

## DISCIPLINARY PROGRAM FOR GRADES K TO 2

**(NOTE: Parents are to review, sign, and return on August 20. Thank you!)  
Teachers will review with class on August 21.**

Each teacher of Grades K to 2 is responsible for providing a classroom atmosphere that enhances both learning and personal growth. They do this by creating an environment which is both orderly and warm; by giving appropriate reinforcement for positive behavior.

We believe that if the students know clearly what is expected of them and what consequences they can expect for their behavior, they are more likely to act responsibly and to accept those consequences. It is up to each teacher to recognize good behavior and to handle minor misbehaviors within their individual classes. More serious offenses or patterns of misbehavior will be referred to and reviewed with the principal. There will be a lunch time detention with isolation at lunch and recess. Advance notice will be given to parents.

### Classroom/Playground Discipline

1. Follow directions
2. No fighting
3. No running is allowed in the classroom
4. Raise your hand and wait to be called
5. No name calling or teasing or inappropriate language
6. Return materials to their proper place
7. Proper care of materials, books, technology equipment, etc.
8. Have pencils and paper at your desk, ready for work
9. No rough playing on playground or classroom
10. Respect for teachers and students
11. Proper Uniform

### Accountability Consequences

1. Warning - name kept by teacher
2. Ten minutes of free time or playtime lost
3. Twenty minutes of free time or playtime lost
4. Call parents
5. Sent to the Principal - parent conference with Principal and teacher
6. Detention

### Positive Consequences

Happy Grams  
Treats, stickers, stars, etc.

Free time for good behavior  
Positive notes to parents

## Synopsis of Standards for Students

### Dress Code

First offense	Warning given; parent called to bring proper attire
Second offense	Recess taken - Thinking time
Third offense	Detention given

### Gum Chewing

First offense	Warning given; spit gum out
Second offense	Recess taken - Thinking time
Third offense	Written punishment

### Inappropriate Language

First offense	Warning given; recess taken
Second offense	Detention given
Third offense	Detention given; parent/ teacher conference
Fourth offense	In-house suspension

### Teasing

First offense	Warning given; discussion of values
Second offense	Recess taken - Thinking time
Third offense	Detention given; parent/teacher conference

### Fighting

First offense	Detention given
Second offense	Detention; lose activity; parent/teacher/Principal conference
Third offense	In-house suspension - "0" on Conduct in My Student Prog.

### Lunchtime Infraction

First offense	Warning given
Second offense	Thinking time - Recess taken
Third offense	Detention given

### Homework

First offense	Warning given; return work next day
Second offense	Parent Awareness
Third offense	Detention given

### Planner Not Signed

First offense	Warning given
Second offense	Parent Awareness
Third offense	10 Min. - Thinking Lap
Fourth offense	15 Min. - Thinking Lap
Fifth offense	Detention

### Uniform Infraction

First offense	Warning
Second offense	Parent Awareness & Recess time taken-time on wall
Third offense	After school Detention

### Tardiness (Unexcused)

After two offenses	Warning/Parent Awareness
Third offense	Time on Wall - Thinking Lap
Fourth offense	Detention

### Note:

1. Parent Awareness Forms are to be utilized in all of the above areas.
2. Discipline Detention lowers Conduct grade by one letter grade.
3. Parents will be given at least one day notice for detention.
4. In House Suspension rates "0" in Conduct Week on My Student Progress

Any of the above consequences may be taken to a more serious level if the situation is of a more serious nature.

Upon three Discipline Detentions the student will serve an in-house suspension and a conference will be held with parents, student, teacher and Principal. Student is placed on probationary status.

## **SAFETY & SECURITY**

Any object or substance brought to the school which is deemed by the staff and Principal to interfere with any student's or staff member's physical or emotional security will not be permitted on school property and those persons who bring such articles to school will be subject to such disciplinary action as considered appropriate by the Principal.

## **INTERNET POLICY**

Internet policy and procedures in compliance with Barracuda will be reviewed with students. If a student abuses computer privilege, he/she will lose use of and access to computers. Diocesan Technology User form will be signed by student and parent.

## **ELECTRONIC DEVICES**

Electronic devices such as electronic games, I-pods, MP3 players, etc., are not to be brought to school. The devices can create a disruption or problem in the classroom or between students. There can also be problem with inappropriate material. For these reasons, electronic devices are not appropriate for school. Appropriate electronic/technology equipment will be utilized in class and lab use. Proper care and use of equipment is imperative. Parents will be responsible for replacement cost if broken or destroyed intentionally.

