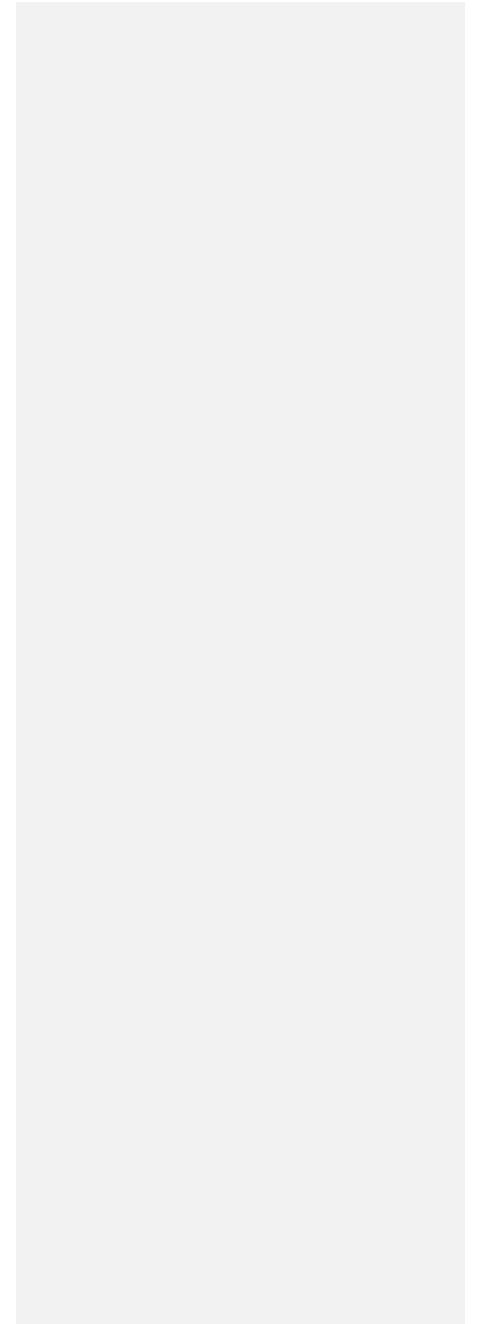


St. Ann School Discipline Code

... A Student Guide to Appropriate Behaviors



St. Ann School Rules

Many thanks to all who helped develop, review, and improve this document. Special thanks go to all the school staff, especially the discipline committee, the school board, the student council executive board, and all the parents who took time to read and respond to the first draft.

Elizabeth L. Gard, Principal

Wallene Swentko, Assistant Principal

St. Ann School exists to help students become disciples of Christ as well as develop their knowledge, skills, and ability to learn. Forming a Christian community based on Gospel values calls for development of self-discipline in several areas. We expect students to do the following:

1. Respect teachers, other adults, and students in word and actions
2. Respect all property
3. Dress appropriately at school and school-related events
4. Be honest
5. Come to class prepared and on time
6. Cooperate with directions and requests
7. Do their best

St. Ann School has established consequences for violations of these rules. Please note the following:

1. These rules apply at school and all school events.
2. While parents may be informed of the actions and consequences, they do not have the right to modify them or tell their child they do not have to follow them
3. Unacceptable behaviors toward others are categorized in order of increasing seriousness, and repeated behaviors will result in increased seriousness of consequences. Research has shown this is the most effective way of eliminating unacceptable behavior toward others.
4. Consequences may be different at various groups of grade levels, e.g., K-4, 5-6, 7-8 based on an assumption of increasing ability to know right from wrong, to control impulsive behavior, to think through consequences. Students in borderline grades may be treated in a lower or higher category depending on individual needs at the teacher's or administrator's discretion.
5. Consequences will be progressive. A second occurrence in each category will generally have a greater consequence than the first occurrence. If these procedures do not result in changed behavior by the last step, further action may be necessary.
6. Detentions will involve written notice to be returned the next day.
7. Students who lose the privilege of participating in class field trips are not eligible for return of monies previously paid. In addition, any costs incurred by the school as a result of removal from the trip are the responsibility of the parent. Some expenses such as the cost of the bus remain the same regardless of the number of students and tickets may have already been ordered and paid for with no refund possible.
8. Students who are on out-of-school suspension will receive partial, not full, credit for their work during this time. However, they are encouraged to do the work so they learn the material.
9. Administration reserves the right to follow disciplinary procedures for off-campus actions and communications that carry over into school life and the good name of the school.
10. At times when ordinary procedures do not result in improved behavior, administration may require assessment by licensed outside professional at parental expense
11. Administration reserves the right to use discretion when special circumstances are present.

