



CODE OF CONDUCT POLICY

2018-2019

GRADES 4K – 4

Students in grades 4K-K will abide by classroom and playground rules set by teachers in this grade grouping. The specific, individual classroom rules and consequences will be determined by the teacher and communicated to parents and students. Teachers work closely with parents, taking into consideration developmental and maturity levels of the students they teach to enforce classroom rules appropriately. For students who consistently incur the more serious infractions (excessive physical contact, blatant disrespect, etc), a “Plan of Action” will be developed by the teacher, parents and administration. If a student’s behavior at anytime requires the teacher to expel the student from their classroom as a result of a serious infraction (excessive physical contact, blatant disrespect, etc), then the parent will be contacted and the student will be picked up immediately.

GRADES 5 – 8

Students in grades 5 – 8 will abide by classroom and playground rules set by teachers in this grade grouping. The specific, individual classroom rules and consequences will be determined by the teacher and communicated to parents and students. Classroom teachers are encouraged to handle all disciplinary infractions at a classroom level utilizing the various disciplinary tools they have at their disposal: timeouts, loss of recess, silent lunch, a written assignment, call home, parent-teacher conferences, etc.

The following rules are common to Grades 5 – 8 and will result in a discipline notice are including but not exclusive to the infractions below:

- 5 Unexcused Tardies in 1 Quarter (to school or classes) = 1 After School Detention (30 Minutes) Each additional two tardies will result in a 30-minute detention. If 30-minute detention is missed, student will be given a 1-hour detention.
- Excessive talking
- Food, drink, gum, or candy in class without permission
- Leaving the classroom without permission
- Any behavior deemed inappropriate by the administration

First infraction: will result classroom level disciplinary actions.

Second Infraction: will result in classroom level disciplinary actions along with the parent being notified by phone call, e-mail, or personal contact from home room teacher.

Third Infraction: student serves 1-hour detention after school on assigned day. For each subsequent infraction, another 1-hour detention will be issued. A student who fails to attend a scheduled detention or disciplinary session will be given two 1-hour detentions. If these are missed, student will receive a 1-day suspension.

- First pink slip – If the infraction detrimentally affected other students (fighting, bullying, cheating, etc.) then the student will be picked up immediately from the school campus upon issuance of the pink slip with a conference to be scheduled and suspended 1 additional day.
- Second pink slip – The student will be picked up immediately from the school campus upon issuance of the pink slip and a conference will be scheduled the following school day. Student, parent, teacher(s), Vice Principal, Principal, and Pastor/Headmaster will meet and a “Plan of Action” will be decided upon and signed by all present. Student will remain suspended until parent attends conference.
- Third pink slip – Expulsion

Pink slips, suspension/ expulsion, and conferences as described above will be used to address the following inappropriate behaviors this is to include but not limited to the following:

- Bringing dangerous objects (per administrator discretion) to school
- Fighting

- Leaving school without permission
- Abusive language/disrespect to teacher, school personnel, other students
- Stealing
- Lying, forging, cheating (including copying homework and plagiarism)
- Vandalism of school property or the property of others

Automatic expulsion will be used to enforce the following rules to include but not limited to the following:

- Possession, use, or distribution of illegal drugs/alcohol
- Possession of a weapon
- Striking a teacher or school personnel
- Pattern of negative behavior which continually disrupts the educational process
- Breach of a disciplinary behavior contract

SILENT LUNCH

Student will sit alone at assigned table during lunch and recess and complete assigned work or homework. The entire lunch period will be spent in detention.

DETENTION

After school detention will be held one day a week (the day will be listed on the detention slip) for the duration of 30 minutes to 1 hour, depending on the infraction. The result of not returning the signed detention slip prior to the scheduled disciplinary session is the addition of another detention and the notification of the student's parents. Five detention notices, in 1 semester, will result in the issuance of a pink slip. Each additional detention will result in an automatic pink slip. Grades 1 – 4 will only serve 30-minute detentions regardless of the infraction.

SUSPENSION

If a student is required to be suspended (pick-up from school as a result of discipline problems) they are not allowed on school campus or participate in any school supported activities, functions, or events until their suspension terms are completed.

SUSPENSION MAKE-UP WORK POLICY

Any student who misses class time as a result of discipline problems will be responsible for the MATERIAL covered in their absence.

All WORK missed while serving a suspension will be given a "0" as a result of the unexcused absence and will not be able to be made up at a later date.

The material covered will be communicated to the parents either via email or telephone. All textbooks and required materials will be taken home the day that the student is required to exit the campus. Students will not be allowed back on campus until their suspension terms have been completely served.

