul style="list-style-type: none"> • Accept responsibility for your actions • Use equipment the way it's meant to be used • Share equipment fairly and take turns • Return equipment promptly when recess ends 	<ul style="list-style-type: none"> • Includes others in games that use shared equipment • Use kind words and actions when asking for a turn or resolving conflicts • Take care of equipment – report damaged or lost items
<p>Mass</p> <p>“Keep it Faithful!”</p>	<ul style="list-style-type: none"> • KAHFOOTY • Walk quietly and calmly to and from church • Sit properly in the pews with feet on the floor 	<ul style="list-style-type: none"> • Follow along with the Mass • Stay seated and attentive throughout the liturgy • Participate at the right times (sing, respond, stand, sit, kneel) 	<ul style="list-style-type: none"> • Arrive on time & enter reverently • Model appropriate behavior • Take responsibility for your own participation • Use a peaceful voice and posture 	<ul style="list-style-type: none"> • Show reverence in God's house • Listen quietly (and actively!) to the message and the homily • Respect the sacred space of those around you

I am a safe, on task, accountable, and respectful role model.

Voice Levels

0 Silence

Voice Level 1: Whisper

Voice Level 2: Small Group

Voice Level 3: Large Group / Outdoors

In all areas:

*Treat others as you want to be treated.

* Use Kind words

*KAHFOOTY (Keep all hands, feet, and other objects to yourself)

Disciplinary Terms:

Academic Accountability:

Students must complete and return homework on time. If not, they may stay after school to complete it and will call a parent to inform them.

Probation:

Assigned for repeated inappropriate behavior. A written behavior plan will guide improvement. After a trial period, progress is reviewed.

In-School Suspension:

Assigned for serious behavior. Student works in a supervised, separate space for 1–3 days. Parents may be asked to provide a paid supervisor in rare cases.

Out-of-School Suspension:

Assigned for serious behavior, typically up to 5 days. In extreme cases, a conference with the principal, pastor, superintendent, and parents will determine the length.

Expulsion:

Permanent or long-term removal due to repeated violations or endangering others. Must be approved by the Superintendent and follow diocesan policy.

Academic Detention:

After-school detention may be assigned if a student does not complete assignments, especially if the issue is recurring or deemed necessary by the teacher or office. Detention will take place in a supervised setting until the work is completed. Parents will be notified, and detention will typically occur the same day unless rescheduled by the principal or lead teacher.

Extracurricular Activities:

Students must follow all school rules during extracurriculars and field trips. Violations will result in consequences as outlined in this plan.

Refer to the Parent/Student Handbook for eligibility requirements.

Diocesan Policies Referenced:

- *DSP 5310: Prohibition of Corporal Punishment*
- *DSP 5315: Weapons and Dangerous Instruments*
- *DSP/DSR 5360: Expulsion*
- *DSP 6603: Eligibility for Co-Curricular Activities*
- *SJP 6603.1: Absence / Illness*
- *SJP 6603.2: Ineligibility for School Day Events*

Level 1 Behavior Infraction Procedures:

To support appropriate behavior in the classroom, procedures and routines will be clearly taught, modeled, and regularly practiced.

Level 1 behavior infractions will be addressed by the classroom teacher in alignment with school policy. Minor behavioral issues are managed at the classroom level, and teachers will use their professional judgment to determine when a referral is necessary.

When students do not follow the schoolwide discipline plan, consequences will be applied, beginning with minor interventions for first-time offenses and increasing in severity for repeated behaviors.

Below is a sample of possible consequences teachers may implement:

- **In-Class Interventions**
 - Redirection or brief time-out
 - Conference with the student
- **Parent Communication**
 - Note, phone call, or meeting with parent
 - Referral sent home for signature and return
- **Detention & Removal**
 - Teacher-assigned detention (morning or afternoon)
 - Administrator-assigned lunch detention
 - Temporary removal to another setting (up to 30 minutes)
 - Time out in another classroom
- **Documentation & Support**
 - Written referral and behavior documentation
 - Development of a student behavioral intervention plan

Level 1 Behavior Infractions include:

- Inappropriate language (e.g., cursing)
- Minor physical contact (pushing, shoving, horseplay)
- Non-compliance or defiance
- Dress code violations
- Disruptive behavior (e.g., excessive talking)
- Dishonesty (e.g., lying or cheating)
- Misuse of school property or materials
- Cell phone violations (Students must have cell phones and smart watches turned off and in book bags during school hours)

Once a student accumulates three level 1 infractions in a 30-day period, the classroom teacher can send the student to the office with a discipline referral to conference with the administrator.

