

DISCIPLINE - A CALL TO RESPONSIBILITY

"I have set before you life and death...Choose life that you and your descendants may live, by loving the Lord, your God, heeding his voice, and holding fast to him. For that will mean life for you."

Deuteronomy 30:19-20

DISCIPLINE AND DISCIPLESHIP



All Saints Catholic School sets high expectations for appropriate behavior of its students. Emphasis is placed on discipline through discipleship, helping students to recognize the voice of God, understanding the message, and acting upon it freely without external motivation. Growing in discipleship encourages students to make life-giving choices, to demonstrate respect and dignity for all, to build community, and to accept responsibility for words and actions fostering self-discipline and

self-esteem. The Ten Commandments are the foundation from which scripture is derived and tells us what God expects from us. Therefore, scripture is an important component for our discipline program. We fulfill a key component of our mission statement when parents and teachers partner to develop the moral compass that guides students with Christ as their model.

Our approach to discipline respects each student's uniqueness and the common good of the school. With Christ as our model we strive for a positive, non-disruptive environment in which the rights, belongings, and dignity of all persons is respected. We recognize students as persons of free will. We hold them responsible for their choices, helping them to develop a personal code of conduct and to learn cause and effect. Key to building responsibility is allowing students to experience logical and natural consequences. We strive for conversion verses compliance. Therefore, misbehavior is considered an opportunity to turn a poor choice into an experience of growth. Key to this is moral dialogue between a student and an adult that is focused on the four Rs - reflection, response, restitution, and reconciliation. We expect students to restore or replace what they damage and reconcile with those they hurt. As Jesus offers redemption, so must we offer new chances, renewed trust and forgiveness.

Key beliefs of our discipline program include:

- Our call to discipleship compliments the foundations of Discipline with Purpose© built upon the view that the relationship between the teacher and the student is the most critical component of discipline. Teachers spend time getting to know their students so that positive relationships can be created.
- We include the teaching of appropriate behaviors, character traits and social skills as part of our guidance curriculum. Developing these virtues and skills are important for students as they learn to function as part of a classroom, family, community, and society.
- Structure and limits provide security for children. Children should be allowed to make mistakes in a safe environment when the cost of learning about the real world is small since the cost factor only increases as they grow older. Students are given opportunities to make decisions and live with the consequences of their choices, be they good or bad.
- When consequences and correction are necessary, they are carried out in a firm, fair, caring, and consistent way. School problems are handled by school personnel. Criminal activity will be referred to the proper authorities.

HONOR CODE

The honor code at All Saints helps our students and members of our community to strengthen their ability to make good decisions about basic matters of right and wrong. As part of our commitment to the moral and spiritual development of our students, we strive to develop the students' understanding of the honor code and their responsibilities to it. All students, parents and staff members are expected to make a personal commitment to the school's honor code. To foster honor throughout the school community, it is expected that students will abide by the Honor Pledge:

"On my honor, I will not lie, cheat, or steal, and I agree to conduct myself responsibly and honorably in all activities at All Saints. I will conduct myself in such a manner that as a follower of Christ, my mind is drawn to wisdom, my heart to courage, and my soul to God."

Definitions:

Lying - Students are expected to be completely truthful in all of their communications with the school. Lying includes but is not limited to:

- Knowingly telling an untruth
- Intentionally withholding a truth/information
- Presenting an incomplete accounting of oneself or a situation

Cheating - Cheating is intentionally presenting another's work, research, or conclusions as his/her own without teacher approval. Cheating is, but is not limited to:

- Copying or giving an assignment to another student.
- Forgery of signatures.
- Use of unauthorized reference materials (cheat notes) on tests or exams
- Using any source without giving proper credit
- Copying or taking ideas from the writing of another person and passing them off as if they were the student's own, which is known as plagiarism.
- Unauthorized possession of test or exam information.
- Student knowingly looking at another student's exam or sharing an answer and/or sharing the content of a test or exam with another student and/or sibling.

Stealing - Stealing is taking, possessing, using or borrowing someone else's property or the school's property without permission. *Vandalism* is the willful destruction of another's or school's property and is a form of stealing.

