

# Waukesha Catholic – St. Joseph Campus

## Honor Level System Guide

### 2016-2017 School Year

#### *Purpose*

The staff and administration of the St. Joseph Campus of Waukesha Catholic embrace the belief that it is essential for our students to take responsibility for their own behavior, thus creating a positive environment conducive to learning. At its core, the Honor Level System is an incentive system designed to recognize students for good behavior. An emphasis is placed on teaching students to recognize and be responsible for their own actions. We strive for an environment where students recognize that the choices they make result in consequences. Ultimately, the goal of the system is to build an atmosphere where students live out the key Waukesha Catholic values of respect, responsibility and reverence.

The Honor Level System allows the administration and staff of Waukesha Catholic to recognize students for “living out” these behaviors. Positive behavior is recognized frequently in various ways through rewards and public recognition. Negative behavior is attended to through the use of a progressive system of consequences that offer opportunities for reflection and redemption.

Although the Honor Level System coordinates discipline within the school, it is not meant to replace a teacher’s own classroom expectations or management styles. In general, teachers issue Infraction Reports after having exhausted all other personal classroom management techniques.

#### *Infractions*

It is understood that the administration and staff may take action to address behavior that interferes with the conduct of normal school operation, affects the safety and welfare of students and staff, or prevents the school from functioning as a place of learning. In most cases, these negative actions will be addressed through Infractions Reports.

The following steps will occur when a St. Joseph Campus staff member issues an infraction:

1. All pertinent information will be documented on the Infraction Report and submitted to the office.
2. A copy of the Infraction Report will be sent home for the parent to review, sign and return the next day.
3. The staff member who issued the infraction will contact the student’s parents by email or phone.
4. The day after an infraction is issued, the infraction becomes “active” and the student will meet with Mr. Heinecke to discuss:
  - The consequence issued to the student
  - When the infraction will “expire”
  - The student’s current Honor Level.

## *Types of Infractions*

Listed in the chart below are behaviors desired of each St. Joseph Campus student. Failure to abide by these expectations can result in a student receiving an infraction. When a student commits an infraction, they will receive a consequence (see *Consequences for Infractions*). Also, receiving an infraction will impact their Honor Level status (see *Honor Level, Incentives and Other Rewards*).

Infractions are classified as either “minor” or “major.” All major infractions are referred to the Associate Principal for further review and may result in additional consequences.

<b>Desired Behaviors</b>	Minors Infractions	<ul style="list-style-type: none"> <li>• Uses language appropriate for a Catholic environment (minor).</li> <li>• Shows respect to others (minor).</li> <li>• Respects the property of others (minor).</li> <li>• Avoids disruptive behavior (minor).</li> <li>• Avoids actions that have potential to cause emotional, spiritual or physical harm (minor).</li> <li>• Shows honesty in completing work (minor).</li> <li>• Demonstrates appropriate behavior for setting.</li> <li>• Respects the personal space of another student.</li> <li>• Avoids incidents of excessive talking.</li> <li>• Does not bring to school prohibited items.</li> <li>• Uses electronic devices appropriately.</li> </ul>
	Major Infractions	<ul style="list-style-type: none"> <li>• Uses language appropriate for a Catholic environment (major).</li> <li>• Shows respect to others (major).</li> <li>• Respects the property of others (major).</li> <li>• Avoids disruptive behavior (major).</li> <li>• Avoids actions that have potential to cause emotional, spiritual or physical harm (major).</li> <li>• Shows honesty in completing work (major).</li> </ul>

*Please note that this is not an exhaustive list of infractions. From time to time, staff, with consultation of the Associate Principal, may issue an infraction not listed above.*

### **How Infractions Expire**

As Catholics, we are called to forgive one another, and with that in mind, infractions “expire” after 10 school days, allowing students to improve their Honor Level status. A student returns to Honor Level One after all infractions have “expired.” When this occurs a student will be welcomed back to Honor Level One by the Associate Principal.

## Honor Level, Accolades, and Other Rewards

A student's standing in terms of recent behavior is referred to as their Honor Level. All students begin the year at Honor Level One, and work to remain at that level. Students on Honor Level One are awarded the most privileges and incentives.

A student's Honor Level is determined by how many active infractions they have. **Please note that a major infraction counts as two active infractions.** The chart below shows the relationship between Honor Level, the number of active infractions and privileges/incentives.

