



SAINT MARY

S C H O O L

Discipline Code
2025-2026

DISCIPLINE

Philosophy of Discipline

The purpose of a discipline code within Catholic Education goes well beyond defining a set of rules, consequences, and punishments. Rather, when formulating a discipline code Catholic Schools take their guidance from the etymology of the word “discipline” itself. The word comes from the Latin verb “discere” which means “to learn.” Discipline, therefore, is more about *learning* appropriate human behavior than it is about prescribing punishment. Interestingly, another word that shares the same Latin root is “disciple,” which means “one who learns.”

The code we have developed is a form of external discipline that identifies inappropriate behaviors and pairs them with consequences that, when adhered to harmoniously between school and family, aim to teach right behavior. In this form of discipline, children learn correct behavior from a source outside themselves, i.e, teachers, principals, coaches, and/or parents. At a certain age when the external source of discipline has been internalized, children move into a stage of self-discipline, guiding their own behavioral development. The end goal of our discipline code is to graduate students who have internalized our behavioral expectations and have become capable of governing their own behavior in such a way that they are enabled to build healthy relationships marked by trust and respect. Even further, we hope that what we have instilled in our students will enable them to become disciples of Christ who devote their lives in loving service to others.

Parent Involvement

As the primary educators of their children, parents play an indispensable role in their development. When a student’s behavior breaks the Discipline Code, the school, through the teachers and/or the Principal, will communicate the nature of the infraction as well as any consequence. In order for a student to learn fully from the experience, it is essential that parents reinforce the school’s actions.

In cases where more focused attention is needed due to excessive student behavior, the administrative staff will work with parents to develop an intervention strategy to help address the behavior. See the Expulsion section for when such intervention strategies are unsuccessful.

Scope and Application of the Discipline Code

The Discipline Code will be in effect while students are on the bus, while students are in school, and when students attend any school sanctioned function.

Consequences may vary depending on a student’s developmental stage as well as the frequency and/or severity of the infraction. All student Discipline Code matters will be handled on an individual basis and administrative discretion will be used when determining the appropriate consequence.

Many of the infractions will be handled by the teacher within the classroom. It is only when these infractions become persistent or severe in nature that they may require further action and/or should be referred to the Principal.

Consequences are cumulative and progressive, meaning that they do not have to result in behavior that occurs in one day. Rather, students who habitually display inappropriate behavior will receive progressively serious consequences.

GRADE K-2 INFRACTIONS AND CONSEQUENCES

Level 1 Infractions

- **General**
 1. Inappropriate language
 2. Vulgar/inappropriate actions
 3. Damage to property
 4. Disrespectful behavior towards staff
 5. Dishonesty/stealing
 6. Running inside (unless in Gym class)
 7. Repeated tardiness
 8. Chewing gum
 9. Erratic/unpredictable behavior
- **In the Classroom/Hallway**
 1. Disruptive behavior
 2. Pushing/shoving
 3. Refusal to complete work
- **Cafeteria**
 1. Failure to clean up
 2. Touching others' food
 3. Running
 4. Screaming/yelling
 5. Horseplay
- **Bathroom**
 1. Looking under stalls
 2. Climbing stalls
 3. Throwing paper towels
 4. Flooding sinks/toilets
- **Recess/Playground**
 1. Pushing shoving
 2. Taunting
 3. Fighting
 4. Bad Sportsmanship
 5. Throwing Objects
 6. Going outside marked boundaries

Level 1 Consequences

At the teacher's discretion, a student may receive any of the following consequences:

1. Verbal warning
2. Parent Notification from Teacher
3. Parent notification from Principal
4. Reflective lunch or recess detention with Guidance Counselor
5. Mandatory parent meeting with Principal and teacher.

At the Principal's discretion, parents/guardians may be requested to pick up their child if the student's behavior significantly disrupts learning in the classroom and/or the behavior poses a danger or threat to the classroom environment.

GRADE 3-4 INFRACTIONS AND CONSEQUENCES

Level 1 Infractions

- **General**
 1. Inappropriate language
 2. Inappropriate actions
 3. Disrespectful behavior towards staff
 4. Running inside (unless in Gym class)
 5. Repeated tardiness
 6. Uniform violations
 7. Damage to property
 8. Chewing gum
- **In the Classroom/Hallway**
 1. Disruptive behavior
 2. Refusal to complete work
 3. Use of non-instructional items that are a distraction (e.g., laser pointers, cameras, games, ear pods, etc.)
- **Cafeteria**
 1. Failure to clean up
 2. Touching others' food
 3. Running
 4. Screaming/yelling
 5. Horseplay
- **Recess/Playground**
 1. Taunting
 2. Bad sportsmanship
 3. Throwing objects
 4. Going outside marked boundaries

Level 1 Consequences

At the teacher's discretion, a student may receive any of the following consequences:

1. Verbal warning by teacher
2. Parent notification by Teacher
3. Parent notification by Principal
4. Lunch, recess, or after school detention