CHARACTER TRAITS, SOCIAL SKILLS, & MANNERS

Crucial to the development of a culture of discipleship is reverence for the dignity of each person. Development of Christ-like character traits, social skills, and manners lead students to becoming true disciples of Christ who act in love, respectful of themselves and all they meet. All Saints is dedicated to partnering with parents to teach Christ-like character traits, social skills, and manners. These are taught through example and direct instruction. Modeling and acknowledging others' use of them are important as well. Therefore we include in our curriculum the teaching of Christ-like character traits and social skills, including manners. A list of Christ-like character traits and social skills taught and reinforced at All Saints include the following.

CHRIST-LIKE CHARACTER TRAITS - *"What Would Jesus Do?"*

REVERENCE (*Self-Discipline & Sincerity*)

- is showing honor or respect, especially to something or someone sacred or holy.

RESPECT (*Courtesy & Golden Rule*)

- is treating others, as you would like to be treated.
- is being considerate of other people's feelings.
- is showing high regard for authority, people, and yourself.

RESPONSIBILITY (*Dependability & Trustworthiness*)

- is being dependable and accountable for your words and actions.
- is doing your best and never blaming others for your mistakes.

CARING (*Compassion & Generosity*)

- is being concerned about something or someone.
- is showing understanding of others by treating them with kindness, compassion, generosity, and a forgiving spirit.

HONESTY (*Integrity & Truthfulness*)

- is telling the truth and admitting wrong doing.
- is never cheating, stealing, or plagiarizing.

PERSONAL BEST (*Maturity & Initiative*)

- is giving 100% to everything that you do.
- is not giving up even when it is difficult.

COOPERATION (*Teamwork & Helping*)

- is working with others to accomplish a common purpose.
- is interacting with people in a respectful way that helps everyone to succeed.

PERSEVERANCE (*Patience & Determination*)

- is working to accomplish something with determination and hard work.
- is continuing to try to do something in spite of obstacles, difficulties, or failure.

CITIZENSHIP (*Stewardship & Sportsmanship*)

- is being involved in service to school, community, and country.
- is obeying rules, respecting authority, and using good manners.
- is accepting responsibility for actions.

FAIRNESS (*Justice & Acceptance*)

- is practicing justice by doing what is right to make sure others are not treated badly.
- is practicing equity and equality.
- is cooperating with one another and valuing differences.

SOCIAL SKILLS, PREK-5TH - *"What Would Jesus Do?"*

HOW TO ACTIVELY LISTEN

1. Look at the person who is talking.
2. Sit or stand quietly.
3. Listen with your ears, eyes, and heart.
4. Wait until the person is finished talking.
5. Show that you understand.

HOW TO FOLLOW DIRECTIONS

1. Look at the person who is talking.
2. Show that you understand.
3. Do what you have been asked right away.
4. Check back.

HOW TO GET A TEACHER'S ATTENTION

1. Look at the teacher.
2. Raise your hand.
3. Wait to be called on.
4. When the teacher calls on you, use your inside voice.

HOW TO REPORT PEER BEHAVIOR

1. Look at the adult.
2. Use a calm voice.
3. Give a specific description of peer's inappropriate behavior.
4. State the reason for the report.
5. Thank the adult for listening.

HOW TO RESOLVE CONFLICT

1. Get the facts. (Find a good time and place to talk.)
2. Listen carefully. (Pay attention, ask good questions, show you understand, and stay calm.)
3. Use "I" statements. (I feel _____. I want you to _____. I will _____.)
4. Brainstorm a solution. (Work together, think of lots of ideas, and discuss calmly.)
5. Compromise. (Find an idea everyone can accept.)

HOW TO DEAL WITH PEER PRESSURE

1. Look at the person or group.
2. In a calm voice say "NO" to any activity you do not want to do.
3. Suggest something else to do.
4. Continue to refuse to participate. If necessary, leave the group.

