



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 Level Director 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

Citizenship

Children are expected to act in a manner which demonstrates 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 will receive discipline points at the teacher's discretion for failure to observe school regulations related to academic policies, behavioral expectations, and uniform requirements. In the area of behavior, conduct that infringes on the well-being and rights of others to a safe and productive learning environment, disregard for the truth, inappropriate language, intentional disregard for community property, lateness for class, leaving school property during school hours and events, and other infractions 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. All forms of bullying and harassment are prohibited at Ancillae, whether on campus, on the bus, or at school-related



functions and activities. Complaints of bullying or harassment will be handled in accordance with the Anti-Bullying and Anti-Harassment Policies set forth in the Parent Portal on the school website. 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 disruptive, it may be necessary for a parent to take the child home.

Detention

A student who receives an accumulation of four points in one trimester for academic omission, behavioral difficulties, and/or not wearing the full and proper school or gym uniform will have an email sent to parents arranging a detention. If a student accumulates a second set of four points within one report period, it will be necessary for the child and parent(s) to meet with the administration to determine the student's future status. Detention will be scheduled during the week from 3:00 p.m. to 4:30 p.m. Parents are responsible for picking up their children after detention at 4:30 p.m. Detention always takes precedence over attendance at co-curricular activities and practices.

Intensified Supervision

Students who are in academic or disciplinary difficulty will be subject to intensified teacher and administrative supervision, curtailed co-curricular activities and/or other corrective measures as necessary. The school decides the need and duration for intensified supervision. Afterward, each child's case will be reviewed to determine whether s/he may regain full school privileges or continue with intensified supervision for an additional period of time.

Suspension/Expulsion

Suspensions will be served in school. Suspension means that a student will be excluded from classes and any co-curricular activities for a period of one to five school days as determined by the administration. Students who receive two suspensions in the same school year may be expelled (permanently excluded from the Academy) after attending a review of their school records with parents and administration. Tuition and fees will not be refunded if a student is expelled.

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