Some types of possible consequences depending on action (in no specific order)

1. Verbal correction
2. Conference with student and teacher
3. Conference with student/ teacher/ administrator
4. Parental contact by phone/ email/ disciplinary form
5. Letter to parent
6. Written essays to note facts, promote reflection on behavior and/or plan for improvement
7. Peer mediation (to be developed)
8. Detentions
9. A check on report card (keeps student off honor roll)
10. Conferences with parents to develop plan for improvement
11. Social skills remediation plan
12. Required assessment for learning, emotional, or behavioral issues
13. In or out of school suspension
14. Restitution
15. Close supervision
16. Loss of credit for academic dishonesty
17. Loss of privileges including field trips, dances, etc.
18. Research and reflection
19. Community service—in St. Ann School, St. Ann Parish, or for non-profit organization
20. Mandatory psychiatric evaluation
21. Required counseling
22. Referral to police
23. Expulsion
24. Probation
25. Other administrative action

<p>Respect for others We believe that a safe, orderly school atmosphere will assist the educational process. We believe that parents, students, and school officials are all partners in helping students acquire that self-discipline, and we have an obligation to foster and support an orderly school atmosphere. The behaviors listed below have no place in the lives of those who follow Christ whether they are at school or school-related events.</p>			
<p>Maintaining respectful, purposeful, safe learning environment</p>			
	<p style="text-align: center;">Consequences</p>		
Behaviors	K-4	5-6	7-8
<ul style="list-style-type: none"> ▪ Disrespect toward adults in any form such as: word, action, body language ▪ Uncooperative or disruptive classroom behavior ▪ Failure to follow school and classroom rules including safety rules ▪ Swearing/ inappropriate language, symbols, gestures ▪ Public Displays of Affection ▪ Instigation or encouraging others to do any of the above 	<p>First Occurrence Verbal correction by teacher</p> <p>Second Occurrence (Gr. 3-4)-Student written explanation requiring parental signature</p> <p>Third Occurrence Parental contact by teacher</p> <p>Fourth Occurrence Conference with assistant principal</p> <p>Fifth occurrence Conference with student, teacher, parent, and assistant principal to develop plan for improvement</p>	<p>First occurrence Verbal correction by teacher</p> <p>Second Occurrence Parental contact by teacher and detention</p> <p>Third occurrence Conference with assistant principal and detention</p> <p>Fourth occurrence Conference with student, teacher, parent, and assistant principal to develop plan for improvement and in-school suspension</p>	<p>First occurrence Verbal correction by teacher with possible detention</p> <p>Second Occurrence Parental contact by teacher and detention</p> <p>Third occurrence Conference with assistant principal and detention</p> <p>Fourth occurrence Conference with student, teacher, parent, and assistant principal to develop plan for improvement, in-school suspension, and probation</p>

Maintaining Christian behavior toward other students in word and action

Our Catholic identity requires that all students have the right to a learning and work environment free from intimidation, humiliation, and hurt. We strive to maintain a culture of caring that is intolerant of bullying or harassment of any kind. We reject ideas, beliefs, and behaviors that marginalize or victimize people. The following are not joking matters and will not be tolerated.

