

St. Mary of the Hills School Discipline Policy

2019-2020

“Direct your children onto the right path, and when they are older, they will not leave it.” Proverbs 22:6

OVERVIEW

The primary goal of any disciplinary code is self-discipline, which enables students to internalize Christian values and principles, and to behave in accordance with them. The school setting is of the utmost importance in the educational process. The right of each person to learn in a safe, nurturing, Christian environment must be respected. Disruptive or counterproductive behavior on the part of the students will not be tolerated. Corrective action will be taken to ensure that the rights of each student are secure. Parents/Guardians are held to the same standard as students with regard to respect for other students, other parents/guardians, and teachers.

In order for each child to fulfill his/her destiny, he/she must be raised by certain rules. Children feel more secure and tend to flourish when they know what the boundaries are. They need to know what the "rules of life" are, and that we will enforce them consistently. When the rules are clear, children live in safety. As long as he or she stays within those reasonable, well-marked boundaries, there is joy, freedom, and acceptance. This is our roadmap to success. St. Mary of the Hills School School is a place where:

- Every person is respected regardless of age;
- Students, parents, staff, teachers, and administrators work to help each other;
- Students learn in a safe and nurturing environment;
- All exhibit the love and concern of Christ Himself, for Christ is very present in our school today.

Our school community is a community of faith, whose bond of unity is shared by the presence of God in each one of us. In order to create the atmosphere where such values and attitudes can grow, it is necessary for all students to fulfill their responsibilities. Children must have respect for themselves, for one another, and for the adult members of this school community.

Parents/Guardians choosing a Catholic school for their children frequently cite the 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 learning for all students, and promote self-control and self-respect in the individual child.

While most parents/guardians find our approach to discipline to be very favorable, there are instances when a child may break a rule and must face the consequences of his or her action. It is then that a parent/guardian 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/guardians about our rules and regulations, nor can it be supportive of parents/guardians 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/guardian agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and social development of the child.

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

EXPECTATIONS

Student:

- Be a good example to fellow students.
- Accept responsibility for his/her behavior.
- Participate in self-discipline and develop a sense of responsibility.
- Obey rules established by the school and the classroom teacher.
- Treat others and property in a respectful manner.

Parent/Guardian:

- Support the faculty and reinforce the ideals and goals of the school in your home by encouraging your children in their efforts to achieve them.
- Take a conscientious role in your child's development by being aware of his or her academic or social needs.
- Be familiar with the school's expectation for student behavior and related consequences. Parents/Guardians are responsible for ensuring that their children arrive at school each morning in a timely fashion, ready to learn. The school expects parent/guardian's support in reinforcing behavioral expectations, in communicating regularly with their children's teachers, and in receiving and reading all school related information that is sent home. When consequences for inappropriate student behavior must be implemented at school, parents/guardians should follow up at home to be sure the behavior does not reoccur.

Faculty:

- Implement rules and policies fairly and consistently.
- Model high behavioral expectations.
- Communicate to parents/guardians any significant changes in their child's behavior, academic or social being. Meeting with parents/guardians needs to be done privately.

Administrator Expectations:

- Support the teachers in all discipline matters.
- Model high behavioral expectations.
- Maintain a school climate in which everyone wants to achieve self-discipline.

BEHAVIOR

- Discipline and achievement: There is close connection between discipline and academic achievement. This achievement demands self-control on the part of the student, mutual respect and cooperation on the part of the teachers and students, and creating a learning environment that is orderly, peaceful and purposeful.
- Behavior Improvement Process: Self-control is a learned process that takes time and effort to develop. Many unacceptable behaviors occur because children make mistakes in their journey of becoming young adults. This usually means that the school needs to be the environment that will help the student develop a sense of self-control.

SCHOOL RULES

General School Rules

Students will:

- Respect themselves, classmates, teachers, and school.
- Be honest and trustworthy.
- Be punctual for school.
- Observe proper uniform regulations.
- Observe cell phone policy.
- Be responsible with school property in and out of the classroom.
- Be responsible for all communication forwarded home and returned to school.
- Walk to and from classrooms, schoolyard, and other parish buildings in a quiet and orderly manner.
- Behave in an appropriate manner when using bathrooms and water fountains.
- Remain on school grounds during the entire school day.
- Use appropriate language or gestures.

