

**MONTINI CATHOLIC SCHOOL
DISCIPLINE POLICY
2014**

Dear Parents/Guardians,

While it does not constitute a subject, training in discipline underlies the whole educational structure. It is this training that develops self-control, character, orderliness, efficiency, and the ability to cope with the future responsibilities of adult life. Our students must assume an active role in resolving his or her own problems appropriately. By making students aware that every choice of action has a consequence – good or bad, a sense of responsibility and accountability for those choices is developed. This policy will ensure that this school's climate will be conducive to learning and that each student will be treated with respect. The purpose of any discipline policy is to change student behavior in a positive manner. Therefore, any strategies employed must focus on positive improvement rather than simply imposing sanctions. At our school this policy is intended to:

- Promote personal responsibility and self-control.
- Provide a classroom environment conducive to learning.
- Provide for the well-being and safety of each student.
- Promote cooperation between teachers and parents in supporting proper behavior.

Cooperation as well as participation from parents with respect to this discipline system will reinforce good habits that will last a lifetime. We believe that **no student has the right to interfere with a teacher's right to teach**. Students are expected to behave in a manner, which brings honor to them and the school at all times. At Montini we will pride ourselves on our courtesy and ability to treat others with respect and dignity. This will create a warm and friendly atmosphere that we feel is a necessary characteristic of a Catholic School.

The Education Commission has adopted, the following rules for student behavior. **It should be noted that the infractions and consequences for a violation listed on the following pages are meant to provide for a general understanding of actions a student may expect for various infractions. It is also meant to provide guidance to the students to help them identify behaviors that are deemed inappropriate through clear examples.**

We will use these adopted policies and consequences to administer policy violations. However, if there has been a policy violated with malicious intent or severe in nature, the administration reserves the right to modify the consequences, as it deems appropriate. Also, the administration reserves the right to address and administer consequences for unacceptable behavior that may arise but is not covered under this policy.

Principal
Mike Shukis

Assistant Principal
Julie Stark

Education Commission
Fr. Godwin, President
Fr. David Austin
Fr. Paul White
Tom Landers
Ron Bykowski
Katie Sharp
John Jones

Philosophy of Discipline

The goal of the Montini Catholic School Discipline Policy is to correct or change the behavior of the student and not to punish them. Based on this belief, Montini Catholic School will provide opportunities for all children to learn self-discipline through a proactive and positive school-wide discipline system.

This school's discipline policy will ultimately aid in the students moral development. Rules and regulations are in place for the good of all the students and will be enforced to ensure the safety of the students so that each student is free to learn and develop as a person.

Students at Montini must realize that every person is worthwhile and deserving of respect. With this in mind we will teach children self-discipline by making each child accountable for his/her own actions. Students will learn from their own experiences and be empowered to grow with dignity.

Student Responsibilities

Students must adhere to the following standards of behavior:

- Arrive on time for school prepared and ready to work. The tardy bell rings at 8:40.
- Students who miss their ride home must report to the school office.
- Abide by the uniform policy.
- Observe all rules that are posted in the classrooms.
- Observe all playground and indoor recess rules.
- Walk and maintain quiet in the hallways and on the stairs. Classes are in session at all times and visitors are often present. Remember to be courteous.
- Remain in assigned and appropriate areas where adult supervision is present. Do not leave classrooms, the school gym, the cafeteria, or the playground without permission from an adult.
- Eat and drink beverages in the classrooms only at appropriate times.
- Be responsible for keeping the classrooms, hallways, bathrooms, and school grounds neat and clean.
- Respect all personal belongings and property of others
- Behave in a reverent and respectful manner at all Masses and prayer services.
- Use respectful language and respectful tone of voice when speaking to classmates, staff, parent volunteers and visitors. Arguing with those in authority is never acceptable.
- Discourage negative behavior in other students. This includes any behavior or language that does not conform to the standards listed above.
 - Refrain from put downs, name calling, swearing, using obscene gestures or any language or gestures that could be perceived as rude or vulgar. Behavior directed towards the purpose of intimidation, exclusion, or harassment is never acceptable.