BEHAVIORS	GRADES K-4	GRADES 5-6	GRADES 7-8
<p>Level 1 Bullying/ Physical behavior An act or series of acts with the intent to ridicule, humiliate, or intimidate the targeted person</p> <ul style="list-style-type: none"> ▪ Verbal, written, or electronic acts such as teasing, insults, rumors, taunts ▪ Play fighting ▪ Exclusionary acts such as deliberately excluding a student from a group, refusing to sit next to someone, discouraging others from being with someone ▪ Instigation or encouraging others to do any of the above ▪ Retaliation for reporting any of the above 	<p>First Occurrence</p> <ul style="list-style-type: none"> • Verbal warning by teacher <p>Second Occurrence:</p> <ul style="list-style-type: none"> • Written documentation by classroom teacher • Gr. 3-4 behavior essay • Parent contact by classroom teacher with copy of parent contact documentation to school administration <p>Third Occurrence:</p> <ul style="list-style-type: none"> • Written documentation • Parent contact by school administration • Social skills remediation plan developed with all partners in education <p>Fourth Occurrence:</p> <ul style="list-style-type: none"> • Written documentation • Parent contact/conference by school administration • Mandatory evaluation/counseling at parent expense • Discussion of continued enrollment 	<p>First Occurrence</p> <ul style="list-style-type: none"> • Verbal warning with discipline notice by teacher <p>Second Occurrence:</p> <ul style="list-style-type: none"> • Written documentation by teacher • Parent contact by classroom teacher with copy to school administration • Detention <p>Third Occurrence:</p> <ul style="list-style-type: none"> • Written documentation • Parent contact by school administration • Detention • One-day in-school suspension • Research and reflection • Social skills remediation plan developed with all partners in education <p>Fourth Occurrence:</p> <ul style="list-style-type: none"> • Written documentation • One day out-of school suspension • Close supervision for two weeks • Loss of privileges—field trips, etc. for two weeks • Mandatory evaluation/counseling at parent expense • Parent contact/conference by school administration with discussion of continued enrollment 	<p>First Occurrence</p> <ul style="list-style-type: none"> • Verbal warning with discipline notice by teacher <p>Second Occurrence:</p> <ul style="list-style-type: none"> • Written documentation by teacher • Parent contact by classroom teacher with copy of documentation of parent contact to school administration • Detention <p>Third Occurrence:</p> <ul style="list-style-type: none"> • Written documentation • Parent contact/conference by school administration and discussion regarding continued enrollment • Two-day in-school suspension • Research and reflection • Loss of privileges and exclusion from all extra-curricular activities including athletics up to two weeks • Close supervision • Mandatory evaluation/counseling at parent expense <p>Fourth Occurrence:</p> <ul style="list-style-type: none"> • Written documentation • Parent contact/conference by school administration • 3-Day out of school suspension • Exclusion from all extra-curricular activities including athletics for one month • Probation and close supervision • Expulsion for any further occurrence

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BEHAVIORS	GRADES K-4	GRADES 5-6	GRADES 7-8
<p>Level 2- Threats, Harassment, property issues</p> <ul style="list-style-type: none"> ▪ Racial or sexual harassment ▪ Extortionary acts such as threatening to take someone’s possessions, food, or money ▪ Stealing, hiding, damaging, or destroying property ▪ Instigating others to do any of the above ▪ Retaliation for reporting any of the above ▪ Threats ▪ Derogatory racial or sexual comments, harassment in words, gestures, communications, drawings ▪ False accusations 	<p>First Occurrence:</p> <ul style="list-style-type: none"> • Written documentation by classroom teacher • Note of apology • Parent contact by classroom teacher with copy to school administration • Restitution if appropriate <p>Second Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom until parent contact made • Written documentation • Parent contact by school administration • Social skills remediation plan developed with all partners in education • Restitution if appropriate • Gr. 4, 2nd semester—research and reflection <p>Third Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom; parent picks up child • Written documentation • Restitution if appropriate • Gr. 4, 2nd semester—research and reflection • One-day suspension • Mandatory evaluation/counseling at parent expense • Parent contact/conference by school administration with discussion of continued enrollment • Possible police report in case of threat 	<p>First Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom until parent contact made • Note of apology • Written documentation • Parent contact by classroom teacher with copy to school administration • Detention • Restitution if needed • Harassment—research and reflection <p>Second Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom; parent picks up student • Written documentation • Parent contact by school administration • One-day suspension • One week exclusion from all extra-curricular activities including athletics • Restitution if needed • Harassment—research and reflection; community service <p>Third Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom; parent picks up student • Written documentation • Restitution if needed • Parent contact/conference by school administration • Up to 3-day suspension • One month suspension from extra-curricular activities including athletics • Mandatory evaluation/counseling at parent expense • Parent conference and discussion regarding continued enrollment • Possible police report in case of threat • Sexual, racial harassment—possible expulsion 	<p>First Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom until parent contact made • Note of apology • Written documentation • Parent contact by classroom teacher with copy to school administration • Detention • Restitution if needed • Harassment—research and reflection <p>Second Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom; parent picks up student • Written documentation • Restitution if needed • Parent contact conference by school administration • 2-day suspension • 2 week exclusion from all extra-curricular activities including athletics • Harassment—research and reflection; community service <p>Third Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom; parent picks up student • Written documentation Restitution if needed • Parent contact/conference by school administration and discussion regarding continued enrollment • Up to 5-day suspension • One month exclusion from extracurricular activities including athletics • Mandatory evaluation/counseling at parent expense • Possible police report in case of threat • Sexual, racial harassment—possible expulsion