General Classroom Expectations

Students will be expected to meet the following expectations. Classroom teachers may and may not have additional expectations which will be communicated to the students and their families.

- Be honest and trustworthy.
- Be punctual for class.
- Be prepared for class (books, pencils, projects completed, etc.).
- Turn in completed homework on time.
- Observe proper uniform regulations.
- Listen to and follow directions.
- Work quietly and not disturb others.
- Keep hands, feet, and objects to themselves.
- Raise hand before speaking or leaving seat.
- Leave the classroom with permission.
- Have a parent/guardian sign assignment notebook (Grades 1-5).
- Have a parent/guardian sign and return next day to school all grades below 70%.
- Observe cell phone policy.
- Be responsible for all communication forwarded home and returned to school.
- Respect themselves and the rights and feelings of others.
- Respect classmates' property.
- Use appropriate language or gestures.

Computer Lab Expectations

Students will be expected to meet the following expectations.

- Use the computer lab only when given permission.
- Use all equipment in an appropriate manner.
- Use the Internet in accordance with the Acceptable Use Policy.
- Walk in the computer lab.
- Stand up only when headphones have been removed from head.

Church Expectations

Students will be expected to meet the following expectations:

- Walk quietly to and from Church in an orderly fashion.
- Show reverence before, during and after services.
- Participate during all religious services (responses, singing, etc.).

Outdoor Recess/Before School Expectations

Students will be expected to meet the following expectations.

- Follow yard duty supervisors' directives.
- Line up quietly when school bell rings.
- Be kind, respectful and charitable toward one another.
- Stay in designated areas.
- Leave area clean--Deposit your trash in containers.
- Grades 6-8 cannot eat during lunch recess.
- Keep hands, feet and objects to yourselves.
- Return to building only with permission from teachers on duty.
- Sticks, rocks, dirt, snowballs, and other objects should be left on the ground.
- Show good sportsmanship and practice inclusive fair play.

Indoor Recess Expectations

Students will be expected to meet the following expectations.

- Stay in classroom.
- Use indoor voices.
- Play kindly and appropriately with others.

Cafeteria Rules

Students will:

- Raise hand if assistance is needed.
- Talk only to the children at their table.
- Remain seated unless given permission to get up.
- Eat own lunch.
- Clean the area around their table.
- Dispose of all trash appropriately.

Restroom Rules

Students will:

- Use the appropriate facility on their respective floor unless at lunch or an assembly.
 - ❑ Grade 6-8 will use 3rd floor facilities
 - ❑ Grade 2-5 will use 2nd floor facilities
 - ❑ Grade 1 will use 1st floor facilities
- Use restroom time wisely.
- Enter and exit restroom quietly.
- Wait patiently for your turn.
- Clean up after yourself.

Arrival/Dismissal Rules

Students will:

- Walk quietly upstairs to their classrooms.
- Walk quietly downstairs to the main hallway for car dismissal, bus pickup, walkers, after school, drama, or other after school activity.
- Walk on the right side of the stairways.
- Enter and exit the building quietly.
- Walk when entering and exiting the building.
- Be prepared/know how they are getting home.
- Use indoor voices.
- Walk appropriately to and from cars/buses.

Hallway Rules

Students will:

- Walk quietly in the halls.
- Obtain permission before leaving their classroom.
- Report directly to their assigned location.

Bus Rules

Students will:

- Wait in orderly lines at a safe distance from the bus when it stops, and then enter the bus. Enter the bus quietly and proceed directly to a seat.
- Remain in your seat.
- Keep hands and arms inside the bus.
- Keep the bus aisle clear of lunch boxes, musical instruments, books, etc.
- Eating and drinking on the bus are prohibited.

Assemblies/Field Trips

Students will:

- Remain with their teacher/group.
- Follow classroom and school rules.
- Represent our school in a positive manner.
- Ask appropriate questions.

Before School Rules & Procedures

Students will:

- Keep their hands, feet, and objects to themselves.
- Follow yard duty supervisors' directives, if outdoors.
- Clean up area inside or outside.