- Refrain from doing any of the following: fighting, mock fighting, tripping, tackling, kicking, pushing, scratching, hitting, spitting, throwing objects, bullying, and any other behavior that could hurt or annoy others. Violence is not acceptable at any time.
- Refrain from writing and passing of notes and from writing on oneself or others.
- Refrain from lying, cheating, forging signatures and stealing.
- Though not limited to the following objects, items not allowed at school, on school grounds, or on field trips are: gum, all electronic games, any collectible cards, computer games or programs, matches, lighters, cigarettes or any tobacco products, drugs, alcoholic beverages, weapons (toy or real), anything that could be used or mistaken as a weapon, pain-inducing substances, laser pointers, pornographic material, pictures of people when their dress is considered immodest, any material that promotes harm or violence towards other (i.e. recipe to build bombs), and anything that is contrary to Christian moral standards. The school reserves the right to search desks, lockers, book bags, pockets and other personal belongings.

School Policy on Discipline

Students are expected to conduct themselves in a Christian manner throughout the school day and during school activities. They must be diligent in their respect towards their fellow students, teachers and staff. Students must be neat in person and attire, and follow all school regulations. Students are accountable to the school staff for their behavior in the school and at school sponsored activities.

The school staff will work with students to encourage responsibility in accordance with our philosophy of discipline, encouraging students to recognize their own self-worth.

Discipline Policy

Goals

- ❖ To provide a caring, nurturing and safe school in which we are respectful of the rights and property of others.
- ❖ To create a positive learning environment.
- ❖ To ensure each child takes responsibility for their actions by creating awareness and accountability for choices that are made.
- ❖ To encourage students to be self-reflective as they develop strategies to solve their own problems.
- ❖ To offer guidance and support.
- ❖ To promote the development of self-discipline.
- ❖ To build a caring culture within our community, where students, staff and parents encourage, value, and support one another and feel safe.

Rights, Responsibilities, and Expectations

Students

- ❖ The right to a Catholic education without interference from others, and the responsibility to conduct oneself in a manner that avoids interfering with another's education.
- ❖ The right to a safe environment and the responsibility to act in a safe manner.
- ❖ The right to be treated with respect and the responsibility to behave respectfully towards others.
- ❖ Students are expected to understand and obey the rules of the school.
- ❖ Students are expected to adhere to the directions of the staff.

Parents/Guardians

- ❖ Instill in their children a respect for the rights and property of others.
- ❖ Respond to communications from school.
- ❖ Assist their children in learning and supporting school rules and policies.
- ❖ Cooperate with staff and administration to help students solve discipline problems.

Staff/Administration

- ❖ Help the students to learn and follow the rules by consistently enforcing the school policies.
- ❖ Respond to communications from parents.
- ❖ Seek conferences with parents and other school personnel in an effort to help those students having disciplinary issues to resolve them effectively and positively.
- ❖ Recognize positive behaviors by noticing and encouraging the student.
- ❖ Address negative behaviors immediately and consistently.

Role of the Student

Montini Catholic School students are expected to be polite and respectful towards others. Courtesy should be the hallmark of a student's relationship with the adult staff and fellow students. A student shall conduct himself so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing his studies
- Attend school regularly and punctually
- Cooperate fully with everyone authorized by the Pastors and the Diocese of Rockford
- Comply with the rules of the school
- Account to his teachers for his conduct
- Respect the rights of others

Montini students must conform to all the regulations and expectations, which are devised for the welfare of the whole student body.

ATTENDANCE AT MONTINI CATHOLIC SCHOOL IMPLIES A WILLINGNESS TO COMPLY WITH ALL RULES AND EXPECTATIONS SET FORTH IN THIS POLICY.

Negative behaviors such as profane or inappropriate language, verbal putdowns, inappropriate gestures, harassment, bullying, discrimination, fighting, theft and vandalism will not be tolerated.

What follows are four ways Montini Catholic School will encourage “good behavior” through positive actions.

Positive Behavior Consequences

#1 Caught Being Good (Bi-Monthly)

Faculty and staff will report a student’s name to the office who has been “caught” doing something out of the ordinary to help Montini become a better place. A drawing will be held for all those names entered once every two weeks and the winner will receive a free lunch from the principal. The winning students name will be posted outside the school’s office on the “Principal’s Pride” board and they will be acknowledged during morning announcements.

#2 Caught Being Good Parties

When an entire class has entered every students name in the “Caught Being Good” box, that class will receive a pizza party for lunch.

#3 Principal’s List

Each quarter, any student who receives a * in conduct (primary grades) or a 4 in conduct in middle school will be given a free non-uniform day.

#4 Good Behavior

The administration and/or faculty and staff may give students/class an extended recess for great behavior/participation.

The following is designed to address as many areas as possible; however, it is IMPOSSIBLE to cover EVERY eventuality. Therefore, the administration reserves the right to address situations, as it deems appropriate and to amend and/or waive policy for just cause.