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BEHAVIOR	GRADES K-4	GRADES 5-6	GRADES 7-8
<p>Level 3-Physical behavior or gang behavior Fighting/striking or causing harm to another individual in any way without a weapon</p> <p>Reckless behavior resulting in injuries</p> <p>Gangs and gang-related activity such as signs, drawings, gestures, behaviors</p> <p>Instigating others to do any of the above</p> <p>Retaliation for reporting any of the above</p> <p>Self-defense may be considered as a mitigating factor only when a student is being physically attacked, using only the force necessary to defend him/herself, and no adult is available to assist.</p>	<p>First Occurrence:</p> <ul style="list-style-type: none"> • Possible removal from classroom • Written documentation • Parent contact by classroom teacher with copy to school administration • Restitution if needed <p>Second Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom; parent picks up student • Written documentation • Parent contact by school administration • Social skills remediation plan developed with all partners in education <p>Third Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom; parent picks up student • Written documentation • One-day suspension • Mandatory evaluation/counseling at parent expense • Parent contact/conference by school administration with discussion of continued enrollment 	<p>First Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom • Written documentation • Parent contact by classroom teacher with copy to school administration • One-day suspension • Exclusion for one week from extracurricular activities including athletics <p>Second Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom; parent picks up student • Written documentation • Parent contact by school administration • Up to 3-day suspension • Exclusion for one month from extracurricular activities including athletics • Social skills remediation plan developed with all partners in education • Gang-related behavior—consultation with police <p>Third Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom; parent picks up student • Written documentation • Up to 5-day suspension • Exclusion for remainder of school year from extracurricular activities including athletics • Mandatory evaluation/counseling at parent expense • Parent contact/conference by school administration and discussion regarding continued enrollment • Gang-related behavior—referral to police 	<p>First Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom • Written documentation • Parent contact by classroom teacher with copy to school administration • One-day suspension • Exclusion for one week from extracurricular activities including athletics <p>Second Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom; parent picks up student • Written documentation • Parent contact by school administration • Up to 3-day suspension • Exclusion for one month from extracurricular activities including athletics • Social skills remediation plan developed with all partners in education • Gang-related behavior—consultation with police <p>Third Occurrence:</p> <ul style="list-style-type: none"> • Removal from classroom; parent picks up student • Written documentation • Up to 5-day suspension • Exclusion for remainder of school year from extracurricular activities including athletics • Mandatory evaluation/counseling at parent expense • Parent contact/conference by school administration and discussion regarding continued enrollment • Gang-related behavior—referral to police

