

Saint Patrick School

Discipline Policy (preK- 8)

Student Rights and Responsibilities

My Rights

- I have the right to be happy and to be treated with compassion in this school. This means no one will laugh at me or hurt my feelings.
- I have the right to be myself in this school. This means no one will treat me unfairly because of weight, gender, appearance, height, ancestry, disability, etc.
- I have the right to be safe in this school. This means no one will: hit me, kick me, push me, pinch me, threaten me, hurt me, etc.
- I have the right to expect my property to be safe in this school.
- I have the right to hear and be heard in this school. This means no one will: yell, scream, shout, make loud noises or otherwise disturb me.
- I have the right to show pride in my appearance.

My Responsibilities

- I have the responsibility to treat others with compassion. This means I will not laugh at others, tease others, or hurt others' feelings.
- I have the responsibility to respect others as individuals and not treat others unfairly because of weight, gender, appearance, height, ancestry, disability, etc.
- I have the responsibility to make the school safe by not: hitting, kicking, pushing, pinching, threatening or hurting anyone.
- I have the responsibility not to steal or destroy the property of others.
- I have the responsibility to help maintain a calm and quiet school. This means I will not yell, scream, shout, make loud noises, or otherwise disturb others.
- I have the responsibility to wear the appropriate uniform (K-8).

Parent and Teacher Rights and Responsibilities

Parents' Rights

- To be given a copy of the Discipline Policy.
- To contact teachers or administration with question regarding the policy.
- To expect that their child will be taught in a safe and respectful classroom.

Parents' Responsibilities

- Teach children socially acceptable standards of behavior.
- Teach children to be responsible for their actions.
- To support the school in sustaining a welcoming, caring, and safe environment.

Teachers' Rights

- To be treated with respect by parents and students.
- To be able to teach without disruption from students.

Teachers' Responsibilities

- Communicate classroom expectations/consequences to parents and students.
- Demonstrate respect and care for students.
- Contact parents when students fail to meet expectations.
- To adhere to the Discipline Policy.

At St. Patrick School, we have many age levels which need differing approaches to discipline. Individual handbooks follow, but the above rights and responsibilities are true at all grade levels. Inappropriate use of technology and dress code infractions are universal as well. See below:

Inappropriate computer/Internet use

Disregarding teacher instruction when using the computer by visiting gaming, social website/networks (Facebook, etc.), or porn sites will result in loss of school Internet privileges. Other technology privileges may be limited or taken away too as a result. ***There is no warning issued first.***

K-2 Consequences for failure to adhere to responsibilities

1. 1st infraction: Verbal warning/time out
2. 2nd infraction: Student completes Discipline Referral Form
3. 3rd infraction: Conference with parents

*** Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Bullying will not be tolerated at St. Patrick School. The school reserves the right to move to a higher level consequence if a student's actions warrant.**

*** After a thorough investigation of the offense or action, the school reserves the right to move to a higher level consequence for repeated offenses or when actions warrant. (Such consequences may include detention or suspension if deemed necessary by the school.)**

The following acts are considered unacceptable and will warrant the issuing of **immediate suspension**:

1. Weapons/Firearms
2. Tobacco/Alcohol/Substance Abuse
3. Truancy
4. The willful failure/refusal to follow any of the school rules

Inappropriate physical contact (improper touches or violence) will result in an immediate parent/teacher conference. It may also result in a higher level consequence depending on what is deemed necessary by the school.

Dress Code Infractions

Dress code violations do not warrant the same penalties as behavioral infractions unless they become habitual which displays disrespect for school rules.

1. 1st infraction: Call parents to bring appropriate clothing to school. Used school uniform items may be used if clothes from home cannot be provided.
2. 2nd infraction: Written warning issued.
3. 3rd infraction: Loss of 1 free dress day privilege.

Discipline Policy (Grades 3-5)

Level One

The following acts will be considered unacceptable and will warrant the issuing of 1.) Verbal Warning – 2.) Written Warning – 3.) Detention

1. Loitering in the hallway or office area.
2. Eating food outside the cafeteria when not part of an organized classroom function.
3. Chewing gum, eating candy or mints and using cough drops (not accompanied with parental note).
4. Failure to deliver and/or return communication with parents.
5. Assignment notebook not with student.

