

# **SECTION IV**

## **DISCIPLINE CODE, POLICIES, & PROCEDURES**

### **FOR GRADES 4-8**

**1. EXPECTED BEHAVIOR**

Students of Shrine of St. Anne School are expected to behave in a Christian manner. Because of this, certain behaviors are not acceptable for St. Anne's students on or off school grounds.

**2. BULLYING and HARASSMENT**

Bullying is a conscious and deliberate action meant to cause fear, intimidation, exclusion or harm to another person. Bullying can do great damage to the self confidence and self esteem of another person and can interfere with an individual's academic performance.

Bullying can take many forms:

- Verbal bullying (using words) which includes name-calling, taunting, belittling, racist comments, sexually suggestive or sexually abusive remarks, gossip, anonymous notes, intimidating phone calls, voice mails, text messages, e-mails and messages on social networking sites such as My Space and Facebook.
- Physical bullying (using actions) which includes slapping, hitting, choking, poking, punching, kicking, biting, spitting, giving of mean looks and damaging clothes or property belonging to another person.
- Social bullying (involving interactions with others) which includes ignoring, isolating, and excluding or singling out an individual or group as a target for bullying.

**The verbal, physical, social, or sexual bullying and/or harassment on the part of any student is wrong and will not be tolerated, whether it occurs in school, at any extra curricular activity, on school grounds or off school grounds. Consequences will be serious.**

**3. BEHAVIOR OFF SCHOOL GROUNDS**

The following is from Archdiocesan Policy #2180: *"Since Catholic schools are partners in their children's formation and in providing for their safety, the school administration may notify parents when they become aware of concerns about student life or behavior, even off-campus.*

*Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus; including conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following:*

- *electronic/internet or cell phone threats or harassment*
- *threats of violence*
- *alcohol use*
- *fighting*
- *hazing*
- *drug possession or sales*
- *reckless driving*

*Intervention may include, but is not limited to:*

- *required private assessment and counseling*
- *detention, suspension, or expulsion*
- *removal from participation in school activities, class trips, student government positions and other leadership positions, and graduation ceremonies."*

#### 4. DISCIPLINE CODE

The Discipline Code applies to inappropriate behaviors at school, on field trips, during sports, at Extended Day, and at any school sponsored activity. It also may apply to behavior off school grounds.

When one of these inappropriate behaviors occurs, the student will receive a referral.

These are considered inappropriate behaviors:

- Bullying and/or harassment. (This includes verbal, physical, social, sexual and cyber bullying and/or harassment.)
- Being in possession of a knife, gun or other item considered dangerous. This includes having such items on one's body or in lockers, book bags, etc. (Note: No toy/fake weapons are allowed.)
- Being under the influence of illegal drugs or alcohol.
- Cheating. This includes plagiarism.
- Continued willful disobedience/disrespect/dishonesty/defiance of authority.
- Cutting class or any school activity. Also included: cutting any school activity in which parents expect their children to be present, such as Extended Day, meetings, practices, games, etc.
- Disrespect of a serious nature towards an adult or fellow student. This includes the use of profane language or obscene gestures.
- Failure to report to detention at/for the required day and time.
- Fighting.
- Inappropriate use of cell phone.
- Inappropriate use of technology, including e-mail.
- Initiating or participating in false alarms.
- Knowledge of and failure to report alcohol or drugs or weapons on school grounds or at school sponsored activities.
- Leaving school grounds or the park without permission.
- Offensive language or threatening behavior of a serious nature. This includes sexual, racial and physical harassment. (Note: sexual harassment is any action or word of a sexual nature that makes another person feel uncomfortable or unsafe.)
- Possession, use, or selling of tobacco, alcohol, drugs, or paraphernalia.
- Theft.
- Willful destruction or vandalizing of school property or the property of anyone who belongs to our school.
- Any other behavior which is harmful to the welfare, safety, or morals of other students.

#### 5. DEMERITS

Demerits are given for frequent or continued violations of classroom or school rules. Demerits will accumulate and be handled on a weekly basis. Demerits will not accumulate for a referral.

Consequences for demerits:

- **Demerit # 1 for the week:** The following consequences may not be changed to another Friday.
  - ✓ For students in Grades 4, 5, & 6: loss of recess on Friday.
  - ✓ For students in Grades 7 & 8: loss of the weekly Friday out-of-uniform day. Students who receive demerit #1 must come in uniform on Friday even if dances, field trips, sports pictures, and special theme days are scheduled. Special exception will be made for May Crowning.
- **Demerit # 2 for the week:** 15 minutes at Friday after-school detention.
- **Demerit # 3 for the week:** An additional 15 minutes at Friday after-school detention.
- **Demerit # 4 for the week:** An additional 15 minutes at Friday after-school detention.
- **Demerit # 5 for the week:** An additional 15 minutes at Friday after-school detention for a total of one-hour detention.
- **Demerit # 6 for the week:** **An immediate parent-student-teacher-administrator conference.**

NOTE: Detention will be held every Friday from 3:05 – 4:05PM in a classroom. A teacher will supervise detention. The students' parents will be notified of after- school detention by the school office. Detention takes precedence over practices, games, Student Council meetings, yearbook staff meetings, personal appointments, etc. Students are expected NOT to ask to be excused from detention. In the rare event that there is such a request, it must be directed to the principal or assistant principal.