BEHAVIOR	GRADES K-4	GRADES 5-6	GRADES 7-8
Level 4 Behaviors regulated by law			
Possession, use, distribution of alcohol or tobacco or look-alikes Possession of medication without authorization	<ul style="list-style-type: none"> ▪ Written documentation by student ▪ Immediate parental contact ▪ Depending on violation circumstances, students may be counseled and suspended, or expelled 	<ul style="list-style-type: none"> ▪ Written documentation by student ▪ Immediate parental contact ▪ Depending on violation circumstances, students may be counseled and suspended, or expelled 	<ul style="list-style-type: none"> ▪ Written documentation by student ▪ Immediate parental contact ▪ Depending on violation circumstances, students may be counseled and suspended, or expelled
Possession, use, distribution or illegal drugs	Referral to police	Referral to police	Referral to police
Possession, distribution of pornography	Depending on violation circumstances, students may be counseled, suspended, or expelled Mandatory counseling by licensed counselor at parental expense if student remains at school Child pornography will involve referral to police	Depending on violation circumstances, students may be counseled, suspended, or expelled Mandatory counseling by licensed counselor at parental expense if student remains at school Child pornography will involve referral to police	Depending on violation circumstances, students may be counseled, suspended, or expelled Mandatory counseling by licensed counselor at parental expense if student remains at school Child pornography will involve referral to police

BEHAVIOR	GRADES K-4	GRADES 5-6	GRADES 7-8
<p>Level 5 Verbal or written threat to bring any weapon to school with or without expressed intent to cause bodily harm</p> <p>Oral or written threat to kill</p> <p>Instigating others to do any of the above</p> <p>Retaliation for reporting any of the above</p>	<p>First Occurrence:</p> <ul style="list-style-type: none"> • Immediate removal from the classroom; parent picks up student • Written documentation • Parent contact/conference by school administration for both sets of parents • Exclusion from extracurricular activities for one month • Suspension until assessment by licensed professional • Police report as required by Archdiocesan policies <p>Second Occurrence:</p> <ul style="list-style-type: none"> • Immediate removal from the classroom; parent picks up student • Written documentation • Expulsion hearing 	<p>First Occurrence:</p> <ul style="list-style-type: none"> • Immediate removal from the classroom; parent picks up student • Written documentation • Parent contact/conference by school administration for both sets of parents • Exclusion from extracurricular activities for remainder of semester • Suspension until assessment by licensed professional • Police report as required by Archdiocesan policies <p>Second Occurrence:</p> <ul style="list-style-type: none"> • Immediate removal from the classroom; parent picks up student • Written documentation • Expulsion hearing 	<p>First Occurrence:</p> <ul style="list-style-type: none"> • Immediate removal from the classroom; parent picks up student • Written documentation • Parent contact/conference by school administration for both sets of parents • Exclusion from extracurricular activities for remainder of school year • Suspension until assessment by licensed professional • Police report as required by Archdiocesan policies <p>Second Occurrence:</p> <ul style="list-style-type: none"> • Immediate removal from the classroom; parent picks up student • Written documentation • Expulsion hearing
<p>Level 6 Possession, use, display, or transfer of a weapon or reasonable facsimile of a weapon</p>	<p>First Occurrence:</p> <ul style="list-style-type: none"> • Police report/removal from the school as required by State law and Archdiocesan policy • Expulsion 	<p>First Occurrence:</p> <ul style="list-style-type: none"> • Police report/removal from the school as required by State law and Archdiocesan policy • Expulsion 	<p>First Occurrence:</p> <ul style="list-style-type: none"> • Police report/removal from the school as required by State law and Archdiocesan policy • Expulsion