Attendance

All students are expected to attend school regularly and punctually. The office, through a phone call to parents, must verify all unconfirmed absences. Students who are absent from school without a valid reason will be required to bring their parents in to meet with the administration of the school before they are allowed to return to school. Students will be required to make up the time missed. If irregular attendance continues, the matter will be referred to the Truant Officer at the McHenry Police Department.

Assemblies, School Masses, Playground, and School Functions

At all times students must conduct themselves appropriately and in a manner befitting of Christian students. The following is exemplary but not exclusive of such behavior: being sensitive to the needs of others, being cooperative with those in authority and furthering the mission of Montini Catholic School.

Cafeteria

Students are expected to conduct themselves as Christian ladies and gentlemen and to help make the cafeteria a pleasant place by observing the following rules:

- All students are to enter and exit the cafeteria quietly
- Students may not cut in the service/milk line
- Students are not to run or shout in the cafeteria
- Students must raise their hand for permission to leave their seat
- Students are to exercise good table manners
- Students are to use “12 inch voices”, only the people sitting next to you or directly across from you should hear your voice
- Food is not to be taken out of the cafeteria
- Students are asked to not play with their food
- When students are finished eating, they are to dispose of all litter keeping their area clean, including under the table.

Cellular Phones

Due to the ever-increasing pressure to utilize text messaging during classes, the possibility to utilize text features to cheat in class, and the overall disruption to the learning environment during school hours, cell phones will only be allowed under these specific conditions:

- Cell phones may not be turned on or visible for any reason during the school day from 8:40 am to 3:45 pm.
- Camera options on cell phones may not be used on school property during school hours or during school events without prior teacher permission.

Any student who wishes to keep their cell phone safe for the school day may turn in their phone to the office or to their homeroom teacher. The phones will be returned upon conclusion of the school day.

1st offense during the school year:

- The student’s phone will be confiscated and remain in the office for the remainder of the school day.
- **The student can retrieve the phone from the office after dismissal.**

2nd offense during the school year:

- The student's phone will be confiscated and remain in the office for 5 consecutive days.
- **The parent/guardian must retrieve the phone from the principal after 5 days.**

3rd offense during the school year:

- The student's phone will be confiscated and remain in the office for 10 consecutive days.
- **The parent/guardian must retrieve the phone from the principal after 10 days.**

Conduct for In-Class Setting for All Grades

Students are expected not to disturb the classroom teacher or other students in the classroom. Since different subjects required different forms of behavior, each teacher is free to set up his or her own classroom rules and consequences that students must follow in accordance with school guidelines. All classroom policies will be reviewed and approved by the Principals. Classroom policies will be posted in each classroom and a copy will be provided to each parent/guardian. All classroom policies will be modeled after, but not limited to, the following:

- **Be prompt and prepared**
- **Respect authority**
- **Respect yourself and the rights of others and their property**
- **Display a concern for learning**
- **Display appropriate social skills**
- **Display order and structure in the classroom setting**
- **Be honest in every aspect of student life**

Electronics/Games

Cameras (pictures can only be taken with consent), radios, iPods, MP3, or CD players (including those with headsets) or any type of beeper, or laser pointer are not permitted on campus during the school day. Students are also prohibited from bringing and using any "gaming" devices.

Incomplete Homework

Responsibility for the completion of all homework rests with the student. From time to time, teachers may assign homework as deemed necessary to effectively complete the requirements of their courses.

Students are expected to complete all assigned homework as outlined by their teachers. **In the event that a student is unable to do so as a result of an**

emergency, parents are asked to make contact with the teacher to explain the circumstance. In exceptional cases, an extension may be granted provided that a plan is in place for successful completion of the assignment within a period of time deemed appropriate by the teacher.

If a student does not complete their homework and does not attend “opportunity time” (this is a time determined by the teacher either before school, after school or during lunch recess where a student is given an opportunity to complete their homework), a detention will be assigned. **The detention form must be signed by the parent and returned to the school the following day.** The student will be expected to complete the assignment and turn it in. As a general rule, teachers are expected to handle homework infractions at the classroom level. If a persistent problem develops, the teacher may refer the student to the office.