## **CELL PHONES**

It is realized that some student utilize a cell phone for after school contact with parents. If a student brings a cell phone to school, it will be kept by the teacher and will be returned at end of school day. Cell phone use of any kind is not permitted during school hours. Phone calls to home may be placed from school office with teacher permission.

If a students needs a cell phone after school due to walking home from school, entering a house where no one is at home, or attending sport practices or games, he/she will give the cell phone to their class teacher upon arrival in the morning and park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or his/her possession. If a non-submitted phone is found, the phone will be sent to the office for a parent to retrieve the next day.

## **SEXTING**

Students involved in possession or transmission of inappropriate photos and/or texts on their cell phones or other electronic devices will face disciplinary actions that may include suspension and/or expulsion.

## **BULLYING & CIBERBULLYING**

Our Lady of Peace attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) will face disciplinary action that may include detention, suspension and/or expulsion.

## **SOCIAL NETWORKING**

All faculty/staff at Our Lady of Peace are required to sign an Acceptable Use Policy form each year. In terms of social networking, blogs, and any online publishing the following guidelines are in place:

- Teachers are not permitted to be friends on any social networking sites until the student is 18 or after the student has graduated from high school (whichever comes later)
- The official use of the school log and name are not permitted to be used on any personal online sources-blogs, websites, etc. without the written permission of the principal.
- Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted.
- Engagement in online activities, such as, but not limited to MySpace.com, Facebook, etc. may result in disciplinary actions if the content of teacher, student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Failure to follow these guidelines will result in disciplinary action which may include termination.

All details regarding the acceptable use of technology at Our Lady of Peace School can be found in the Faculty/Staff or Student Acceptable use Policy forms which is signed annually by student and parent.

### **VIRTUAL REALITY**

Virtual Reality sites can be a positive experience. However, there are potential risks to the developmental and moral life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers or parish staff in a defamatory light face disciplinary action that may include detention, suspension, and/or expulsion.

### **PHOTO RELEASE**

A Diocesan Photo Release form must be signed by parent annually for a student image to be used in publication, video, television, recordings. Parents have the right to grant or refuse permission.

**RESPONSE BY AUGUST 20, 2014**

**NOTIFICATION**

My son/daughter \_\_\_\_\_

\_\_\_\_\_ will be

\_\_\_\_\_ will not be

bringing cell phone to school. I understand it will be kept by teacher and returned at end of day if brought to school.

I agree to abide by all guidelines as set forth by Our Lady of Peace School in Handbook, Discipline Code and Explanatory Letters.

\_\_\_\_\_  
Student

Parent

\_\_\_\_\_  
Principal

## DISCIPLINARY PROGRAM FOR GRADES 3 TO 8

**(NOTE: Parents are to review, sign, & return on August 20. Thank you!)  
Teachers will review with class on August 21.**

Each teacher of Grades 3 to 8 is responsible for providing a classroom atmosphere that enhances both learning and personal growth. They do this by creating an environment which is both orderly and warm; by giving appropriate reinforcement for positive behavior.

We believe that if the students know clearly what is expected of them and what consequences they can expect for their behavior, they are more likely to act responsibly and to accept those consequences.

While it is up to each teacher to recognize good behavior and to handle minor misbehaviors within their individual classes, more serious offenses will be handled in a more uniform manner as described below. Serious offenses or patterns of misbehavior will be referred and reviewed with principal.

### Detention

1. After school detention is considered a punishment for serious or repeated offenses. Detention will also be held in isolation during lunch and recess time by a detention supervisor.
2. Students will be given one day's notice of detention. A letter will be sent home for parent notification.
3. The students are expected to stay for detention on the date assigned.
4. Detention will be given for serious offenses. The following are examples of these offenses; however, detention is not limited to these misbehaviors.
  - a. destroying or damaging property willfully
  - b. fighting or hitting
  - c. disrespect for teachers, other students, workers, visitors
  - d. unacceptable language
  - e. cheating or stealing
  - f. disruptive behavior
  - g. repeated failure to come prepared for class
  - h. repeated failure to follow school policy
  - i. repeated missing homework
  - j. inappropriate gestures
  - k. pulling down another's pants or articles of clothing
  - l. Five (45 unexcused Tardies )
  - m. Failure to report to detention will result in an additional detention day.
  - n. repeated uniform infractions

5. Disciplinary measures for repeated offenders:

Upon three (3) detentions the student will serve an in-house suspension and a conference with parents, student, teacher and Principal will be held. Student will be placed on probationary status. In athletic seasons students are not permitted to attend practice or games at time of suspension.