HOW TO ACCEPT DECISIONS, CORRECTIONS, AND CONSEQUENCES FROM AUTHORITY

1. Look at the person who is talking.
2. Remain calm and quiet.
3. Show that you understand.
4. Calmly ask for a reason if you really don't understand.
5. Respect the adult by not arguing, pouting, or getting angry.
6. If you disagree, bring it up later.

HOW TO DISAGREE APPROPRIATELY

1. Look at the person.
2. Use a calm voice.
3. State your disagreement and reason in a respectful manner.
4. Thank the person for listening.

HOW TO APOLOGIZE

1. Look at the person.
2. Use a calm voice.
3. Say specifically what you are sorry about.
4. Explain how you plan to do better in the future.
5. Ask the person to accept your apology.

HOW TO COMPLETE A TASK

1. Listen to or read instructions carefully.
2. Think about the steps needed to complete the task.
3. Get everything together that you will need for the job.
4. Focus all of your attention on the task ignoring distractions and interruptions.
5. Work carefully and neatly.

HOW TO STAY CALM

1. Take a deep breath.
2. Relax your muscles.
3. Count to ten.
4. Share your feelings with someone.
5. Try to solve the situation that upset you.

HOW TO WORK WITH OTHERS

1. Identify the task to be completed.

2. Assign tasks to each person.
3. Discuss ideas in a calm voice and let everyone share their ideas.
4. Work on tasks until completed.

HOW TO GIVE OR ACCEPT A COMPLIMENT

1. Look at the person.
2. Smile.
3. Use a pleasant voice.
4. If giving a compliment, make a positive praise statement.
5. If accepting a compliment, say "Thank you".

HOW TO SHARE

1. Let the other person use the item first.
2. Ask if you can use it later.
3. When you get to use it, offer it back to the other person after you are finished.

HOW TO GREET OTHERS AND INTRODUCE YOURSELF

1. Look at the person and smile.
2. Use a pleasant voice.
3. If greeting someone, make a verbal greeting.
4. If introducing yourself, shake the person's hand, say your own name, and make a friendly statement.

HOW TO MAKE A REQUEST

1. Look at the person.
2. Use a pleasant voice.
3. State request specifically.
4. Say "Please".
5. Say "Thank you" after the request is granted.

HOW TO ENGAGE IN CONVERSATION

1. Look at the person or group you are with.
2. Wait until no one else is talking.
3. Use a pleasant voice.
4. Ask a question or begin talking about a new topic.
5. Pause to listen and give others a chance to talk.
6. Respond with a comment without changing the subject.

HOW TO SHOW APPRECIATION

1. Look at the person.
2. Use a pleasant voice.
3. Say "Thank You". Describe what the person did that you liked.
4. Say why you appreciated what he or she did.
5. Offer your help in the future.

SOCIAL SKILLS, 6TH-8TH - "What Would Jesus Do?"

HOW TO ACTIVELY LISTEN

1. Look at the person who is talking.
2. Sit or stand quietly.
3. Listen with your ears, eyes, and heart.
4. Wait until the person is finished talking.
5. Show that you understand.

HOW TO COMPLETE A TASK

1. Listen to or read instructions carefully.
2. Think about the steps needed to complete the task.
3. Get everything together that you will need for the job.
4. Focus all of your attention on the task ignoring distractions and interruptions.
5. Work carefully and neatly.

HOW TO MANAGE EMOTIONS (such as anger, frustration, or jealousy)

1. Identify the emotion when it arises.
2. Breathe slowly and deeply to relax.
3. Think about how to respond appropriately.
4. Put your plan in place.
5. If needed, discuss your emotion or plan with a caring adult or friend.

HOW TO REPORT PEER BEHAVIOR

1. Look at the adult.
2. Use a calm voice.
3. Give a specific description of peer's inappropriate behavior.
4. State the reason for the report.
5. Thank the adult for listening.

HOW TO RESOLVE CONFLICT

1. Get the facts. (Find a good time and place to talk.)
2. Listen carefully. (Pay attention, ask good questions, show you understand, and stay calm.)
3. Use "I" statements. (I feel _____. I want you to _____. I will _____.)
4. Brainstorm a solution. (Work together, think of lots of ideas, and discuss calmly.)
5. Compromise. (Find an idea everyone can accept.)

