

Discipline Policy

Discipline is something, which should come from within. Children must be taught to exercise self-control, ideally eliminating the need for school imposed controls.

We expect that all of the students at SAINT ANDREW AVELLINO CATHOLIC ACADEMY will be aware of their obligations. Their behavior must reflect pride in and concern for the good name of St. Andrew Avellino Catholic Academy.

Students who behave in such a manner that their actions or attitude discredit themselves, their teachers, fellow students, or the name of St. Andrew Avellino Catholic Academy will be subject to appropriate disciplinary action.

A fundamental principle of St. Andrew Avellino Catholic Academy requires that all faculty and school personnel be given FULL RESPECT by students at all times. Failure to do so is considered an extremely serious offense. This rule applies to all situations involving students and personnel whether in classrooms, halls, cafeteria, recess, etc.

**** INTERPRETATION OF THE ABOVE IS TO BE LEFT UP TO THE PRINCIPAL.***

General Student Expectations

Students are taught in an atmosphere of cooperation, honesty, and respect for classroom rules. The rules are determined by the teacher and communicated to students at the beginning of each year. It is in an atmosphere of mutual respect that students learn in a caring and respectful environment.

Students learn to be responsible, make good choices and participate in the life of St. Andrew Avellino Catholic Academy in a mature manner, which is reflective of their deepening faith and religious development together with the guidance from their parents. Some of the expectations that demonstrate this progression are:

1. Being considerate and speaking and acting respectfully to other students, teachers, and staff. Classroom behavior must reflect a Christian attitude. Disruptive behavior or behavior that impedes the learning process will not be tolerated.
2. Respecting class and school policies.
3. Coming to school neat and clean at all times and wearing the school uniform with pride and dignity. Students are to conduct themselves as representatives of St. Andrew Avellino Catholic Academy.
4. Following the dress code unless given specific permission by the principal.
5. Maintaining self-control at all times and refraining from acting out in anger.
6. Being responsible for the care of the school environment. Books should be covered, desks will be kept in neat order and classroom aisles will be kept clear.
7. Showing responsibility by coming to class prepared, participating in class, doing homework neatly each night and preparing for class and tests.
8. Respecting the property of others at all times.
9. Gum chewing is not permitted during class time, on a class trip, or during after school activities.

Conduct Referrals

A formal notice will be sent home for violation of school rules. Parents must sign and return the school copy of the referral within two school days.

Infractions

Level I—Infractions (Demerits)

- Chewing gum anywhere in the building or on a trip
- Pushing or shoving others
- Improper uniform
- Wearing makeup, including nail polish or artificial nails
- Four (4) homework assignments per subject per month not done
- Three (3) unsigned homework assignments per week per subject
- Being unprepared three (3) times per week per subject
- Misbehaving in church/cafeteria/classroom/recess
- Using toys, games, cards, etc. during class lessons
- Three (3) latenesses per trimester
- Excessively getting out of seat without permission
- Calling out during class
- Drinking water or another beverage in class without permission

Level II—Infractions (Detention)

- Use of obscene language, gestures, drawings, writings or actions
- Inappropriate behavior
- Inappropriate behavior during testing
- Misbehaving during fire drills
- Talking back to or having a disrespectful attitude toward teacher, staff member, or lunch mother
- Copying another student's homework
- Six (6) latenesses per trimester
- Taking someone's belongings without permission
- Forging the signature of a parent or guardian on school documents, test papers or altering grades
- Failure to have reports, demerits or detentions signed
- Misconduct of any kind while in-route to specials, lunch or on a field trip
- Accumulation of five (5) demerits
- Defacing walls, desks, books, book bags, etc.
- Name calling or teasing
- Use of cell phone during school hours without permission
- Repeated offenses for which demerits or warnings have been issued
- Other (to be left to the discretion of the teacher/principal)

Level III—Infractions (Suspensions/Expulsion)

- Bullying
- Excessive detentions
- Failure to show up for a Saturday detention
- Theft—taking property without the permission of the owner. Parents/guardians of the student(s) will be expected to replace the stolen items or pay for the damages.
- Fighting—two or more students involved in an exchange of blows
- Assault—unprovoked physical attack or threat of physical attack (written, or by computer) on another student, teacher or staff member
- Vandalism—in cases of vandalism, and/or destruction of property, parents/guardians of the student(s) involved will be expected to pay for the damages. In some cases students will be made to clean up areas, which they have littered, damaged, or vandalized. If a student accidentally causes damage, it should be reported to a teacher immediately, so that the damage is not misconstrued as vandalism. Students must pay for any damage to property or books.
- Harassment—intimidation of a student or students (written, oral or by computer) by one or more students. Threats made against other students, teachers or any school personnel (written, oral or by computer).
- Use of tobacco, alcohol or any other form of substance abuse
- Possession/distribution of alcohol, drugs, drug paraphernalia, weapons or other instrumentality
- Leaving school grounds without permission
- Insubordination
- Truancy
- Unauthorized or inappropriate use or posting on the internet from any phone or computer, including but not limited to a home computer
- Other (to be left to the discretion of the administration)

Disciplinary Action

Students committing Level I, II, or III infractions are subject to one of the following disciplinary actions:

- **Demerits:** Students will receive demerits for Level I infractions. The parent copy must be signed and returned on the following school day. Failure to return a signed demerit within two (2) days will result in detention. After five (5) demerits, a student will serve a Friday afternoon detention from 3:00 PM to 4:00 PM.
- **Detention:** Students in grades 3-8 will be required to serve a Saturday detention after receiving three (3) Level II infractions of the above-mentioned rules. Saturday detentions are held from 9:00 AM to 11 AM. Signed parental copy must be presented prior to admission. Students are to report to detention in complete school uniform. Parents will be notified at least one day in advance before the student is detained. However this does not exclude detention on the same day for a serious offense. Students are required to attend assigned detentions regardless of commitments to extracurricular or outside-of-school activities. Parent/guardian must sign the student out of detention in order for the student to be released. Students not picked up on time will be charged \$5.00 for every 15 minutes past dismissal time. Students in grades K-2 will serve a lunch

detention for receiving three (3) Level II infractions and serve a Friday afternoon detention if five (5) Level II infractions are accumulated.

- **Suspensions:** Students who commit Level III infractions are subject to suspension. Suspension may be in school or out of school. This action is only invoked by school administration. Parents will be notified by phone or in person when this action is required. **STUDENTS WHO ARE SUSPENDED WILL BE RESPONSIBLE FOR ALL CLASSWORK, HOMEWORK AND TESTS.**
- **Expulsion:** Expulsion is the permanent dismissal of a student from St. Andrew Avellino Catholic Academy for a serious offense. It is done as a last resort after all other means have not been effective, or for a very serious offense. This includes the consumption of alcohol, the use of drugs, or bringing a weapon to school, a school function or anywhere on school property.

Discipline Policy Agreement

As a student, I understand and will abide by the above discipline policy. I further understand the consequences for any inappropriate behavior or action.

As a parent, I understand that my child will be expected to abide by the above policy and guidelines. I have read and discussed them with him/her, and they understand their personal responsibility.

Print Student's Name _____ **Grade** _____

_____ **Date** _____
Student's Signature

_____ **Date** _____
Parent's Signature