Serious repeat offenders could be recommended by the Principal to the Pastor for out-of-school suspension or expulsion.

Synopsis of Standards for Students - Conduct grade points may be deducted in addition to stated actions to be taken.

Dress Code

Gr. 3-5

First offense	Warning given
Second offense	Lunch detention given
Third offense	After school detention given

Gr. 6-8

First offense	Warning
Following & Ongoing	Detention

Gum Chewing

First offense	Warning given; spit gum out
Second offense	Detention

Inappropriate Language/Gestures

First offense	Detention given
Second offense	Detention given; lose activity
Third offense	Parent/ teacher/Principal conference; in-house

suspension

Teasing

First offense	Warning given; discussion of values
Second offense	Written punishment
Third offense	Detention given
Fourth offense	Detention; lose activity; parent/teacher/Principal conference

Fighting

First offense	Detention given
Second offense	Detention; lose activity; parent/teacher/Principal
Third offense	Suspension



Tardiness (Unexcused)

After two offenses

Parent Awareness

Third offense

Warning; written assignment

Fourth offense

Detention

Homework

First offense

Warning given; return work next day

Second offense

Detention given

Third offense

Detention; activity lost; parent/teacher/Principal conference; in-house suspension can be given upon repeated offenses

Unsigned or Missing Planner - **Grades 3-5**

First offense

Verbal warning given

Second offense

Parent Awareness sent home

Third offense

10 minutes in thinking lap area

Fourth offense

15 minutes in thinking lap area

Fifth offense

Detention given

Unsigned or Missing Planner - **Grades 6-8**

First offense

Verbal warning given

Second offense

Parent Awareness form sent home

Third offense

Detention given

Note:

1. Parent Awareness Forms are to be utilized in all of the above areas.
2. Habitual actions can lead to suspension.
3. Each Discipline Detention lowers Conduct grade with point deduction
4. Loss of activity denotes sports, social activity, or field trip.
5. Gr. 5-8 athletes are reminded of "C" or above grade in Conduct as standard for athletic ability. (*Note: "C-" does not fulfill requirement.*) In addition, students must maintain an 2.0 overall average with no failures. Grades are checked at mid-term & report cards.

## **NARCOTICS, DRUGS, ALCOHOL**

In order for students to achieve their fullest potential in total development, substance abuse by the student is not acceptable. It is with the total welfare of the student in mind that our school sets a high standard and will not tolerate abuse, possession or deliverance of a controlled substance.

No alcoholic beverages shall be brought onto, carried onto, purchased, sold or consumed by minors on the property and at official school functions. Nor shall any student who is under the influence be present at any function or on school property.

Any student who has in his/her possession, uses or under the influence of an unauthorized, controlled substance during school hours or at a school function is acting against School, Diocesan, State and Federal laws.

Such abuse is unacceptable. The following action will be taken if there is a violation of these guidelines:

First Offense:

- a. Notification of parents and lawful authorities
- b. Immediate withdrawal from specific function
- c. Suspension of three (3) days from school
- d. Consultation with Counselor and possible follow-up services
- e. Probation in School - one (1) year

Second Offense:

Recommendation for expulsion of student by Principal to the Pastor.

Any student who gives, sells, delivers or administers a controlled substance, as defined previously, to any student, faculty member, visitor, etc. during school hours or at a school function is subject to expulsion. In accordance with Diocesan guidelines, immediate notification will be made to law officials.

### **TOBACCO / SMOKING**

In the best interest of health for our students, Our Lady of Peace School does not tolerate the use of tobacco of any form on school grounds.

Cigarettes, chewing tobacco, snuff, etc., are not to be used by minors during school hours, on school grounds, or at school functions. This is in accordance with State and fire laws/codes.

### **SAFETY & SECURITY**

Any object or substance brought to the school which is deemed by the staff and Principal to interfere with any student's or staff member's physical or emotional security will not be permitted on school property and those persons who bring such articles to school will be subject to such disciplinary action as considered appropriate by the Principal.

### **INTERNET POLICY**

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Parent

\_\_\_\_\_

Principal