HOW TO DEAL WITH PEER PRESSURE

1. Look at the person or group.

2. In a calm voice say "NO" to any activity you do not want to do.
3. Suggest something else to do.
4. Continue to refuse to participate. If necessary, leave the group.

HOW TO ACCEPT DECISIONS, CORRECTIONS, AND CONSEQUENCES FROM AUTHORITY

1. Look at the person who is talking.
2. Remain calm and quiet.
3. Show that you understand.
4. Calmly ask for a reason if you really don't understand.
5. Respect the adult by not arguing, pouting, or getting angry.
6. If you disagree, bring it up later.

HOW TO DISAGREE APPROPRIATELY

1. Look at the person.
2. Use a calm voice.
3. State your disagreement and reason in a respectful manner.
4. Thank the person for listening.

HOW TO APOLOGIZE

1. Look at the person.
2. Use a calm voice.
3. Say specifically what you are sorry about.
4. Explain how you plan to do better in the future.
5. Ask the person to accept your apology.

HOW TO SOLVE PROBLEMS

1. Describe what the problem is.
2. Come up with two or more solutions.
3. Look at the disadvantages of each option.
4. Look at advantages of each option.
5. Decide on the best solution and put it into action.

HOW TO COOPERATE WITH OTHERS

1. Discuss goals or tasks with others.
2. Decide what each person must do to accomplish the goal.
3. Give and accept constructive criticism.
4. Share information and resources. If playing a game, follow the rules.
5. Praise the efforts of others.

HOW TO GREET OTHERS AND INTRODUCE YOURSELF

5. Look at the person and smile.

6. Use a pleasant voice.
7. If greeting someone, make a verbal greeting.
8. If introducing yourself, shake the person's hand, say your own name, and make a friendly statement.

HOW TO OFFER HELP TO OTHERS

1. Look at the person who may need help.
2. Use a pleasant voice.
3. Ask the person if you could help them.
4. Respond to their answer or need.

HOW TO ENGAGE IN CONVERSATION

7. Look at the person or group you are with.
8. Wait until no one else is talking.
9. Use a pleasant voice.

10. Ask a question or begin talking about a new topic.
11. Pause to listen and give others a chance to talk.
12. Respond with a comment without changing the subject.

HOW TO SHOW APPRECIATION

6. Look at the person.
7. Use a pleasant voice.
8. Say "Thank You". Describe what the person did that you liked.
9. Say why you appreciated what he or she did.
10. Offer your help in the future.

SCHOOL WIDE AND CLASSROOM DISCIPLINE PLANS

Students are expected to maintain appropriate behavior while at school. All Saints has a ***school wide discipline*** plan that provides for a safe and orderly environment where students can learn and teachers can teach. Since the behavior of students in school wide settings can affect the overall climate of the school and have an impact on classroom behavior, expectations for conduct in areas such as hallways, restrooms, playground, cafeteria, and church are taught, modeled, and practiced. We believe that all students can work towards, and attain good conduct with Christ as their model. The school wide plan revolves around four (4) beliefs that students and staff strive to model each day. The following chart details the school wide expectations for behavior in relation to the four school beliefs.

All Saints Catholic School staff
and students work to...

- ✓ BE ***Respectful***
- ✓ BE ***Responsible***
- ✓ BE ***Safe &***
- ✓ BE ***Christ-like***

in all that we do.