NOTE: Any student who fails to report to detention for the assigned time on Friday will be required to make it up after school on the following Friday, or on Saturday morning, whichever is most convenient for the principal. A referral will also be issued.

## 6. **REFERRALS**

Referrals are very serious. When a student is involved in any of the behaviors listed in our Discipline Code, a referral is to be given. Referrals will always involve the principal or an assistant principal and the parent(s) in addition to the student and teacher(s).

When a student receives a referral, the following steps will occur:

1. Student goes to the office with the referral.
2. Student will usually not return to class that day.
3. Student will be sent home or remain in a designated room at school for the rest of the day.
4. Referral conference with student, parent, and either the principal or the assistant principal.

### CONSEQUENCES (IN ADDITION TO THE ABOVE FOUR STEPS):

- Referral # 1: One-hour detention on Friday plus an appropriate consequence.
- Referral # 2: Two-hour detention on Fridays (one hour one week; the second hour the next week) plus an appropriate consequence.
- Referral # 3: One-day suspension plus an appropriate consequence.
- Referral # 4: Two-day suspension on sequential school days plus an appropriate consequence.
- **Referral # 5: Withdrawal conference with student, parent, and administrator(s).**

## 7. **SEARCH FOR DRUGS AND WEAPONS**

Parents will always be contacted as soon as possible. Police will be contacted as deemed appropriate by the administration.

All desks, lockers, and other storage areas provided for student use on school premises remain the property of the school. The principal, assistant principal, pastor, or faculty members may search any of these places when there is reasonable cause for such a search. Teachers should first consult with the principal or, in her absence, the assistant principal. When a search is conducted, the search must be made in the presence of at least two school officials.

A school staff member who has reasonable cause to believe that a student had an illicit drug (including alcohol), or paraphernalia, on his/her person or in his/her possession can detain the student in the school office. The student will be asked to relinquish those items. Students will be detained in the school office while the parent and the police are contacted.

A school staff member who has reasonable cause to believe that a student has a weapon on his/her person or in his/her possession is to call the school office immediately so that the police can be contacted at once. Necessary evacuations will take place as defined in the Faculty Crisis Management Plan.

Students who are found to be in possession or under the influence of any illicit drug (including alcohol) or in possession of a weapon of any kind will be subject to immediate disciplinary action. This would probably include expulsion. As in other discipline matters, this will be determined and handled by the administration.

## 8. **IN-SCHOOL SUSPENSION**

Students on an in-school suspension are to report to the school office immediately upon arrival at school. Students are to come in uniform. The entire day will be spent doing both manual work and schoolwork. Students will eat lunch in the school office. Students will not have any interaction with other students during the in-school suspension.

Participation in any extra-curricular activity (including sports) is not allowed during the time of a suspension. Depending on the time frame, one of the school administrators will decide when the student may resume participation in extra-curricular activities.

**9. OUT-OF-SCHOOL SUSPENSION**

Students on an out-of-school suspension are under the supervision of their parents. A great amount of work will be sent home with the student. This work will be expected to be completed and returned to the office the morning the student returns from the suspension.

Participation in any extra-curricular activity (including sports) is not allowed during the time of a suspension. Depending on the time frame, one of the school administrators will decide when the student may resume participation in extra-curricular activities.

**10. GRADING OF WORK DONE DURING A DISCIPLINARY SUSPENSION**

Students who are suspended will spend the suspension day(s) doing special work from a packet of suspension work kept in the office. This work will not be graded.

In addition, teachers are to send work (including homework) to the office. Students will be responsible to do that work and turn it in the following day for grading. Since no extra time is given, the work should be graded as normal.

It is up to each teacher as to whether a student may take a test during the suspension or make it up after the suspension. Grading should be as normal.

Students who have been suspended should not be allowed extra time to prepare for a test or turn in an assignment. (Example: if a test has been scheduled for Wednesday and a student returns on Wednesday from a suspension, the student is to take the test as scheduled.)

**11. STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES DURING A SUSPENSION**

If a student receives a referral, he/she will not be allowed to participate in any extra-curricular activity on that day. **This includes sports practices or games.**

Participation in any extra-curricular activity is not allowed during the time of a suspension. Depending on the time frame, the administrator will decide when the student may resume participation in extra-curricular activities.

**12. PROBATION**

The following is from Archdiocesan Policy #2520: *“A student may be placed on probation by the principal for a specified time for serious or continued misconduct or serious academic deficiency.”*

**13. EXPULSION**

The following is from Archdiocesan Policy #2600: *“The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort: (a) after all other efforts of motivation and counseling have failed or (b) where attendant circumstances of crime, scandal, immorality or (c) disruption constitute a threat to the physical or moral welfare of other persons or as set forth in ‘Student Withdrawal on Grounds of Parental Behavior’ Policy # 2600.”*

Archdiocesan Policy #2600 gives the details for the expulsion process.

At the time a student is expelled, all participation in extra-curricular activities is immediately terminated.