<p>Level 2 Infractions</p> <ol style="list-style-type: none"> 1. Four or more Level 1 infractions 2. Verbally aggressive 3. Physically aggressive 4. Inappropriate displays of affection 5. Use of profanity 6. Damage to property 7. Dishonesty/stealing 8. Climbing bathroom stalls 9. Throwing paper towels in bathroom 10. Flooding sinks/toilets 11. Looking under/over bathroom stalls 12. Throwing objects at others 13. Pushing/shoving 14. Failure to report to lunch and/or after school detention 15. Violations of Technology Acceptable Use Policy 16. Violations of Cell phone/smart watch policy 17. Using violent language 	<p>Level 2 Consequences</p> <p>At the Principal's discretion, a student may receive any of the following consequences:</p> <ol style="list-style-type: none"> 1. Verbal warning by Principal 2. Parent notification by Principal 3. Lunch, recess, or after school detention 4. In school suspension 5. 1-3 day out of school suspension 6. Mandatory parent conference
<p>Level 3 Infractions</p> <ol style="list-style-type: none"> 1. Fighting 2. Actions of Harassment, intimidation, or bullying 3. Making grave threats to others' safety 4. Pulling the fire alarm 5. Bringing a weapon to school 6. Punching/kicking 7. Making racial comments 	<p>Level 3 Consequences</p> <p>At the Principal's discretion, a student may receive any of the following consequences:</p> <ol style="list-style-type: none"> 1. 3-7 day out of school suspension 2. Mandatory parent conference 3. Possible expulsion from school

GRADE 5-8 INFRACTIONS AND CONSEQUENCES

Level 1 Infractions

- **General**
 1. Inappropriate language
 2. Inappropriate actions
 3. Disrespectful behavior towards staff
 4. Running inside (unless in Gym class)
 5. Repeated tardiness
 6. Uniform violations
 7. Damage to property
 8. Chewing gum
- **In the Classroom/Hallway**
 1. Disruptive behavior
 2. Refusal to complete work
 3. Use of non-instructional items that are a distraction (e.g., laser pointers, cameras, games, ear pods, etc.)
- **Cafeteria**
 1. Failure to clean up
 2. Touching others' food
 3. Running
 4. Screaming/yelling
 5. Horseplay
- **Recess/Playground**
 1. Taunting
 2. Bad sportsmanship
 3. Throwing objects
 4. Going outside marked boundaries

Level 1 Consequences

At the teacher's discretion, a student may receive any of the following consequences:

1. Verbal warning by teacher
2. Parent notification by Teacher
3. Parent notification by Principal
4. Lunch, recess, or after school detention

<p>Level 2 Infractions</p> <ol style="list-style-type: none"> 1. Four or more Level 1 infractions 2. Verbally aggressive 3. Physically aggressive 4. Inappropriate displays of affection 5. Use of profanity/vulgar gestures 6. Use of violent language 7. Teasing/mocking/discourteous behaviors or language directed towards others 8. Retaliation 9. Damage to property 10. Dishonesty/theft 11. Climbing bathroom stalls 12. Looking under/over bathroom stalls 13. Throwing paper towels in bathroom 14. Flooding sinks/toilets 15. Throwing objects at others 16. Pushing/shoving 17. Failure to report to lunch and/or after school detention 18. Plagiarism 19. Violations of Technology Acceptable Use Policy 20. Cell phone/smart watch violations 	<p>Level 2 Consequences</p> <p>At the Principal's discretion, a student may receive any of the following consequences:</p> <ol style="list-style-type: none"> 1. Verbal warning by Principal 2. Parent notification by Principal 3. Lunch, recess, or after school detention 4. In school suspension 5. 1-3 day out of school suspension 6. Mandatory parent conference
<p>Level 3 Infractions</p> <ol style="list-style-type: none"> 1. Fighting 2. Actions of Harassment, intimidation, or bullying 3. Making grave threats to others' safety 4. Pulling the fire alarm 5. Bringing a weapon to school 6. Possession or use of controlled substance in school 7. Punching/kicking 8. Making racial comments 	<p>Level 3 Consequences</p> <p>At the Principal's discretion, a student may receive any of the following consequences:</p> <ol style="list-style-type: none"> 1. 3-7 day out of school suspension 2. Mandatory parent conference 3. Possible expulsion from school

Cell Phone and Smart Watch Policy

In an effort to maintain an optimal learning environment for all of our students, to ensure everyone's safety, and to limit distractions, all cell phones and smart watches must remain in students' backpacks during the school day from 8:00AM - 3:00PM. Cell phones and smart watches must be turned off while in the building, including during dismissal and while waiting to load the bus. Students who participate in After Care Club must keep their cell phones and smart watches turned off in their backpacks. In the event that communication between a parent and child is required, parents are directed to call the Main Office. Cell phone and smart watch violations are considered Level 2 Infractions and will receive Level 2 Consequences.

DIOCESE OF TRENTON

HARASSMENT, INTIMIDATION, AND BULLYING

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and like behaviors will not be tolerated, as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal, or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile, or offensive educational environment, or (2) interfering with a student's physical or emotional well-being or with the operation of the school. Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of an age group.

Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include but are not limited to: posting inappropriate pictures or personal information of a student or individual on the Internet; using social media to post or send harassing, intimidating, or inappropriate messages about or to another student or individual; and sending harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

Retaliation for reports of harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

Reporting Incidents of Harassment, Intimidation, and Bullying: Individuals who have reason to believe that a violation of this policy has occurred are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the principal within a school day.

Resolving Complaints of Harassment, Intimidation, and Bullying: While resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a "need-to-know" basis.

Resolution of a complaint of harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the school community when confronting these issues. Disciplinary measures will be consistent with the school's disciplinary policies and Diocesan guidance for student discipline. In addition, the school may consider implementing appropriate remedial and preventive measures in response to a finding that harassment, intimidation, or bullying has occurred.