All Saints Catholic School

EXPECTATIONS ASCS Students will...	Be Respectful	Be Responsible	Be Safe
COMMON AREAS (Before, During & After School, including athletic & fine arts events)	<ul style="list-style-type: none"> Use kind words, actions, & manners Follow adult directions Respect others, their space & property Use quiet voices Be inclusive Gum is prohibited on campus Wait patiently to be acknowledged before speaking 	<ul style="list-style-type: none"> Take care of personal & school property Take care of personal needs & respect self Wear full & proper uniform daily & adhere to free dress guidelines Obey Honor Code Be punctual Leave inappropriate items at home 	<ul style="list-style-type: none"> Keep hands, feet & objects to self Walk forward at all times Use materials & equipment safely Report unsafe situations Be supervised by an adult
ARRIVAL	<ul style="list-style-type: none"> Greet others appropriately Use indoor voices Follow adult directions 	<ul style="list-style-type: none"> Arrive on time Go directly to cafeteria Have materials ready to learn by 7:45 am 	<ul style="list-style-type: none"> Exit vehicles onto sidewalk Walk on sidewalk to building Enter through front doors only Follow hallway expectations
HALLWAYS, STAIRWAYS, & SIDEWALKS	<ul style="list-style-type: none"> Quiet Zones Respond appropriately to adults Hold doors for others Respect other people's space 	<ul style="list-style-type: none"> Keep hands & feet to self & away from walls & windows Go directly & promptly to your destination Keep areas clean 	<ul style="list-style-type: none"> Walk to the right Walk facing forward & in line Step on every step & hold handrail Report unsafe situations
OFFICE	<ul style="list-style-type: none"> Wait your turn Wait to be acknowledged Get permission to use a phone 	<ul style="list-style-type: none"> Quiet zone Return to your classroom promptly 	<ul style="list-style-type: none"> Stay inside building Walk at all times
CAFETERIA	<ul style="list-style-type: none"> Use good table manners Respect cafeteria staff Respect others' food & personal space Follow adult directions Raise hand for help 	<ul style="list-style-type: none"> Wait patiently in lines Sit in assigned area Use your time wisely Clean your area, table, & floor 	<ul style="list-style-type: none"> Stay in line with hands & feet to self Report spills & messes
PLAYGROUND & SOCIAL AREAS	<ul style="list-style-type: none"> Be inclusive Use appropriate physical contact Show sportsmanship 	<ul style="list-style-type: none"> Use play equipment for intended purpose Return play equipment to proper place Line up at first signal Keep areas clean 	<ul style="list-style-type: none"> Stay in approved areas Keep nature on the ground Report unsafe conditions Games such as football & soccer should not be played on concrete Limit physical contact
ASSEMBLIES	<ul style="list-style-type: none"> Respond to quiet signals Be active listeners Use applause only 	<ul style="list-style-type: none"> Ask appropriate questions Give appropriate answers 	<ul style="list-style-type: none"> Keep hands, feet, & objects to self Enter & exit in orderly manner Sit in assigned areas
CHURCH & WORSHIP SPACES	<ul style="list-style-type: none"> Be reverent Follow the lead of the cantor Enter & exit prayerfully & silently 	<ul style="list-style-type: none"> Participate actively & appropriately Wear official uniforms 	<ul style="list-style-type: none"> Lower kneelers & replace books safely & quietly
RESTROOMS & WATER FOUNTAINS	<ul style="list-style-type: none"> Respect privacy of others Silent zone Use materials & equipment appropriately Keep clean 	<ul style="list-style-type: none"> Water fountains are only for drinking 5-second rule at water fountains Flush toilet after use Wash hands Return to class promptly 	<ul style="list-style-type: none"> Report unsafe conditions or behavior Keep feet on floor Keep water in sink or water fountain
DISMISSAL	<ul style="list-style-type: none"> Listen & follow directions Exit quietly 	<ul style="list-style-type: none"> Take care of belongings Keep belongings in backpack Food & drink prohibited 	<ul style="list-style-type: none"> Remain with class until called Stay with parent/guardian Enter vehicles through passenger door

Each classroom and the library defines their expectations for being **RESPECTFUL**, **RESPONSIBLE**, and **SAFE**.
Students at All Saints abide by the school's **HONOR CODE**.

Students are expected to conduct themselves in a Christ-like manner, whether inside or outside school, or at sponsored activities. A Christ-like manner compliments the philosophy, expected behaviors, and reputation of a Catholic school. When behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.