The following consequences will be applied per quarter:

Homework not done	School Consequence	Further Action
1 st to 3 rd homework not done	Opportunity Time	
4 th homework not done	1 st Detention	Phone Call Home
5 th homework not done	2 nd Detention	Form Sent Home
6 th homework not done	3 rd Detention	Warning Letter
7 th homework not done	Parent Meeting	

Recess, Playground

Throwing rocks, snowballs or the like is strictly forbidden. No body-contact sports or games will be allowed. Play fighting, tackling, rough play, kicking, karate, improper language or gestures, pulling clothing or hats, etc. are prohibited.

Student Dress Code

All students are expected to dress with the appropriate modesty and taste associated with being in a Catholic school environment. A student who is not dressed appropriately will not be admitted into the classroom and will be referred to school administration for further action. Please refer to the Family Handbook for our dress code.

Tardy

Students are expected to be in class on time. Students who repeatedly arrive late to class not only disrupt classroom instruction, but also impede the learning of others. **Late arrivals will be considered unexcused unless a note is presented from the appointment venue.** Students who are late for class are expected to stop by the office and then quietly head to class.

The office will track student Tardiness.

- 5th unexcused tardy (per quarter) A detention (form sent home)
- 7th unexcused tardy (per quarter) 2nd detention (phone call home)
- 9th unexcused tardy (per quarter) 3rd detention (warning letter)
- 11th unexcused tardy (per quarter) 1 day in school suspension

Students who are referred to the office will be required to make up the time missed and develop a behavior plan to modify their behavior.

Behavior and Consequences

The classroom teacher will handle minor breaches of school rules. Serious breaches of school rules will result in the matter being referred to the administration of the school where an appropriate consequence will be applied.

Minor Offenses

These offences can be dealt with on the spot by any staff member/lunch or recess supervisor. Examples of minor offenses are: late to class, rough play, gossip, disruptive classroom behavior, hallway/washroom loitering, dressing inappropriately and snowball throwing. The consequence may be a warning, recess or lunchtime community service, afterschool detention or a loss of privileges.

Repeated Minor Offenses

Repeated minor offences will result in a detention. Parents will be notified of recurring problems. Any disciplinary action may take the form of:

- Problem solving, monitoring or reviewing behavior expectations with a warning
- School service
- Recess/afterschool detention
- Temporary loss of privileges

Strategies for Minor Misbehavior

- Speak to the child
- Use 1, 2, 3, time outs
- Withdraw privileges
- Think sheets
- Natural and logical consequences
- Class meetings

Interdependent Disciplinary Committee

After repeated documented attempts by faculty members to correct a student's behavior, the student will be referred to the Interdependent Disciplinary Committee. This committee will be made up of the current teacher, a previous teacher, a Pastor and a principal. Once a student has been referred to the IDC, a meeting will be scheduled. The parent and the student are required to attend. This meeting will be to discuss the infractions and there will be a plan developed to implement a behavioral contract.

If the student does not adhere to the behavioral contract, the student will meet before the IDC again. At this point further consequences will be implemented with the possibility of an out of school suspension or expulsion.

Major Offenses

These offenses are serious and could lead to out of school suspension or expulsion from attending Montini Catholic School. The following are considered major violations and the appropriate consequences:

Cheating

Promoting the pursuit of intellectual excellence and the development of moral integrity are primary goals of Montini Catholic School. Cheating is an obstacle to both of these goals. With this in mind, the following consequences to academic dishonesty have been established for **minor assignments** (examples: homework, minor quizzes, etc.). All students will receive:

- Receive a "0" on the assignment.
- Student will receive a detention.

The following consequences to academic dishonesty have been established for **major assignments** (examples: tests, research papers, projects, etc.):

1st Offense:

- Student will receive a "0" on the assignment.
- Parents will receive a detention letter/phone call.
- Student will receive a detention.

2nd Offense:

- Student will receive a "0" on the assignment.
- Administration will notify parents.
- Student will be assigned a one-day in-school suspension.

3rd Offense:

- Student will receive a "0" on the assignment.
- Student will be assigned a one day out of school suspension.
- Administration and parents must meet before re-admittance.

Damage to School Property/Vandalism

A student is expected to use the buildings, furnishings and equipment only for the purpose intended. Any act of vandalism against school property, the property of another school or the property of any member of the administration, faculty, staff or student body is prohibited.

Damage to School Property is defined as no malice intended and cost less than \$150.00.

1st Offense:

- A student who by his/her action caused damage to school property is obliged to replace that item through monetary retribution.
- Student will receive a lunch detention.

2nd Offense:

- A student who by his/her action caused damage to school property is obliged to replace that item through monetary retribution.
- Student will receive an after school detention.