Honor Level	Number of Active Infractions	Privileges and Incentives
1	0 Active Infractions	<ul style="list-style-type: none"><li>A student on Honor Level One has all privileges afforded to St. Joseph Campus students. These privileges include open gym, socials, non-curricular focused events, and extra-curricular activities.</li><li>Special incentives will be frequently awarded to Honor Level One students.</li><li>All students on Honor Level One will receive an Accolade at the start of each school week.</li></ul>
2	1-3 Active Infractions	<ul style="list-style-type: none"><li>A student on Honor Level Two has all privileges listed above in the first bullet point.</li><li>Access to some incentives, but not all of those awarded to Honor Level One students.</li></ul>
3	4 or More Active Infractions	<ul style="list-style-type: none"><li>A student on Honor Level Three will have their privileges restricted until they return to Honor Level One.</li><li>Students involved in extra-curricular activities must practice/prepare, but may not participate in competitions, contests or events, including tournaments.</li></ul>

Here's an example as to how a student can move between Honor Levels:

*Suzie is on Honor Level One when she acts inappropriately during Mass and her teacher issues a minor infraction. The next day, she moves to Honor Level Two. Five days later, she is issued another minor infraction when she does not show honesty in her school work. Suzie now has two active infractions, and is still on Honor Level Two. Thankfully, Suzie makes positive choices and her infractions expire without further incident.*

Here's another example that illustrates the impact of major infractions and Honor Level:

*Joey receives a major infraction for a significant incident of failing to respect the property of others. The next day, he moves to Honor Level 2. He is considered to have two active infractions because a major infraction counts as two. Six days later he receives another major infraction for failure to use appropriate language. He said a REALLY bad word. The next day he moves to Honor Level Three because his second major infraction brings his total of active infractions to four. Thankfully, Joey receives no more infractions for the trimester.*

### Accolades

St. Joseph Staff members also recognize positive student behavior through the use of Accolades. These coupons are earned when students are caught "doing the right thing" in our school. Examples of these include helping another student, giving extra effort to assist a teacher, helping out in the cafeteria or exhibiting constructive/positive behavior anywhere at any time. Accolades can be redeemed throughout the school year for special treats or incentives, or entered into weekly drawings for prizes.

### **Incentives and End of Year Raffle Tickets**

A special incentive activity will be held at the mid-point and the end of each trimester to recognize students for their good behavior. Students will “earn” an invitation to these incentives by having no more than one minor and no major infractions during these half-trimesters.

Students who receive no infractions during a half-trimester will earn a raffle ticket into the end of the year drawings. Students can earn up to six entries for the drawing and will have the chance to win some amazing prizes.

### **Honor Level Nobles and Royals**

Students who receive no infractions during a trimester will be declared an **Honor Level Noble**. These students will be recognized at award assemblies and will receive a small bar pin for their pennant.

Students who receive no infractions for the entire school year will be declared an **Honor Level Royal**. These students will be recognized at the last award assembly of the year and will receive a large bar pin for their pennant.

### *Consequences for Infractions*

Infractions impact a student’s Honor Level, but they also result in the issuance of a consequence. Consequences are based on the number of active infractions and increase in severity using the scale below. As noted earlier, major infractions count as two active infractions.

<b>Number of Active Infractions</b>	<b>Consequence(s)</b>
One	Service work during Open Gym and meeting with Associate Principal.
Two	30 minute after school reflection and follow-up meeting with School Counselor.
Three	60 minute after school reflection and conference with parent.
Four or More	Administrative Action

Here’s an example:

*Jimmy receives a minor infraction due to excessive talking in the classroom. This is his only active infraction. Due to this, Jimmy will complete service work during his next Open Gym period. Four days later, Jimmy was disrespectful to a classmate, and issued another minor infraction. This infraction results in him having to serve a 30 minute after school reflection. Thankfully, Jimmy’s behavior improves and his two infractions expire without further incident.*

***Please note that certain severe student behavior problems will be handled with immediate administrative action. Offenses of this nature may lead to more severe consequences and/or immediate assignment to Honor Level Two or Three.***

Students who disagree with an issued infraction may arrange a meeting with the staff member who issued the infractions. This should be done within twenty-four hours of the Infraction Report. After discussing the results of the meeting with the Associate Principal/Principal, the staff member has the option to rescind the infraction if deemed appropriate. Parents who disagree with an infraction are asked to try to resolve the issue with the staff member before contacting the Associate Principal.

*Revised 9-8-2016*