Level Two

Detention is held after school for 45 minutes on Thursdays. Detentions may be 1 or 2 days depending on the infraction. Students must report to the detention area by 3:00. Parent or authorized adult (noted on form) must pick up the student from detention (unless other arrangements are made).

The following acts are considered unacceptable and will warrant the issuing of **detention**:

1. Vulgarity/Profanity
2. Disruptive behavior on school grounds (classroom/hallways/bathroom/playground/cafeteria, etc.)
3. Inappropriate physical contact
4. Failure to attend detention session

Consequences for repeated infractions from Level 1 and 2 within one school year.

- 1.) 1st infraction: Detention
- 2.) 2nd infraction: Detention
- 3.) 3rd infraction: Detention and parent contacted by the principal
- 4.) 4th infraction: Detention and conference between parent, teacher, principal and other school personnel involved.
- 5.) 5th infraction: Detention and **1- day in-school suspension.**
- 6.) 6th infraction: Detention and letter from Principal noting impending **2 day out-of-school suspension.**
- 7.) 7th infraction: May result in **student expulsion.**

Level Three

The following acts are considered unacceptable and will warrant level three disciplinary action: 2 consecutive detentions (90 minutes) unless offense is repeated

1. Cheating
2. Insubordination towards school personnel
3. Stealing
4. Fighting/Unsafe behavior
5. Damaging/Defacing property (our school or another)
6. Vandalism
7. Forgery of parent signature
8. Harassment/threatening behavior toward other students or school personnel
9. Violation of personal property

Repeated offenses in Level 3 will warrant the following disciplinary actions:

- 1.) **First offense:** Immediate conference with parents
- 2.) **Second offense:** In-school suspension (Completion of school work is required, but student will not receive a grade.)
- 3.) **Third offense:** Out-of-school suspension (Completion of school work is required, but student will not receive a grade.) Student may be considered for *expulsion*.

Level Four

The following acts are considered unacceptable and will warrant the issuing of *immediate suspension*:

- 1.) Weapons/Firearms... or unapproved look-alike weapons/firearms
- 2.) Tobacco/Alcohol/Substance abuse
- 3.) Truancy
- 4.) The willful failure/refusal to follow any of the school rules

Dress Code Infractions

Dress code violations do not warrant the same penalties as behavioral infractions unless they become habitual which displays disrespect for school rules.

- 1.) 1st infraction: Call parents to bring appropriate clothing to school. Used school uniform items may be used if clothes from home cannot be provided.
- 2.) 2nd infraction: Written warning issued.
- 3.) 3rd infraction: Loss of 1 free dress day privilege.

Tardiness

Discipline consequences may be necessary for repeated tardiness. After accumulating ten tardy slips, students will be issued a detention. This will not count toward repeated infractions.

Middle School Consequences for failure to adhere to responsibilities

Students in the Middle School move from classroom to classroom and from teacher to teacher. Misbehavior is logged in the form of “demerits,” which are compiled on a shared spreadsheet. Below are the behaviors that earn demerits:

1. Candy or chewing gum	1 demerit
2. Failure to return needed documents	1 demerit
3. Lack of pride sheet	1 demerit
4. Tardy to class	1 demerit
5. Failure to follow direction	1 demerit
6. Lack of needed supplies for class	1 demerit
7. Out of uniform	2 demerits
8. Recess behavior	2 demerits
9. Lunchroom behavior	2 demerits
10. Off task in the classroom	2 demerits
11. Talking during class time	2 demerits
12. Disrespect to another student	2 demerits
13. Dishonest behavior	2 demerits
14. Unsafe activity in the classroom	3 demerits and parent contact
15. Unsafe behavior in the hallway	3 demerits and parent contact
16. Misuse of school property	3 demerits and parent contact
17. Misbehavior for a sub	3 demerits and parent contact
18. Inappropriate language/gestures	5 demerits and parent contact
20. Inappropriate physical contact	5 demerits and parent contact
21. Disrespect for school personnel	5 demerits and parent contact
22. Cheating, forgery, or copying	In School Suspension

An accumulation of demerits for each nine-week grading period will result in the following consequences:

2 demerits	Loss of free dress for 1 week (from Friday to Thursday)
5 demerits	After school detention
10 demerits	After school detention
13 demerits	After school detention and loss of free dress for the remaining grading period
16 demerits	After school detention and parent conference
19 demerits	Loss of socials/field trips for the remaining of the grading period
20 demerits	One day In School Suspension

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Attendance Policy

It is the policy of the St. Patrick School Commission that all students, in order to receive benefits from the educational programs at St. Patrick School, must be in attendance on all prescribed school days. An emphasis on excellent attendance will benefit students as they will have the maximum opportunity for achievement in school, and they will gain valuable life skills to be used beyond their school experience. Our expectation is that students will be in school and on time each and every day that school is in session.

