

## **DISCIPLINE POLICY**

St. Anne students are expected to be good role models. We endeavor to encourage each student to reach for goals he/she has set, to encourage the growth of virtues a mature adult should possess- self-control, self-reliance, and respect for others. We expect each individual to accept his/her responsibility as a member of St. Anne School.

Norms of behavior are a must. Continual reminders about school procedures should not be necessary. Discipline codes are established so that every child is protected and has the opportunity to learn in a safe, orderly and disciplined environment that follows each teacher to educate. Continued disregard for school regulations and disrespect for others will lead to disciplinary action. Infractions will be handled according to time, place, age, and circumstances.

Smoking is NOT permitted at any time in the school building or on school premises.

Students and their parents/guardians shall be responsible for all damages to equipment or school property. This policy applies to the matter of books and supplies of all kinds as well as equipment, the building, and grounds.

If parents/guardians need to contact the teacher regarding classroom procedures, kindly contact the respective teacher(s) by email, telephone, sealed note. If contacting or meeting with the teacher(s) there are still questions or concerns, please call the school office to schedule a meeting with the Principal. The school reserves the right to suspend, expel, or dis-enroll a student for unsatisfactory academic performance, disciplinary problems, failure to pay tuition, and for other justifiable reasons.

As a school we are responsible for the safety of our students, at times that safety is threatened and the school is legally obligated to act on those threats. Any direct or direct threat that disrupts the learning environment will be addressed according to the policies of the school.

## **DISCIPLINE CODE**

### **Primary Department (Kindergarten- Second Grade)**

In the event of inappropriate behavior, the parents will be contacted so that a solution can be worked out between the home and the school. Continual disregard for school regulations and disrespect for others may necessitate more serious action.

### **Intermediate and Middle School Departments (Grades 3-8)**

The discipline policy for Grades 3-8 incorporates a demerit system. When a student receives demerits, the parents/guardians will be notified via email by the issuing teacher. The parents/guardians are asked to sign the demerit form and return the blue copy of the demerit form the next day, retaining the pink copy for their records. Scheduled detention dates, if applicable, will be noted on the demerit form when it goes home.

### **Sexual Harassment/Harassment/Threats of Violence**

Harassment of any type, including Internet harassment, will not be tolerated. Harassment (bullying) can be physical (one or more students hurting another) or it can be verbal (teasing, ridicule, exclusion or talking about another person). Behavior that is deemed to be of a harassing or threatening nature and that creates an intimidating, hostile or offensive school environment for any student will be turned over to the authorities for investigation.

## **Demerit Form**

Parents/guardians and students should review the demerit form carefully. **STUDENTS WHO ACQUIRE 50 DEMERITS MAY RELINQUISH THEIR RIGHTS/PRIVILEGES TO PARTICIPATE IN SCHOOL ACTIVITIES INCLUDING FIELD TRIPS, OLYMPIC DAY, ASSEMBLIES, OR ANY OTHER SPECIAL SCHOOL EVENTS.**

## **Detention**

When a student receives a detention, the demerit form will inform the parent/guardians of the date for the detention. Detention is Thursdays from 3:00-4:15 PM. Students are released at 4:15 from the Community Center doors. Parents are asked to pick up your student on time. If your student is to go to Extended Care or walk home by himself/herself s note must be given to his/her teacher in the morning or the student will be sent to Extended Care, if they are registered.

## **In-school Suspension**

If a student receives an in-school suspension, the student is removed from the classroom for at least one day. The student is retained in the office area in a supervised classroom where all work will be completed. All privileges are relinquished. In-school suspension is a major step toward possible dismissal.

## **Out-of-school suspension**

If a student receives an out-of-school suspension, missed tests, quizzes, etc. must be made up the day of the student's return to school. The student is responsible to complete all work assigned. On the day of the student's return the parent/guardian must accompany the student to school and meet the Principal before the student returns to class.

## **Expulsion**

In extreme cases, the school reserves the right to expel a student (Please see the demerit form for reasons). If a student is in possession of any illegible drugs, firearms, ammunition, and /or Explosives or selling drugs, he/she will be immediately expelled. Refer to the demerit form.

**The administration reserves the right to waive a disciplinary regulation for good cause.**