

## **Code of Discipline of Saint Mary School**

Enrollment as a student at Saint Mary School implies willingness of both parents and students to comply with the policies and regulations of the school.

### **School Rules:**

A Christian student recognizes an individual's God-given dignity and worth. This value is manifested through attitude and behavior. We expect the following from our students:

- Following the classroom directives of all teachers, teacher assistants, substitutes and/or volunteers.
- Following the directives for lunchroom, extended care and dismissal as specified by the adult supervisors of these programs.
- Considerate behavior toward all fellow students.
- Respectful behavior toward faculty members and visitors.
- Respect and care for school property.
- Obedience on the part of students—no repeated violations.

### **Minor Infractions:**

Gum chewing anywhere on the premises; littering; classroom disturbances; disturbances in other school areas; chronic tardiness; failure to be prepared for class; failure to be in full, correct uniform; accidental damage to books or other property (child pays damages); lack of courtesy in speech or action; any behavior that the principal and/or teachers and/or pastor consider unacceptable and inappropriate behavior for students in our school.

### **Disciplinary Options for Minor Infractions:**

Verbal reprimand; teacher-student conference; special assignment; behavior contract; withdrawal of privileges; time-out; detention; time after school; change of seat; parent conference

### **Major Infractions:**

Causing physical harm to another; fighting; unfair play or treatment of another; bullying/teasing (persistent teasing, poking, hitting, physical and/or verbal aggression, social alienation); any harassment of another\*; damaging property and equipment; disrespect and/or defiance; smoking, stealing, drinking, possessing and/or using, passing, or selling drugs or alcohol; chronic violation of minor rules or excessive disruption; malicious defacing of property; possession and/or use of dangerous objects; chronic violation of rules of safety; disruptive behavior; forgery of parent/guardian signatures; cheating; lying; leaving school grounds without permission; misuse and/or sabotage of computers and/or internet; possession of matches or lighter; and any other form of behavior that

the pastor and/or principal consider seriously undesirable for a Catholic of elementary or middle school age.

**\*Please Note:** Harassing behavior is any behavior that makes another person uncomfortable. It includes any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, gender, national origin, religion, age, handicap, disability, or protected activity, that has the purpose or effect of creating an intimidating, hostile or offensive environment; that has the purpose or effect of unreasonably interfering with an individual's academic performance; or that otherwise adversely affects an individual's educational opportunities. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, unwelcome sexual advances, other verbal or physical conduct of a sexual nature, or threatening, intimidating, or hostile acts that related to race, color, gender, national origin, religion, age, handicap, or disability. **\*\*\*Harassing behaviors also extend to Internet/E-mail/social networking sites/Instant Messaging.**

Students **must** avoid harassing behaviors, and, if asked by a student or adult to stop some unacceptable behavior, the student must do so immediately. This includes, but is not limited to, name calling and other forms of teasing. Please help your child/ren understand that words and actions which might not seem personally offensive may be offensive to someone else. It is the responsibility of everyone in the St. Mary School community to create a welcoming environment in which everyone feels he/she belongs. Thank you for your assistance in helping SMS become a more accepting and compassionate environment for everyone.

### **Negative Consequences:**

Students who deviate from SMS behavioral expectations face the following consequences (at the discretion of the principal and/or pastor, consequences may combined or a more severe consequence given for a 1<sup>st</sup> or 2<sup>nd</sup> offense):

- 1<sup>st</sup> offense: Warning by principal and determination of consequences
- 2<sup>nd</sup> offense: Parent sent notification in mail or parent informed by telephone, with determination of consequences
- 3<sup>rd</sup> offense: Conference with parent, teacher, pupil and principal/pastor—with determination of consequences, including possible request to leave the school permanently

### **Suspension:**

If strong corrective measures are needed, the principal will suspend the student and the pastor will be informed.

- The student will be removed from the classroom setting until a conference is held with parents and arrangements are made regarding the suspension.

- A phone call to parents will be made immediately. A conference will be required before and after suspension.
- The student will be required to do regular schoolwork during the suspension.
- Many suspensions will be in school. Possible causes for in-school suspension include, but are not limited to, showing disrespect to adults in the school, using obscene language or gestures, disruptive behavior, and cheating or lying.
- Some causes for immediate suspension (this list is not complete)—
  - Leaving the school grounds without permission
  - Smoking or carrying smoking materials, fireworks
  - Having drugs or alcohol at school
  - Bringing weapons to school
  - Severe disruption
  - Out-of-control or on-going harassing behavior

### **Expulsion:**

The expulsion of a child is a serious matter and is ordinarily (but not always) preceded by suspension until all facts are reviewed.

- The pastor and diocesan superintendent will be advised
- The parents will be notified by principal or designee
- A conference with parents, pastor, principal will be held to review case
- The principal and pastor will agree on the decision to expel
- Data regarding the expulsion (notes, phone logs, etc.) will be kept on file in the principal's office

### **School Uniform Policy:**

The school dress standards, including personal grooming standards, should be adhered to as stated in the handbook. Students "caught" out-of-uniform may face the following corrective measures:

- A verbal reminder by the teacher
- Notification of parents
- Loss of minor privileges, especially uniform privileges (i.e. Shorts, etc.)
- Detention or other similar consequences
- Request to return home until properly clothed

### **Classroom Discipline:**

The purpose of classroom discipline is twofold: to promote self-control and to protect the learning environment of the classroom. Classroom discipline implies such conformity on the part of the student as will secure and maintain an atmosphere most favorable to concentration, attention, reflective thinking and creativity. It is also necessary for safety. Classroom discipline will be firm, just, consistent, impartial, and display sensitivity to the individual needs of each child.

**Corrective Measures:**

- Personal interview with teacher and student (and maybe principal)
- Loss of minor privileges
- Conference with parents (may involve principal)
- After-school detention (with 24-hour notice to parents)
- Meeting with principal
- Other consequences as outlined for minor and major infractions

Dear Parents,

The St. MarySchool Code of Discipline has been given to every family registered at St. Mary School for the 2008 – 2009 school year.

I ask that you carefully read, explain and discuss it with your child/ren. Should you have any questions regarding the contents of this document, please call the school office for assistance. Please take special note of the comments about teasing/bullying and harassment.

Please complete the form below and return it to school this week. This form must be returned on or before August 15, and it will be kept on file in the school office during this school year.

Thank you for your immediate attention.

Sincerely,

Lynn Magoon, Principal

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**Please tear off, fill out and return to school no later than August 15.**

**We have read St. Mary School's Code of Discipline and agree to the policies and corrective measures that it describes.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**1<sup>st</sup> Child's Signature**

\_\_\_\_\_  
**2<sup>nd</sup> Child's Signature**

\_\_\_\_\_  
**3<sup>rd</sup> Child's Signature**

\_\_\_\_\_  
**4<sup>th</sup> Child's Signature**

**Date:** \_\_\_\_\_

**\*\*Please discuss as appropriate with younger children. Signature of children required for Grades 3 and above.**