

# *Our Lady of Lourdes School*

## Discipline Policy (K–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.

## Parent and Teacher Rights and Responsibilities

### Parents Rights

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

### Teacher Rights

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

### 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.

### Teacher 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

## **K-2 Consequences for failure to adhere to responsibilities under student section:**

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

A written warning (Discipline Referral) is a communication link between the school and parents. Parents should contact the teachers when students receive written warnings if the reason is unclear or they would like more details.

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 may result in

Inappropriate physical contact will result in an immediate parent/teacher conference.

If a student is tardy five times, a written warning will be issued.

### **Dress Code Infractions**

- 1<sup>st</sup> infraction: Call to parents to bring appropriate clothing to school. Used uniform store items will be used if clothes from home cannot be provided.
- 2<sup>nd</sup> infraction: Written warning issued.

**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.**

**Consequences will be more severe for not telling the truth or if caught being dishonest. Dishonesty will be addressed with additional consequences.**

**Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.**

**SAMPLE FORM**

**K-2 Discipline Referral Form**

Student\_\_\_\_\_ Grade\_\_\_\_\_ Date\_\_\_\_\_

1. \*What rule did I break?

2. \*What should I have done?

3. What will I do next time?

\_\_\_\_\_ Behavior is considered bullying.

Child's Signature

Parent's Signature

Teacher's Signature

#1 and #2 will be completed at school. #3 should be completed at home.

Return slip on \_\_\_\_\_.

***Our Lady of Lourdes School***  
**Gr. 3–8 Discipline Policy**

**LEVEL ONE**

The following acts are considered unacceptable and will warrant the issuing of Verbal warning – Written warning – Detention:

1) \*Dress code violations:

1<sup>st</sup> infraction: Call to parents to bring appropriate clothing to school. Used Uniform Store items will be used if clothes from home cannot be provided.

2<sup>nd</sup> infraction: Written warning issued.

2) In hall without a pass

3) Eating food outside lunchroom

4) Chewing gum, eating candy or mints and using cough drops. (Cough drops may be used as needed with written request from parents.)

5) Failure to deliver and/or return communication with parents

6) Assignment notebook not with student

**LEVEL TWO**

**Detention** is held after school for 45 minutes (may be 1 or 2 days depending on infraction). Detention days are Mondays and Thursdays. Student must report to detention room by 2:45 p.m. (gr. 6–8) or 3:15 (Gr. 3–5). Parent or adult authorized by parent on form must pick up student from detention.

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

- |   |            |
|---|------------|
| 1) Vulgarity/Profanity  | 45 minutes |
| 2) Disruptive behavior on school grounds                      | 45 minutes |
| (classroom/hallways/bathrooms/playground/<br>lunchroom, etc.) | 45 minutes |

- |  |            |
|--|------------|
| 3) Failure to attend detention session | 45 minutes |
| 4) Inappropriate physical contact      | 45 minutes |

**Consequences for repeated infractions from Level 1 & Level 2 infractions within one school year**

With all infractions – Written notification to parents

- 1) 1<sup>st</sup> infraction: Detention time after school.
- 2) 2<sup>nd</sup> infraction: Detention time after school.
- 3) 3<sup>rd</sup> infraction: Detention time after school/Parent contacted by Principal.
- 4) 4<sup>th</sup> infraction: Detention time after school/Conference with Parents, Teacher, Principal, other school personnel involved.
- 5) 5<sup>th</sup> infraction: Detention time after school/Letter from Principal – warning of impending 1-day in-school suspension.
- 6) 6<sup>th</sup> infraction: Detention time after school/Conference held with Principal, Pastor, School Board/1-day in-school suspension.
- 7) 7<sup>th</sup> infraction: Detention time after school/Letter from Principal – 2 day out-of-school suspension.
- 8) 8<sup>th</sup> infraction: May result in Student Expulsion.

**LEVEL THREE**

Behavior listed in the level three category will warrant the following disciplinary actions:

- |                 |   |
|-----------------|---|
| First Offense:  | Immediate contact with parents  |
| Second Offense: | In-school suspension (Completion of school work is required, but student will not receive a grade.)     |
| Third Offense:  | Out-of-school suspension (Completion of school work is required, but student will not receive a grade.) |

The following acts are considered unacceptable and will warrant level three disciplinary action:

- |   |                     |
|---|---------------------|
| 1) Cheating                                 | 90 minutes (2 days) |
| 2) Insubordination towards school personnel | 90 minutes (2 days) |
| 3) Stealing                                 | 90 minutes (2 days) |

- |   |                     |
|---|---------------------|
| 4) Fighting/Unsafe behavior   | 90 minutes (2 days) |
| 5) Damaging/Defacing property   | 90 minutes (2 days) |
| 6) Vandalism  | 90 minutes (2 days) |
| 7) Forgery of parent signature(s)   | 90 minutes (2 days) |
| 8) Harassment/Threatening behavior toward<br>other students or school personnel | 90 minutes (2 day)  |
| 9) Violation of personal property   | 90 minutes (2 day)  |

#### **LEVEL FOUR**

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 may result in suspension.

**Inappropriate computer/Internet use:** There is no warning issued. The first offense will result in loss of technology and Internet privileges for the balance of the school year.