After School Rules & Procedures

Students will:

- Keep their hands, feet, and objects to themselves.
- Homework should be started and/or completed.
- Follow yard duty supervisors' directives, if outdoors.
- Clean up area inside or outside.

LEVEL OF INFRACTIONS

Inappropriate behaviors at St. Mary of the Hills School fall into 3 categories or levels of infractions. Each level is addressed either by the classroom teacher or the school administration.

Level 1 Infractions Handled by the teacher - documentation and parent/guardian notification required	
Unprepared for class Incomplete homework Inappropriate uniform Not listening Not following directions Not doing classwork Running in hallways Excessive talking Inappropriate noises Eye rolling Leaning in chair Chewing gum	Interrupting Persistent tardiness Name calling/teasing others Misuse of materials Wandering Mocking Disturbing others Using inappropriate facility Out of seat Not in line Interfering with others learning Failure to return absence note

Level 2 Infractions Handled by the teacher - documentation and parent/guardian notification required	
Back talking/arguing Inappropriate language or gestures Refusing to work Standing on furniture Leaving room without permission Unauthorized use of electronics Plagiarism	Open defiance Cheating/lying Throwing objects Touching Pushing/Hitting Disrespect to peers/adults

Level 3 Infractions Handled by the administration. Direct office referral with accompanying referral form. Immediate parent/guardian notification	
Actions that cause harm Fighting Ethnic slurs Inappropriate touching Damaging property Direct and willful disobedience of school rules and policies Disrespect for authority	Bullying Stealing Threatening Pulling fire alarm Excessive truancy Harassment, including sexual harassment

Classroom

Level 1 and Level 2 behaviors handled by the teacher.

The teacher will follow classroom management plan. At least 3 interventions (including parent contact) must be implemented before an office referral may be made. Documentation and data collection are required for records. Students in Grades 6-8 will receive an in school recess detention for any infraction. During this detention they will be required to fill out a Self-Discipline Management Form which will be attached to the warning when sent home. The teacher will email the parent to expect the warning.

School Administration

Level 3 behaviors handled by the administration

- Results in a direct office referral.
- An administrator will contact student's parent.
- An administrator will determine if an in or out of school suspension or expulsion is warranted.
- In an emergency situation, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted and an administrator will come to the classroom and remove the student.

If ordinary discipline fails to convert a student from the point of unreasonable behavior, then extraordinary means must be employed. These would include the following:

- Conferences with student, parent/guardian, teacher, and principal
- In-school suspension
- Out-of-school suspension
- Revocation of privileges and denial of class activities
- Expulsion, following an exit conference with student, parent/guardian, teacher and principal

ACCEPTABLE USE POLICY

St. Mary of the Hills will make every effort to protect students from illegal, obscene, offensive, and inaccurate material on the computer by educating students in the proper use of the Internet and by providing appropriate supervision and monitoring of student use. Students and parents will be required to sign an "Acceptable Use Policy" authorizing student Internet use.

BULLYING and CYBERBULLYING STATEMENT

A bully is someone who repeatedly and intentionally directs physical, verbal, or psychological aggression or harassment towards others, with the goal of gaining power over or dominating another individual. Bullying and Cyberbullying are the repeated and deliberate negative behavior, direct or indirect, toward another person who ultimately becomes a target. Some examples of bullying behavior include, but are not limited to:

- | | | |
|---|--|---|
| <input type="checkbox"/> Name calling | <input type="checkbox"/> Teasing | <input type="checkbox"/> Mocking |
| <input type="checkbox"/> Spreading rumors | <input type="checkbox"/> Playing a dirty trick | <input type="checkbox"/> Excluding |
| <input type="checkbox"/> Ridiculing | <input type="checkbox"/> Physical aggression | <input type="checkbox"/> Intimidating |
| <input type="checkbox"/> Threatening | <input type="checkbox"/> Unwanted touching | <input type="checkbox"/> Degrading language |

Bullying and cyberbullying behavior encompasses physical aggression, threats, teasing, and harassment, either face to face or through electronic media (i.e. cell phone, computer, etc.). St. Mary of the Hills School **will not** tolerate bullying behavior. We expect all students to assist us in identifying and eliminating bullying from our classrooms, playgrounds, and lunchroom by reporting incidents to teachers and/or administration. Through activities, speakers, and classes, students will be taught ways in which they can help to create an anti-bullying climate in our school.

