



## Discipline Policies and Procedures

The Academy seeks to nurture a positive sense of self-discipline for our students. Effective discipline is not only essential to creating an environment conducive to learning, it has as its end the development of students who respect themselves, other persons, and those in authority. To foster those ends, the Academy has developed a Code of Discipline, set forth below. All faculty members and administrators are expected to be familiar with, abide by and enforce this Code of Discipline. This Code applies to all activities on campus as well as to school-sponsored activities off campus.

As a general rule, teachers are expected to manage any discipline issues in their assigned classes. Teachers and administrators serving in a supervisory capacity are also authorized and expected to address disciplinary issues. In cases involving very serious or repeated misbehaviors, the principal should be consulted.

The Academy prohibits any form of discipline which denies the dignity and respect all individuals deserve. All forms of abuse by any teacher or administrator, including verbal, sexual, psychological or emotional, and corporal, are strictly forbidden. The Academy and the Handmaids can assume no responsibility for any form of abuse. Failure of any school employee, teacher or administrator to comply with this directive will be considered a most serious matter and may result in dismissal. This policy applies to all faculty, staff and administrators and is intended not only to preserve the health, safety, and dignity of the children we teach, but also to protect the Academy, its teachers, staff and administrators legal liability.

## DISCIPLINE CODE

**BEHAVIOR:** Children are expected to act in a manner which demonstrates a respect and concern for their teachers, classmates, and all whom they meet. Each student should respect the rights of others and make a sincere effort to follow the directives of the school.

**DISCIPLINE POINTS:** Students in grades 5 to 8 may receive discipline points at the teacher's discretion for failure to observe school regulations related to academic policies, behavioral expectations, and uniform requirements. Periodic uniform inspections will be conducted. Regular disregard for uniform requirements will result in discipline points in the area of behavioral expectation. In the area of behavior, conduct that infringes on the well-being and rights of others to a safe and productive learning environment, all forms of bullying, disregard for the truth, inappropriate language, intentional disregard for community property, lateness for class, leaving school property without permission, misuse of technology, and practices such as chewing gum will warrant discipline points. Points may also be issued any time the student is involved in misconduct, whether on school grounds or while representing Ancillae-Assumpta at any school event or school-related activity. Point notices are handed directly to the student who is then responsible to inform his/her parents and return the point to the teacher with his/her parent's signature. Behavioral difficulties of students in Preschool to grade 4 will be handled on an individual basis and parents will be contacted directly. In the event that a child is extremely



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disruptive, it may be necessary for the principal to notify a parent and/or to take the child home. As nearly as possible, the Academy adheres to the policies and procedures of the Olweus Bullying Prevention Program.

***DETENTION:*** A student who receives a combined total of five points in one trimester for academic omission and/or behavioral difficulties will have a detention. The school will notify the parent. Should a student accumulate a second set of five points within one report period, it will be necessary for the child and both parents to meet with the administration to determine the student's future status.

Detention will be scheduled for a weekday from 3:00 p.m. to 4:30 p.m. Parents are responsible for picking up their children when detention is over. Detention always takes precedence over attendance at co-curricular activities and practices.

Effective: 07/01/2020

Revised: