

## **DISCIPLINE CODE FOR STUDENT CONDUCT**

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times according to Christian principles and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. **By enrolling a child in this school the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.**

Teachers discipline students directly for minor classroom disruptions, for not coming prepared to class, for not being in the complete school uniform, for not completing assigned homework, for minor verbal disputes with other classmates, or other incidents which interfere in the teaching-learning process for the child and his or her classmates. Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems such as, but not limited to, chronic lateness, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment of a fellow student; violent behavior; stealing; vandalism; or the possession of a drug, alcohol, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For acts such as uncooperative behavior, disrespectfulness to teachers, staff and students... students are often given conduct referral, detention or demerits. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full

cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases in which a child engages in a fight which causes injury to another child or adult, the police will be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

**It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet) and prohibited use of personal electronic devices including but not limited to cell phones, cameras, camera-phones, pda's and the like. (See also -Telecommunications Policy). Such misconduct could result in any number of punishments including the possibility of suspension and/or expulsion.**

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

## **DISCIPLINE**

The essence of Christian discipline is self-discipline. Parents and students need to realize that the observance of rules is essential to the smooth operation of any organization. Students should be made aware that authority is necessary in order to promote mental and spiritual growth.

A student in St. Lucy School neither loses the right nor escapes the duties and responsibilities of a child in a parochial school facility. All students are both members of the education community and the local community. Conduct in the areas of good manners, politeness and courtesy should be in line with this. If an infraction does occur and disciplinary action is necessary, the school intent is educational, never punitive. It is in this spirit that we hope parents will assist us in helping our young people develop their own self-discipline.

Students will be issued a demerit/referral, at the discretion of the Principal/teacher, for infractions such as but not limited to: incomplete/missing homework; out of seat; continually unprepared for class; violating the Toys/Game Policy; chewing gum; uncooperative behavior; interferes with learning of others; disrespectful to authority; unacceptable behavior; out of uniform; excessive talking. After a student has acquired 2 demerits a parent conference is required. After a student has received 4 demerits, the student will receive a Disciplinary

Referral. A Disciplinary Referral will result in a detention (lunch detention grades Kg, 1, 2). **Detention will be every Friday beginning in September unless otherwise noted (grades 3-8).**

A St. Lucy student is to be polite, considerate and respectful to the priests, faculty, staff, and volunteers and to each other on and off school grounds. If a student demonstrates disruptive or unacceptable behavior, that student may receive a **DISCIPLINARY REFERRAL** by the teacher in consultation with an administrator. Disruptive or unacceptable behavior may be defined as a behavior which interferes with the learning of the student, the rights of the student, or the performance of a duty by a staff member.

**REFUSAL TO SIGN A DISCIPLINARY REFERRAL OR DEMERIT DOES NOT IMPACT THE ACTION.**

**A DISCIPLINARY REFERRAL WILL RESULT IN A CONDUCT GRADE OF “C” RESULTING IN NO HONORS FOR THAT QUARTER.**

**Discipline Policy: ALL Grades**

In order for students’ rights to be respected, and in order to maintain good order and safety for all concerned, students are expected to assume the responsibility for adherence to the rules and regulations of our school, and conform to teachers’ regulations in the classroom.

Students are responsible for the following rules of good conduct:

1. Obedience and respect to all persons in authority;
2. Courtesy and use of appropriate language at all times in all places;
3. Respect and cooperation among classmates;
4. Completion of assigned tasks and homework;
5. Respect and care of school property, including desks and textbooks;
6. Silence in appropriate places and at appropriate
7. Proper safety habits in all areas;
8. Regular attendance and punctuality;
9. No gum chewing;
10. No cell phones.

Classroom teachers deal with discipline problems on their particular grade level. When rules are repeatedly disobeyed, teachers will inform parents either in writing or by phone or will request a parent conference. If further action is required, a conference will be held with the teacher, parents and Principal so that appropriate measures for improvement will be discussed.

