

**DISCIPLINE CODE, POLICIES & PROCEDURES FOR GRADES 4-8**

<b>POLICY #</b>	<b>TOPIC</b>
1	DISCIPLINE CODE
2	DEMERITS
3	REFERRALS

## DISCIPLINE CODE, POLICIES & PROCEDURES FOR GRADES 4-8

### 1. DISCIPLINE CODE

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.

This Code applies to inappropriate behaviors at school, on field trips, during sports, at Extended Day, and at any school sponsored activity.

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

These are considered inappropriate behaviors:

- Bullying. (This includes physical, verbal, and relational bullying.)
- 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 either.)
- 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 parents expect their students to be at 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.
- 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.

### 2. DEMERITS

Demerits are received for serious or 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 differed 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 – 4:05 P.M. 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.

3. **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:

- a) Student goes to the office with the referral.
- b) Students will usually not return to class that day.
- c) Student will be sent home or remain in a designated room at school for the rest of the day.
- d) Referrals will be dealt with by the principal or an 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).**