Vandalism of School Property is defined as malice intent and/or costs exceeding \$150.00.

1st Offense:

- A student who by his/her action causes damage to school property is obliged to replace that property through monetary retribution.
- The student will receive a one day out of school suspension. *If damages exceed \$250, the offense will automatically be treated as a second offense.*

2nd Offense:

- A student who by his/her action causes damage to school property is obliged to replace that property through monetary retribution.
- The student will be referred to administration and could result in a suspension, withdrawal or expulsion. *Note: The administration always reserves the right to contact and turn the matter over to the local law enforcement agency.*

Dishonesty

Students who are guilty of or involved in falsification of faculty, staff or parental signatures or school documents and willfully lie will be subject to corrective action. The student will be referred to the administration, which could result in suspension, withdrawal or expulsion.

Disrespect/Disobedience/Defiant

Disrespectful behavior towards any administrator, faculty, or staff member at Montini will not be tolerated. Any administrator, faculty or staff member at Montini has the authority to correct student misconduct at any time. Deliberate insubordination or insolence towards authority calls for immediate disciplinary action by the principal.

1st Offense:

- A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
- The student will receive a lunch detention.

2nd Offense:

- A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
- The student will receive an after school detention.

3rd Offense:

- A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
- The student will receive a one-day in-school suspension.

4th Offense:

- A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
- The student will be referred to the administration, which could result in a suspension, withdrawal or expulsion.

Drugs/Alcohol/Tobacco

Montini Catholic School is a Drug Free Zone. Drugs include over-the-counter and prescription medications, alcohol and counterfeit or imitation drugs. Anyone violating this regulation, or choosing to remain in the presence of someone who is in violation, is subject to immediate disciplinary action including suspension or dismissal at the discretion of the administration.

- The sale, purchase, possession, distribution or use of any drug or like substance at Montini School or at any school function is prohibited.
- The possession of any drug-related paraphernalia is prohibited.
- Any person having a reasonable cause to believe that a student is guilty of an infraction listed above shall immediately report such fact to the principal or any staff member.
- The administration shall investigate the circumstances of each given incident and decide whether or not to report the information to the appropriate law enforcement agency.

- Any student choosing to remain in the presence of any other student who is in violation of the above shall be subject to the same consequences and sanctions.
- School officials have the right to conduct a reasonable search of the student and the student's possessions. Additionally, the school administration reserves the right to inspect lockers at any time.

1st Offense:

- The student will receive a two day out of school suspension.
- Parent/Guardian must send written documentation (within 7-10 days of notification of the infraction) to the school administration verifying that the student has successfully completed an appointment with a Certified Chemical Dependency Counselor (or at an agency certified by the Illinois Department of Health) for a chemical dependency assessment and then follow the recommendations of the counselor.
- The student must also submit to weekly urine drug testing for up to five weeks or until a negative test result is produced. Parent/guardian must be present for all tests and is responsible for all expenses.
- Parents/guardians must meet with the administration before the student will be allowed to return.

Note: Students not adhering to stipulations #2 and #3 will be allowed to withdraw or be expelled from Montini Catholic School.

2nd Offense:

- The student will be allowed to withdraw within 48 hours or be expelled from Montini Catholic School.

Note: Students bringing required or prescription medication to school must bring the medication to the office immediately. All medication will be registered and turned over to the school secretary. The medication will be dispensed by office personnel, and consumed by the student in the secretary's office as per the terms of the prescription. The medicine therefore must be properly labeled with the student's name, doctor, and dosage requirements. In addition, the student, student's parents, or guardian's written permission will be required before the student is permitted to consume the medication during school hours.

Fighting/Altercation

Fighting at Montini School is strictly prohibited and will not be tolerated. Fighting is defined as physical blows being given and/or hostility being displayed and/or use of a weapon.

After the administrator investigates and reviews the situation, the student(s) deemed the aggressor(s) or instigator(s) will receive the following:

1st Offense:

- The student will receive a one-day in-school suspension.

2nd Offense:

- The student will receive a one-day out of school suspension.

3rd Offense:

- The student will be referred to the administrator, which could result in a suspension, withdrawal or expulsion.

If the first offense of fighting is considered “minor” by the administrator (example: (1) verbal disagreement (2) no hostility being displayed and/or (3) no physical blows being exchanged), the incident will be deemed an **altercation** and the student will receive a minimum of one detention and a maximum of three.