CHEATING/PLAGIARISM

Students are expected to complete their homework, projects, and tests on their own. An appropriate amount of parental assistance on homework and projects is acceptable; however, the product should reflect the student's age and ability. Infractions of cheating include, but are not limited to, copying homework, copying a student's answers on a test, and using any written material for aid on a test. Any students who are caught cheating will be faced with age-appropriate disciplinary actions.

Plagiarism is defined as "taking written words or ideas and presenting them as one's own." Students must use proper reference format when citing sources from a book, article, encyclopedia, CD-ROM, or the Internet.

CELL PHONE

Students are forbidden from using cell phones while on school property. Cell phones may not be used or turned on between the hours of 3:00 – 3:30 PM, during school-sponsored field trips, and during the before (beginning at 7:15 AM) and after school programs (until 6:00 PM). Parents/guardians must contact the main office to relay an emergency message to their student. Any student who is caught with a cell phone visible or using a cell phone during the school day will be faced with disciplinary actions.

Cell Phone Policy consequences will be as follows:

Parent will be notified by email, cell phone will be taken away, parent must come in retrieve it and detention will be served.

During school hours (8:50 AM – 3:30 PM) students will be permitted to use the phone in the Main Office to contact their parent/guardian. Parents must contact the Main Office if they need to transmit a message to their child. For students attending after school care please contact the following cell phone 617-633-2464.

ELECTRONIC DEVICES

Students are allowed to bring in an electronic reader (i.e. Kindle, Nook) for independent reading if given permission by parent. These devices are not to be used for other purposes such as gaming, emailing, or texting. Please note that St. Mary of the Hills School is not liable if electronic book is broken, lost, or stolen.

Students are not allowed to use iPods, Gameboys, Nintendos, etc., during school hours, including before and/or after school.

HOMEWORK

All students are to complete homework assignments on time. When an assignment is incomplete, it will affect the grade. A warning letter will be issued for any missed assignments. Three missed homeworks will result in a detention. All work must still be made up.

Consequence will be as follows:

1st infraction: Parent will be emailed, warning letter issued; think sheet needs to be completed and returned, it needs to be signed by parent/guardian and returned the next school day. This will affect child's grade, but if the homework is turned in the next day, then student receives partial credit; otherwise will result in a zero.

2nd infraction: Parent will be emailed, warning letter issued; think sheet needs to be completed and returned, it needs to be signed by parent/guardian and returned the next school day. Student will receive a zero.

3rd infraction: Parent will be emailed, student will receive a zero. Student will serve detention.

*If a family emergency should arise, then the student will be excused. (A written note is required from a parent/guardian **on the day the homework is due** to qualify for an excused homework.)

TARDY

Students are expected to be in line with their classmates at the first bell at 8:50 a.m. Students who arrive late are disruptive to the office, teacher, and classmates. Any student who enters the building after 8:55 a.m. is considered tardy—either unexcused or excused. All students who are tardy must possess a doctor's note or written explanation of the reason for arriving to school tardy. All tardies (excused and unexcused) will be reported on the student's Report Card and Permanent Record Card. It is the parent/guardian's responsibility to ensure that students arrive to school on time. Students who arrive after 9:10 am will remain in the school hall until 2nd period to avoid disruptions. All missed school work must be made up. **After 3 unexcused tardies the student will serve an at home suspension.**

*Tardiness due to snow, inclement weather, or emergencies will be decided by the school administration.

UNIFORM

It is of utmost importance that the school receives total cooperation from the parents/guardians in enforcing our uniform code. Students out of uniform will result in the following consequences:

1st infraction: Parent emailed, warning letter issued; think sheet needs to be completed, and it needs to be signed by parent/guardian and returned the next school day.

2nd infraction: Warning letter issued; think sheet needs to be completed, and it needs to be signed by parent/guardian and returned the next school day; loss of privilege (recess, specials, etc.).

3rd infraction: Student will be issued detention.

VIOLENCE (acts of and threats of)

Acts and/or threats of violence and other forms of abusive expression, physical harassment, and corporal punishment will not be tolerated at St. Mary of the Hills School. Students are required to abide by the Honor Code.