BEHAVIOR	GRADES K-4	GRADES 5-6	GRADES 7-8
<p>Be honest Lying</p>	<p>First Occurrence Parent contact by classroom teacher with copy of parent contact documentation to school administration</p> <p>Second Occurrence Parent contact by classroom teacher with copy of parent contact documentation to school administration</p> <p>Third Occurrence Referral to assistant principal</p>	<p>First Occurrence Parent contact by classroom teacher with copy of parent contact documentation to school administration</p> <p>Second Occurrence</p> <ul style="list-style-type: none"> ▪ Parent contact by classroom teacher with copy of parent contact documentation to school administration ▪ Detention <p>Third Occurrence</p> <ul style="list-style-type: none"> ▪ Referral to assistant principal ▪ Detention(s) 	<p>First Occurrence Parent contact by classroom teacher with copy of parent contact documentation to school administration</p> <p>Second Occurrence</p> <ul style="list-style-type: none"> ▪ Parent contact by classroom teacher with copy of parent contact documentation to school administration ▪ Detention <p>Third Occurrence</p> <ul style="list-style-type: none"> ▪ Referral to assistant principal ▪ Detention(s)
<p>Academic dishonesty such as cheating (all involved), plagiarism, copying work, changing answers, reporting false grade, signing parent/guardian name on a paper or form</p>	<p>First Occurrence Parent contact by classroom teacher with copy of parent contact documentation to school administration</p> <p>Second Occurrence Parent contact by classroom teacher with copy of parent contact documentation to school administration</p> <p>Third Occurrence Referral to assistant principal</p>	<p>First Occurrence</p> <ul style="list-style-type: none"> ▪ Parent contact by classroom teacher with copy of parent contact documentation to school administration ▪ One detention <p>Second Occurrence</p> <ul style="list-style-type: none"> ▪ Parent contact by classroom teacher with copy of parent contact documentation to school administration ▪ Two detentions ▪ Loss of credit for work ▪ Automatic check on report card <p>Third Occurrence</p> <ul style="list-style-type: none"> ▪ All of the above ▪ Conference with parents, assistant principal, teacher, and student ▪ Possible assessment required 	<p>First Occurrence</p> <ul style="list-style-type: none"> ▪ Parent contact by classroom teacher with copy of parent contact documentation to school administration ▪ Two detentions ▪ Loss of credit for work ▪ Loss of junior high dance ▪ Ineligible for honor roll <p>Second Occurrence</p> <ul style="list-style-type: none"> ▪ Parent contact by classroom teacher with copy of parent contact documentation to school administration ▪ Loss of credit for work ▪ Automatic check on report card ▪ Three detentions ▪ Loss of junior high dance ▪ Ineligible for honor roll <p>Third Occurrence</p> <ul style="list-style-type: none"> ▪ All of 2nd occurrence ▪ Conference with parents, assistant principal, teacher, and student ▪ Possible assessment required ▪ Ineligible for honor roll

BEHAVIOR	GRADES K-4	GRADES 5-6	GRADES 7-8
<p>Cooperating with directions and requests</p> <p>Disobedience</p> <p>Disruptive behavior</p>	<ul style="list-style-type: none"> ▪ Verbal correction by teacher ▪ Parent contact ▪ Gr. 3-4 possible essay <p>Continued incidents may result in:</p> <ul style="list-style-type: none"> ▪ Student, teacher, parent, administration conference ▪ Required assessment by licensed profession ▪ Lunchtime detention ▪ Probation 	<p>First occurrence Parent contact by classroom teacher with copy of parent contact documentation to school administration</p> <p>Second occurrence</p> <ul style="list-style-type: none"> ▪ Detention ▪ Parent contact by classroom teacher with copy of parent contact documentation to school administration <p>Third occurrence</p> <ul style="list-style-type: none"> ▪ Possible in-school suspension ▪ Student, teacher, parent, administration conference to establish plan for improvement ▪ Loss of privileges including athletics for two weeks <p>Fourth occurrence</p> <ul style="list-style-type: none"> ▪ Out-of-school suspension ▪ Required assessment by licensed profession ▪ Conference upon return to establish plan ▪ Probation-one month 	<p>First occurrence Parent contact by classroom teacher with copy of parent contact documentation to school administration</p> <p>Second occurrence</p> <ul style="list-style-type: none"> ▪ Detention ▪ Parent contact by classroom teacher with copy of parent contact documentation to school administration <p>Third occurrence</p> <ul style="list-style-type: none"> ▪ Possible in-school suspension ▪ Student, teacher, parent, administration conference to establish plan for improvement ▪ Loss of privileges including athletics for two weeks <p>Fourth occurrence</p> <ul style="list-style-type: none"> ▪ Out-of-school suspension ▪ Required assessment by licensed profession ▪ Conference upon return to establish plan ▪ Probation-one month
<p>Tardiness Starting school on time allows the students ample time for preparation for the day's events. A casual attitude toward being on time can translate into casual and careless behaviors in other areas of a student's life.</p> <p>Why be on time?</p> <ul style="list-style-type: none"> ▪ A good attendance record may make the difference in acceptance at a high school—or other school—of your choice or placement in advanced programs ▪ Teachers can begin and conduct class without interruptions ▪ Attendance records are legal records, and we are obligated to indicate whether a child was here on time or not. 	<p>3rd tardy--Letter to parents by administration</p>	<p>3rd tardy--Letter to parents by administration</p> <p>5th tardy-1 day detention</p> <p>6th tardy-parent/administration conference</p> <p>7th-To be determined</p>	<p>3rd tardy--Letter to parents by administration</p> <p>5th tardy-1 day detention</p> <p>6th tardy-parent/administration conference</p> <p>7th-To be determined</p>
<p>At this time we are considering keeping tardy students (those entering after 8:00 am) at the office until a change of class to prevent disruption of instruction.</p>			