Disciplinary Referrals will be issued for infractions such as, but not limited to: uncooperative behavior; fire drill infractions; use of inappropriate language; destruction or defacing of school property; continuous infractions against the uniform code; repeated acts of disobedience and defiance of School and Archdiocesan regulations; cheating; repeated school bus disturbances; signing a parent’s signature; disorderly behavior in the hallways; cafeteria violations; repeated lateness; and cell phone use.

An accumulation of three (3) disciplinary referrals will result in a one-day-school suspension.

If a child continues to have behavior problems and continued attempts to remedy the situation are not successful, the child will not be permitted to re-register for the next school year.

**FIGHTING:** Fighting/Physical Contact will not be permitted in our school. Play fighting is also included. If a child is involved in a fight, he/she will be suspended from school.

**SUSPENSION:** A child may be suspended for infractions such as, but not limited to: accumulation of three (3) disciplinary referrals; cutting class; leaving classrooms and school grounds without permission; repeated fighting; serious theft; immorality; smoking; drug/alcohol possession or use; sexual harassment; truancy; verbal insult, disrespect to any adult or threats. The Principal alone can suspend students from school.

**EXPULSION:** The process of expulsion begins when a student receives three (3) suspensions; commits assault or battery on school personnel; is involved in selling of alcohol or drugs; possession of weapons; any other infraction deemed serious.

Three (3) disciplinary referrals results in suspension. When a student receives nine (9) disciplinary referrals, the process of expulsion from St. Lucy School begins in conjunction with the Office of the Superintendent of Schools.

Questions regarding suspensions should be addressed to the principal.

**Special Clause for Loss of Privileges**

- 1 suspension = loss of field trips and dress down day
- 2 suspensions = loss of extra-curriculum activities  
(dances, membership of sports, dress down days)
- 3 suspensions = No registration offered

**DISMISSAL PROCEDURES**

All parents are to meet their children outside the school building at dismissal. The following procedure will be in place:

<b>Grade(s)</b>	<b>Exit</b>	<b>Time</b>
Nursery and PreK	Parents enter main doors and go to classrooms	2:30 PM
Kg	Small school yard	2:30 PM
Grades 1, 2, 3, 4, 5	Through gym doors (to large school yard)	2:30 PM
Grades 6, 7, 8	Mace Ave. Main door	2:30 PM

It is imperative that you pick up your child on time. If, in an emergency, you will be delayed in picking up your child, please notify the school secretary immediately.

Your child will be placed in the After-School Program if not picked up on time. Parents will be charged a fee based on the amount of time the child is left beyond the normal dismissal time.

**2:45 – 3:15 - \$15**

**Beyond 3:15pm - \$20.00 (the normal daily rate for After-School).**

**\*\*\*\* When there is early dismissal with no Afterschool/Homework Club, a charge of \$20 will be assessed for every student not picked up on time. There is no grace period. Parents are reminded not to double or triple park their cars on Bronxwood or Mace Avenues. This causes a real safety hazard to our children. If the problem becomes excessive, the police will be called and asked to issue tickets.**

### **DRUG/ALCOHOL/SUBSTANCE ABUSE POLICY**

Unless prescribed by a physician, students enrolled in St. Lucy School are forbidden from using, possessing, selling, transferring, or being under the influence of drugs, narcotics or alcohol at any time while at school, at a school function, under the jurisdiction of the school or on school property.

Where there exists probable cause to believe a student is in violation of this policy the parents shall be notified by the principal. The student may be responsible to the appropriate legal authorities. Further action may also be taken as deemed appropriate by school administration, such as referral of the student to a counselor, suspension from school, or recommendation to consider student's expulsion from school. Under certain emergency circumstances, it may be necessary to have a student transported to an area hospital.

In recognition of the seriousness of drug and alcohol problems to which the children are exposed St. Lucy's School will follow the policy as stated below:

- if a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the Principal immediately
- the Principal will verify teacher observation and will notify parents, the police may be called and parents must pick up the child immediately should it be determined that the suspicion is accurate. Parents will be expected to follow the recommendations of the school Principal if the child is to continue in the school.
- any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken which may include suspension or expulsion from the school.