Level 2 Behavior Infraction Procedures

Students who commit a **Level 2 infraction**—or who reach the **Habitual Discipline Level**—will receive an immediate referral to the office for a conference with the administrator.

A student is considered to have reached the Habitual Discipline Level when they accumulate **three Level 1 infractions within a 30-day period**.

The administrator will contact the parent or guardian to discuss the incident(s). When determining consequences, the individual needs and circumstances of each student will be thoughtfully considered.

Examples of Level 2 Infractions include:

- Abusive or inappropriate language directed at a staff member
- Fighting
- Major pushing, shoving, or physical aggression
- Severe disrespect or insubordination
- Major classroom disruption or tantrums
- Verbal altercations between students
- Theft
- Habitual or repeated disciplinary issues

Possible consequences and interventions may include:

- Loss of privileges
- Logical Consequences (examples: cleaning a marked up desk, writing an apology, etc.)
- Parent communication (phone call or required conference)
- Alternative Recess (only used when the issue occurs during recess)
- Detention (morning or afternoon)
- Suspension (in-school or out-of-school)
 - The Pastor and the Superintendent of Schools will be notified prior to the issuance of any suspension
- Restitution
- In-Class Behavioral Supports

Level 3 Behavior Infraction Procedures

Students committing a Level 3 infraction will be immediately referred to the office, and their parent or guardian will be contacted by administration.

- A parent conference will be required.
- Consequences may include in-school suspension, out-of-school suspension, or expulsion, depending on the severity of the incident.
- ***The Pastor and the Superintendent of Schools will be notified prior to the issuance of any suspension, expulsion, or contact with law enforcement.***

Examples of Level 3 Infractions include, but are not limited to:

- Bullying or threats of violence
- Possession or use of alcohol, drugs, or tobacco
- Immoral conduct
- Vandalism
- Arson
- Possession of weapons

Additional possible consequences and interventions:

- Loss of privileges
- In- or out-of-school suspension
- Expulsion
- Contact with law enforcement
- Restitution
- Development of a Behavior Intervention Plan

Schoolwide Discipline Referral Flowchart

All classroom teachers implement a classroom discipline plan in line with the St. Joseph Catholic School handbook. Classroom procedures and routines are consistently modeled and practiced.

Level 1 Infractions

- Inappropriate language (e.g., cursing)
- Minor physical contact (pushing, shoving, horseplay)
- Non-compliance or defiance
- Dress code violations
- Disruptive behavior (e.g., excessive talking)
- Dishonesty (e.g., lying or cheating)
- Misuse of school property or materials
- Cell phone violations (Students must have cell phones and smart watches turned off and in book bags during school hours)

Teacher handles behavior infraction

- In-Class Interventions
- Parent Communication
- Detention & Removal
- Documentation & Support

Student accumulates three Level 1 infractions *within 30 days.*

Teacher discretion to send Discipline referral to administrator.

Level 2 Infractions

- Abusive or inappropriate language directed at a staff member
- Fighting
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- Severe disrespect or insubordination
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- Theft
- Habitual or repeated disciplinary issues

Send immediate discipline referral to the office.

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- Loss of privileges
- In- or out-of-school suspension
- Expulsion
- Contact with law enforcement
- Restitution
- Development of a Behavior Intervention Plan

Note: Consequences and interventions for students receiving multiple referrals will be handled by administration, the classroom teacher, and the pastor on a case-by-case basis.



St. Joseph Catholic School

Parent Acknowledgment of the Discipline Policy

As part of our commitment to creating a Christ-centered, safe, and respectful learning environment, we ask all families to review and support the policies outlined in the **St. Joseph Catholic School Discipline Policy**.

Please read the statement below, sign, and return to the school office.

Parent/Guardian Statement of Understanding

I have read and reviewed the St. Joseph Catholic School Discipline Policy. I understand the expectations, procedures, and consequences outlined for student behavior and discipline. I agree to support and uphold these policies in partnership with the school, and I will encourage my child to follow the behavioral guidelines rooted in the SOAR values: **Safe, On-Task, Accountable, Respectful**.

I recognize that maintaining a respectful and faith-filled school environment is a shared responsibility between students, parents, and staff, and I commit to being an active participant in this mission.

Student Name: _____ **Grade(s):** _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____