BEHAVIOR	GRADES K-4	GRADES 5-6	GRADES 7-8
<p>Possession of inappropriate items during the school day St. Ann School will not be responsible if these items are lost or stolen. These must be stored in backpacks.</p> <ul style="list-style-type: none"> ▪ Toys ▪ Electronic games and devices <p>Laser pointers are prohibited at all times.</p>	<p>Confiscation; item must be picked up by parent</p> <p>Further discipline on case by case basis depending on item</p> <p>Lasers—parent contact by administration</p>	<p>Confiscation; item must be picked up by parent</p> <p>Further discipline on case by case basis depending on item</p> <p>Lasers—</p> <ul style="list-style-type: none"> ▪ Parent contact by administration ▪ Detention ▪ 2nd offense—in-school suspension ▪ 3rd offense—out-of-school suspension ▪ 4th offense--expulsion 	<p>Confiscation; item must be picked up by parent</p> <p>Further discipline on case by case basis depending on item</p> <p>Lasers—</p> <ul style="list-style-type: none"> ▪ Parent contact by administration ▪ Detention ▪ 2nd offense—in-school suspension ▪ 3rd offense—out-of-school suspension ▪ 4th offense--expulsion
<p>Cell phones This is the age of communication, and parents want their children to remain in touch. However, students may not use or carry cell phones in the school building. These should be kept in students' backpacks in their lockers.</p> <p>Student may only turn on cell phones when they student are off the school grounds.</p> <p>Cell phones are brought to school at the parent's/ guardian's risk. St. Ann School will not assume any responsibility for lost, stolen, or damaged cell phones.</p> <p>Parents must request permission in writing for a student to carry a cell phone.</p>	<p>1st offense Confiscation and loss of privilege of having a cell phone at school; parent must pick up cell phone</p> <p>2nd offense Confiscation and \$15.00 fine to the scholarship fund.</p>	<p>1st offense Confiscation and loss of privilege of having a cell phone at school; parent must pick up cell phone</p> <p>2nd offense</p> <ul style="list-style-type: none"> ▪ Confiscation and \$15.00 fine to the scholarship fund ▪ One day detention <p>Any use during class time for sharing academic information will be treated as cheating.</p>	<p>1st offense Confiscation and loss of privilege of having a cell phone at school; parent must pick up cell phone</p> <p>2nd offense</p> <ul style="list-style-type: none"> ▪ Confiscation and \$15.00 fine to the scholarship fund ▪ One day detention <p>Any use during class time for sharing academic information will be treated as cheating.</p>
<p>Uniforms</p>	<p>Uniform notices to parents Administration calls parent after 3 notices</p>	<p>3 uniform notices for school uniform= 1 detention 1 gym uniform notice = 1 detention</p>	<p>3 uniform notices for school uniform= 1 detention 1 gym uniform notice = 1 detention</p>