Each teacher has a **classroom discipline plan**. The plan clarifies behaviors expected from students and what they can expect from the teacher in return. Classroom discipline plans are developed using the school wide discipline plan as the base. The goal is to have a fair and consistent way to establish a safe, orderly, positive classroom environment in which teachers can teach and students can learn. The discipline plan is based on expectations for behavior, positive reinforcement for appropriate

behavior, and natural or logical consequences for children who have difficulty maintaining acceptable behavior. Emphasis is placed on discipleship allowing students to demonstrate respect and dignity for all, to build community, to accept responsibility for words and actions and ultimately developing self-discipline and self-control. Classroom discipline plans are sent home in writing at the beginning of the school year for parent review and acknowledgment by signature. Parents are kept informed on a regular basis of a student's behavior.

A **Referral to Administration** occurs if a student does not respond to repeated efforts by the teacher to encourage appropriate behavior; a student's behavior disrupts learning of others or when a serious offense occurs. A referral to administration is made at the teacher's. Administration will meet with the student to discuss the incident or behavior. **If needed, administration may investigate the situation further and discuss the incident with possible witnesses or other participants.** At the administrator's discretion, the student's consequences or disciplinary actions takes into consideration the student and situation at hand.

Note that the Diocese of Fort Worth forbids the use of corporal punishment.

All Saints Catholic School sets high standards of conduct for its students. When behavioral and/or social problems persist beyond this point the following methods or procedures may be initiated: referral for testing or evaluation, , in-school suspension, out-of-school suspension, or expulsion. Administration takes into consideration the seriousness of the offense, age of the student, frequency of misconduct, attitude of the student and degree of cooperation are considered in determining which action is to be taken.



Behaviors that may result in **suspension** include but are not limited to the following actions:

- Insolence, disrespect, or insubordination
- Threatening, intimidating, fighting or causing bodily harm to any person
- Any sexual innuendo, comments, gestures or contact made to other students, staff, or community members.
- Possession or transmitting of any pornographic material on school grounds and at any school activities.
- Leaving a classroom or leaving school grounds without permission from the teacher or principal.
- Forgery
- Profanity, crude, or vulgar language.
- Patterns (3 or disciplinary actions) indicating dishonesty, disrespect, or non-Christian behavior (i.e. cheating or disruptive behavior)

If it is necessary to remove a student from the school, the parent or guardian will be contacted immediately. A conference will be held with those having pertinent information about the circumstances, such as the principal or acting principal, student and parent or guardian.

When such behaviors occur, the school will immediately contact the parent or parental representative who may be asked to take the student home for the remainder of that school day. If the student cannot be removed from the building on the day of their infraction, they will be expected to serve their suspension at home on the following day.

Behaviors that may result in a student being **expelled** include, but are not limited to, the following actions:

- Vandalizing, damaging, or stealing school or private property
- Possession, handling, or transmission of a weapon or other potentially dangerous items such as explosive devices
- Sexual comments, innuendo, gestures or contact made to other students, staff or community members
- Possession or transmission of any pornographic material on school grounds and at school activities
- Possession, transmission or use of tobacco, drugs or alcohol
- Extreme cases of disrespect to any person at All Saints Catholic School

Any act, which is a crime, may result in criminal prosecution or constitute sufficient cause for discipline, suspension or expulsion from All Saints Catholic School.

HARASSMENT

The Diocese considers harassment, including bullying, as a severe infraction. A **referral to administration** occurs when a student engages in harassment. Consequences up to and including expulsion, may be taken against a student who engages in any type of harassment. Harassment, includes, but is not necessarily limited to, the following behaviors:

- Unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe including bullying in all forms – physical, verbal, relational, etc.
- Cyber-bullying defined as the use of the internet, cell phone or other electronic device to send or post messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to the following:
 - ❑ sending cruel instant messaging or threatening emails
 - ❑ sending mean, repeated cell phone text messages
 - ❑ creating websites for the purpose of mocking students or school personnel
 - ❑ posting humiliating or digitally modified images of students or school personnel
 - ❑ forwarding private photos or videos to others
 - ❑ pretending to be someone else by using their online screen
- Verbal conduct such as the use of racial slurs, vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements made about others.
- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
- Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in disciplinary action.

SMOKING

All Saints Catholic Parish prohibits smoking in all school and church facilities as well as grounds of the school and church.