If a student is tardy five times, a written warning will be issued.

#### **ATHLETICS**

First Detention: Athletes receive warning regarding loss of playing time.

Second Detention: Athletes will miss the next scheduled game. Athletes must sit on the bench with the team, but are ineligible to play. They are expected to attend practices prior to missing the game.

## CO-CURRICULAR

First Detention: Students receive a warning regarding loss of participation.

Second Detention: Students will not participate in the activity. Student Council officers may be asked to resign their position. They may serve as a classroom/grade level representative.

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.

**After thorough investigation of the offense or action, the school reserves the right to move to higher level consequences for repeated offenses or when actions warrant.**

**Consequences will be more severe for not telling the truth or if caught being dishonest. Dishonesty will be addressed with additional consequences.**

A written warning will be issued after a student receives three verbal warnings. A detention will be issued after a student receives three written warnings. This will be tracked on a semester basis. Students will begin each semester with a “clean slate” regarding verbal warnings. Written warnings and detentions are accumulative throughout the school year.

Incentives for positive behavior may include:

Gr. 3–8 – Excuse one verbal warning for each 28 days a student does not have a discipline concern per semester. Students will receive “good behavior” certificates or honor cards.

Gr. 6–8 – A free assignment certificate will be awarded for no disciplinary actions on a quarterly basis.

**Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.**

**SAMPLE FORM**

**Discipline Referral Form**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ **Written Warning**

\_\_\_ **Detention**

Issued By: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Behavior is considered bullying.

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

If detention, to be served on: \_\_\_\_\_ in Room \_\_\_\_\_

**STUDENT WILL BE PICKED UP AT \_\_\_\_\_ p.m. by \_\_\_\_\_**

Teacher's Signature: \_\_\_\_\_

Written warning and detention slips not returned with signature the day after being issued are subject to additional detention.

## *Our Lady of Lourdes Cafeteria Rules*

- Act as if dining in a restaurant, jackets and hats off, use an inside voice.
- Follow the instructions of all supervisors.
- Treat all workers, supervisors and other students respectfully.
- Use “please” and “thank you”.
- Follow procedures for cafeteria seating, no moving chairs to other tables and no saving seats.
- Turn in your tray to appropriate window after disposing of garbage in the proper receptacles.
- Walk in the lunchroom.
- Clean your place—crumbs, wrappers, cartons and bags and push in your chair.
- No fighting, pushing, shoving, taking or giving “cuts”.
- No throwing food, popping bags or leaving messes on tables or floors.
- No food or beverages outside cafeteria area.
- Individuals excused by supervisor to leave cafeteria.
- If you forget your lunch ticket, go to the end of the line.

### Consequences:

1. Verbal warning or time out/move to a different table.
2. Student sent to school office. Written contact to parent.
3. Removal from cafeteria. Contact with parents required prior to returning to cafeteria. Possible further disciplinary actions to follow conference.

NOTE: Other appropriate consequences may be the result of disruptive actions.

### *Our Lady of Lourdes Playground Rules*

- Respect and obey playground supervisors. All activities are subject to their approval.
- Play safe games refraining from rough play, fighting, pushing, tripping, tackle football, throwing snow or objects which are harmful and/or disruptive. (Touch football played on grassy areas only.)
- No disrespectful or abusive language, inappropriate voice volume or screaming.
- No eating or drinking on the playground.
- Keep balls away from the windows and roofs.
- Stay off ice, mud and puddles.
- Stay away from the fences, south church parking lot, bushes, and behind the garage.
- Maximum of 2 children on tire swings.
- Dress for the weather. K-5 students must wear snow pants or snowsuits to play in the snow. All students (K-8) will wear boots when playing in the snow.
- Gr. 6-8 students are not permitted in the play equipment area.
- Supervisors need to be notified before a student retrieves a ball that has strayed from the playground area.

### Consequences:

1. Verbal warning (supervisor records each time) or time out.
2. Written warning issued to student. A written apology from student may also be required.
3. Student may lose recess time. Conference with parents required. Possible further disciplinary actions may follow conference.

## ADMINISTRATIVE TRACKING OF DISCIPLINE

- Teachers, cafeteria staff and paid playground supervisors will have access to discipline referral slips.
- All written warnings and detentions will use the same form to simplify the process
- All white and pink written warning or detentions slips go directly to the faculty administrator who will record the information. The white slip will be returned to the issuing teacher and the pink slip will be sent to the office.
- All yellow slips will be sent home with the student for parent signatures.
- All slips are to be signed by the teacher and student when the slip is issued.
- Teachers must have slips to faculty administrator at the end of each school day.
- Homeroom teachers will receive a list of students who must return signed forms the next school day. They will remind students who have detentions of where the detention will be served. Homeroom teachers will notify the faculty administrator that the slip was signed and returned.
- Detention monitor will be given a list of students and their grade/homeroom who need to report for detention.
- Any grievance brought by a student or parent will be heard by the school administrator and issuing teacher for further discussion.
- Discipline plan will be reviewed once each quarter. Discrepancies, non-clear items and additions will be discussed at this time with a report of these items made to the ad-hoc committee and School Board.