Behaviors	K-4	5-6	7-8
<p>Be prepared for class Late or missing homework St. Ann School stresses the importance of doing homework in a timely manner in order to reinforce the day's learning and to be prepared for classwork.</p> <p>The goal is to have students develop the habit of doing work in a timely manner.</p> <p>Students in grades 5-8 will receive full credit for homework in by the next day following the due date.</p> <p>If there is a 2nd detention for the same missing work, there will be a deduction from the academic credit.</p> <p>If there is a continued pattern of failure to do work, school may require a psychological or educational assessment by licensed professionals(s) at parental expense.</p> <p>Missing signed papers, texts, learning materials will carry same consequences.</p>	<p>Grades K-2</p> <ul style="list-style-type: none"> ▪ Verbal correction by teacher ▪ Handled between teacher and parent <p>Grade 3</p> <ul style="list-style-type: none"> ▪ Verbal correction by teacher ▪ Name on board, complete during day ▪ Verbal and written contact with parent/ guardian after 3 late or missing assignments <p>Grade 4</p> <ul style="list-style-type: none"> ▪ Verbal correction by teacher ▪ Note in assignment notebook after the first missing assignment ▪ Verbal and written contact with parent/ guardian after 3 late or missing assignments ▪ Possible assignment to extended day homework room ▪ Possible development of written plan to develop more responsible behavior 	<p>1st 2 occurrences— Student utilizes passes; <ul style="list-style-type: none"> ▪ Grade 5—3 passes per teacher per quarter ▪ Grade 6—2 passes per teacher per quarter </p> <p>3rd –5th occurrences Detention with written parent notification with copy of parent contact documentation to school administration. Parent notification slips must be returned the subsequent school day or student reports to the Assistant Principal before attending classes</p> <p>6th occurrence Detention with written parent notification with copy of parent contact documentation to school administration Parent contact made by homeroom teacher via e-mail or phone call</p> <p>Subsequent occurrences</p> <ul style="list-style-type: none"> ▪ Detention with written parent notification with copy of parent contact documentation to school administration ▪ Parent/ Teacher(s) conference ▪ If student accumulates ten detentions within a quarter, he/she may not attend field trips ▪ Probationary status 	<p>1st occurrence Student utilizes subject area's pass; one pass per subject issued each quarter; full credit if turned in next day</p> <p>2nd-4th occurrences</p> <ul style="list-style-type: none"> ▪ Detention with written parent notification with copy of parent contact documentation to school administration. Parent notification slips must be returned the subsequent school day or student reports to the Assistant Principal before attending classes ▪ Check mark on report card if three or more assignments are missing in a subject area <p>If work is not turned in on following school day,</p> <ul style="list-style-type: none"> ▪ First half of quarter—must turn in by progress report for 50% of assignment's total worth or receive 0 ▪ Second half of quarter—must turn in by Friday before quarter ends for 50% of assignment's worth or receive a 0 in the online grade book ▪ Three or more assignments in a subject area will result in check mark in that subject area <p>5th occurrence</p> <ul style="list-style-type: none"> ▪ Detention with written parent notification with copy of parent contact documentation to school administration ▪ Parent contact made by homeroom teacher via e-mail or phone call ▪ Automatic check mark on report card <p>Subsequent occurrences</p> <ul style="list-style-type: none"> ▪ Detention with written parent notification with copy of parent contact documentation to school administration ▪ Parent/ Teacher(s) conference ▪ If student accumulates ten detentions within a quarter, he/she may not attend field trips or dances ▪ Probationary status—one month <p>Absences:</p> <ul style="list-style-type: none"> ▪ One day absence—student has additional day after return to school ▪ More than one day—teacher will grant fair and reasonable time; may consult administration

Signatures are required for continued student attendance at St. Ann School.

I have received the St. Ann School Discipline Code.

- I have reviewed it with my child(ren).
- I agree to abide by it.

Print name of parent/ guardian_____

Signature of parent/guardian_____

Signature of child(ren)

Date_____