GUIDELINES

We recognize absences in the following ways:

Excused Absences: These are identified as days/periods missed because of: illness, medical appointments, or death of a family member. Parent/guardian must contact the school within 24 hours of the absence, or it becomes unexcused. If you need to take your child out of school due to a medical appointment, you must sign in when taking your child out of the building and sign in upon returning to school. Homework may be obtained from an excused absence after 12:00 noon in the office (with prior notification from parent) or the student can collect their work upon returning to school. The student will have 3 days (not counting the return day) to make up all work missed during the absence. If a child has an extended illness (more than 5 days), parents should contact the principal for an extension of homework time.

Unexcused Absences: These are identified as day/periods missed because of personal business, vacations, staying home or suspension from school.

Pre-approved Absences (PPA): We do recognize that circumstances arise when it is necessary to take your child out of school for personal reasons. We will allow 3 PPA days that will be considered excused absences. These days **must** be submitted on the forms in the handbook and turned in to the principal at least 7 days in advance. These will be tracked in the office. Any days missed after 3 for personal reasons will be unexcused and work cannot be made up. Work that is to be made up from these 3 PPA days will be made up **after** the student returns to school. The student will have 3 days K-3rd and 5 days 4th-8th grade (not counting the return day) to make up all work missed during the absence. Work returned after the deadline will not be accepted. PPA days may not be taken the first or last weeks of each quarter or during weeks when standardized tests are administered.

Tardiness: The school day begins with a bell at 8:00 a.m. They are not to go to the classroom prior to the bell. All 6th-8th grade students are to be in their classrooms at the time of the 8:05 bell. Students arriving after the bell must check into the office. Students are considered tardy in the first hour of school; if a student checks in after 9:00am, he or she receives credit for a half-day. A letter will be sent home to parents if there are more than 5 tardies in a grading period. A parent/principal conference may occur if the problem continues.

Excessive tardiness may necessitate a parent/student/principal conference leading to consequences deemed appropriate by the principal. A student is considered absent for 1/2 day if they arrive after 9:00 a.m. in the morning or leave before 2:00 p.m. in the afternoon. Students must be in session for 1/2 day to attend school functions after school (i.e. clubs, student council, cheerleading and sports practice or games).

Excessive Absenteeism: In the event of absences becoming a problem, the following action will be taken:

At the 5th absence during a semester: The teacher of record will make contact with the student/parent through the use of a letter.

At the 10th absence during a semester: The principal will determine if a referral to court system or the Department of Children/Family Services is warranted.

This policy is aimed at keeping our students in school while still allowing some flexibility for family events. Please understand that even though an absence may be excused, your child is missing valuable classroom instruction while they are away from school. It is the responsibility of the student to make up all work missed and to make arrangements for any remediation. Student grades can suffer when excessive absenteeism occurs even though it may be an excused absence.

Dismissal Procedures

PreK Exit out north doors

Grades K-1 Car riders exit out south doors

Grades 2 Exit out front main entrance

Grades 3 Exit out north doors

Grades 4 Exit breezeway doors

Grades 5 Exit north door

Grades 6-8 Exit western stairwell (aka: batcave)

Daycare students report to cafeteria.

At 3:00, students will report to after school care if parents have not picked them up.

PRE-APPROVED ABSENCE REQUEST

Name of Student: _____

Date(s) Requested: _____

Reason for Absence: _____

Today's Date

Parent Signature

Principal's Signature (approved)

PRE-APPROVED ABSENCE REQUEST

Name of Student: _____

Date(s) Requested: _____

Reason for Absence: _____

Today's Date

Parent Signature

Principal's Signature (approved)

PRE-APPROVED ABSENCE REQUEST

Name of Student: _____

Date(s) Requested: _____

Reason for Absence: _____

Today's Date

Parent Signature

Principal's Signature (approved)