WEAPONS

Any student found to be in possession of a weapon will be suspended or expelled from School, and the civil authorities will be contacted. Parents will be called immediately.

USE of IMPERMISSIBLE SUBSTANCES

All instances of use of impermissible substances including but not limited to possession and/or use of tobacco, alcohol, and controlled substances are forbidden and subject to disciplinary consequences. All instances of impermissible substance use will be reported to the Principal, and the guidelines of the Archdiocese of Boston will be followed. Disciplinary consequences can include suspension, expulsion and removal from National Junior Honor Society.

SEARCH & SEIZURE

Student personal property (bags, pocketbooks, pockets) may be searched by the Principal. Before such a search can commence the student must grant permission for the search to take place, unless the Principal believes there is compelling reason to believe that a delay in such a search would endanger the health and well being of the students.

The Principal can inspect school property (desks, closets, cubbies, etc.) This is undertaken only for compelling reasons, as determined by the Principal.

SEXUAL HARASSMENT

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, repeated derogatory remarks, and other verbal, written, visual, or physical conduct of a sexual nature directed toward another person, either face to face or through electronic media (i.e. cell phone, computer, etc). Such behavior can lead to suspension or expulsion.

PROBATIONARY STATUS

Students can be placed on probationary status by the Principal for academics and continual violations of the Discipline Policy. After a parental meeting, a Probation Plan will be written for each individual case. In the rare event that the student does not abide by the plan and/or exhibit significant improvement, suspension or expulsion may result.

WARNINGS/DETENTION

Warnings/Detentions can be given by any teacher or staff member to any student in grades 1-8. The premise is that if you follow the rules, then you won't get warnings or detentions. When a student violates any school or classroom rules three times resulting in three warnings, then the student is automatically issued a detention. When a student is issued detention, the student must have a parent/guardian sign the Detention Notice and return it the next school day. Detentions will be held on Wednesday afternoons from 3:00-4:00 pm. Detentions will be located in an assigned classroom and your child will be given a written assignment to complete, such as a Think Sheet (Grades 1-3) or Self-Discipline Management Form (Grades 4-8), which will be filed in the red detention binder by date (most current on top). If your child does not go to after school following detention, they must be picked up promptly at 4:00 pm or they will be sent to after school and charged the hourly rate. If your child will attend after school following detention, then the after school fee still applies. If a student accumulates three detentions, then that student will automatically be assigned an in-school suspension to be served in the Principal's office. If a student accumulates another detention, then that will result in an out-of-school suspension. Warnings/Detentions will not be reset at any time during the school year. Warnings/Detentions will accumulate concurrently throughout the year.

IN-SCHOOL SUSPENSION

An In-School Suspension is a temporary dismissal from the classroom and class-related activities (including after school and evening activities). Students are responsible for all schoolwork and will complete their work outside of the classroom. All work must be completed and grades will be recorded.

SUSPENSION

A suspension is a temporary (less than 10 consecutive days) dismissal from school. During a suspension period, the student is prohibited from participating in any school day activities and school-sponsored events and activities. The following actions, including but not limited to, are cause for suspension:

- ☐ Leaving school grounds without permission
- ☐ Act of violence or physical fighting
- ☐ Possession of a weapon
- ☐ Verbal and non-verbal sexual harassment
- ☐ Threatening or harassing behavior
- ☐ Stealing
- ☐ Any form of substance abuse including the possession or use of tobacco, alcohol, or drugs
- ☐ Any other inappropriate behavior that, in the judgment of the Principal, seriously interferes with the educational process

Students are required to make up all work due to suspension. Students will have one day for each day of suspension to make up work.

EXPULSION

Expulsion is the permanent dismissal of a student from St. Mary of the Hills School. Archdiocesan policies and procedures are followed in all matters involving expulsion.

FEES

Failure to pay all fees for before/after school will result in the student not being able to participate in any school activities and report card will be withheld.

Please sign and return this page only to your child's homeroom teacher by Friday September 6, 2019.

Your signature is required as proof that you agree with the conditions in the St. Mary of the Hills Discipline Policy and the Student/Parent Handbook for the school year 2019-2020.

Parent/Guardian_____

Date_____

Parent/Guardian_____

Date_____

Student_____

Date_____