IN-SCHOOL SUSPENSION

If In-School Suspension (ISS) is warranted, it will take place on a date determined by the school administration per individual situation. It will take place on Wednesday in Murphy Hall. The student serving ISS will report directly to the School Office upon arrival. The student will be picked up by the supervising faculty member at 8:20am and relocated to Murphy Hall where the student will serve their ISS for the remainder of the day.

DRESS CODE VIOLATIONS (4K – 4th Grade)

Dress Code → see student/parent handbook.

If a student arrives at school or during the school day and is noticed as out of dress code the teacher will attempt to remedy the situation with materials at their disposal (uniform closet loan for the day, tuck the shirt in, etc.). If the problem cannot be remedied by the teacher then the parent will be contacted that school day either in-person at pick-up or via telephone or email.

If the student repeatedly arrives at school out of dress code the teacher will inform the Principal and the parents/guardians will be contacted.

DRESS CODE VIOLATIONS (5TH – 8TH Grade)

Dress Code → see student/parent handbook.

3 Dress Code Violations (1 Quarter) = 1 Detention (30 Minutes) Each additional 3 violations = 1-hour detention

Repeated Infractions will result in the teacher contacting the parent, and eventually the Principal contacting the parent if the student continues their non-compliance of the Dress Code Policy (ex: wearing a non-approved jacket/sweater/sweatshirt during class, colored fingernail polish, non-religious necklaces and bracelets, etc.).

If a student arrives at school with a blatant dress code violation they will receive a 30-minute detention and the student's parents will be contacted and the student will be sent home. Blatant Dress Code Violations will be at the discretion of the school staff and Principal. Some examples of Blatant Dress Code Violations include but are not limited to:

- Undershirts with visible writing/logos (alcohol, tobacco, drugs, intimate innuendos, etc.)
- Extremely low cut tops worn on Out of Uniform Days
- Extremely high cut bottoms worn on Out of Uniform Days
- Flip Flops/open toed shoes
- Tank tops
- Halter Tops

BULLYING BEHAVIOR POLICY

As a Catholic Community, we believe in the uniqueness, dignity and potential of every student. We believe that this requires mutual respect for all persons who are a part of the school. Consequently, we present the following policy.

The OLP School Advisory Council believes the following:

- Bullying is a serious issue that has damaging effects on our school and society.
- Bullying is NOT an acceptable behavior for members of our school community to treat one another.
- The OLP Catholic community must recognize that bullying behaviors have different forms.
- Bullying is UNACCEPTABLE in society, and particularly, in our Catholic community.
- Bullying is a behavior and that behaviors can change.
- There is a tremendous leadership potential of our students and an ability to make a difference in addressing bullying here at OLP Catholic School.
- For this policy, bullying is defined as a negative pattern of behavior exhibited by an individual or group of individuals toward a peer.

The following policy has been instituted at Our Lady of Peace School.

1. Zero tolerance on all bullying behavior taking place on the part of any student of OLP school. This includes but is not limited to the following forms of bullying: Verbal, Cyber, Written, and Physical.
2. All allegations of bullying will be investigated by the principal and/or staff.
3. All reports of bullying will remain anonymous so as to ensure that all students are willing to come forward to report incidents to OLP staff.
4. If an allegation is proven to be true, the principal will take action as follows:
 - First Instance: Parent Conference.
 - Second Instance: 1 week out-of-school suspension* of student.

- Third Instance: Student will be expelled from OLP School.

*During all school suspensions, students will receive a "0" for all missed work, projects or tests/quizzes. They are responsible, however, for all missed material while on suspension.

5. The principal will immediately notify the parents once the student is suspended or expelled.
6. This policy provides opportunities for the principal to exercise fairness, common sense, discretion and alternatives for inappropriate behavior.

CODE OF CONDUCT POLICY

2018-2019

*MAINTAIN THE CODE OF CONDUCT FOR YOUR RECORDS AND PLEASE SIGN AND RETURN THIS PAGE ONLY

The Our Lady of Peace School Discipline Policy is intended to provide the structure for students to learn responsibility for their behavior and actions. The exact extent of the discipline action will be based upon specific students' actions and circumstances of their behavior. The Pastor and Principal reserve the right to interpret and amend this policy at their discretion.

I have read and discussed the Code of Conduct policy with my child(ren).

Print Parent Name

Parent Signature

Date

(Grades 1st – 8th) I have read and discussed the Code of Conduct policy with my parents/guardians.

Print Student Name

Student Signature

Grade

Print Student Name

Student Signature

Grade

Print Student Name

Student Signature

Grade

Print Student Name

Student Signature

Grade

PARENT COPY; DO NOT RETURN THIS DOCUMENT TO SCHOOL