Harassment/Bullying

Harassment/Bullying at Montini WILL NOT BE tolerated! Montini Catholic School is committed to providing a learning environment that is free from harassment and/or bullying in any form. Harassment and/or bullying of any student by any other student, teacher, parent, or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt and thorough manner.

A charge of harassment shall not in and of itself create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to and including dismissal or expulsion. *Note: please see the school's Bullying Policy for further details.*

Students found to have made and/or filed false and frivolous charges will also be subject to an administrator referral.

Harassment and/or bullying occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical/mental disability, individual differences, or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

- Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

- Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures.
- Sexual Harassment: Includes verbal or physical conduct of a sexual nature or suggestion.

All violations will result in the student receiving a referral to the administrator, which could result in a suspension, withdrawal or expulsion.

Obscenity/Offensive Language

The use of **obscene language (either spoken or written) or gestures is prohibited**. Possession of obscene printed or written material is prohibited. The administration will not tolerate obscene language in the classroom, on campus, or at school functions.

1st Offense:

- A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
- The student will receive a lunch detention.

2nd Offense:

- A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
- The student will receive an after school detention.

3rd Offense:

- A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
- The student will receive an in-school suspension.

4th Offense:

- A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
- The student will receive a referral to the administrator, which could result in suspension, withdrawal or expulsion.

It should be noted that certain language, however not obscene, maybe **offensive** to others and should not be used in a Catholic school setting. If the administration deems the language not obscene yet offensive consequences may occur.

Stealing

A student caught stealing property from the school or from any person on campus will be subject to disciplinary action.

1st Offense:

- A student caught stealing will be expected to make monetary retribution (equal to the amount of the charge) for items taken.
- The student will receive a one-day in-school suspension.

2nd Offense:

- A student caught stealing will be expected to make monetary retribution (equal to the amount of the charge) for items taken.
- The student will receive a one-day out of school suspension.

3rd Offense:

- A student caught stealing will be expected to make monetary retribution (equal to the amount of the charge) for items taken.
- The student will be referred to the administrator, which could result in suspension, withdrawal or expulsion.

Note: The administration always reserves the right to contact and turn the matter over to the local law enforcement agency.

It is important to note that the principal of Montini Catholic School has complete discretion to enforce consequences, as he/she deems appropriate. Disciplinary action may include some or all of the following and the type of consequence issued will depend on the severity of the inappropriate behavior:

- Parental involvement
- Removal of privileges
- Detention
- In-school suspension
- Out of school suspension (max 5 days.)
- Restitution of property damage to an individual or the Education Commission
- Involvement of police
- Expulsion from Montini Catholic School.

Explanation of Consequences

Students may be assigned a detention by the staff for various reasons including incomplete homework or for inappropriate behavior. The assigning teacher must provide the student with a copy of the detention form clearly outlining the reasons. The form is to be taken home, signed by the parent and returned to the school the following day. Please make sure that the student fully understands the reason for

the detention, the date it is to be served, and the need for a parent signature acknowledging that the parents/guardians are aware of the detention.

After School Detention

- Detention is conducted and moderated by the Montini School's teachers and staff under the supervision of the principal.
- Detention will take place at 3:45 on Tuesday and Thursday afternoon in a designated classroom. Students will be required to complete all work assigned by the detention monitor. Students will not be allowed to communicate with other students, do homework, make-up tests, etc. Detention will end at 4:45.
- Students must have their detention notice signed by a parent and returned to the homeroom teacher the next day.
- Students who do not follow the rules during their assigned detention will be assigned an in-school suspension.

Students wishing to participate in school activities or field trips must be cooperative and generally well-behaved during the year. If a student receives a significant accumulation of detentions, or exhibits volatile, disruptive, erratic or disrespectful behavior, her/she may not participate in extra-curricular activities or field trips, or be extended other extra privileges. It is a privilege to represent our school, and cooperative, respectful students deserve that privilege.

A student athlete or student council member may be suspended from the team or group until teachers and coaches have agreed to restore the privilege. (Please see the Family Handbook)

Students who fail to have the detention form signed will receive a second detention. Students who fail to show up on the date of the detention will be assigned a second detention. Students who fail to show up a second time (no exceptions) will be assigned a one-day in-school suspension by the principal.

AFTER SIX (6) AFTER SCHOOL DETENTIONS PER SCHOOL YEAR, THE SUBSEQUENT AFTER SCHOOL DETENTIONS WILL AUTOMATICALLY BECOME IN-SCHOOL SUSPENSIONS.

Suspension

A student may be suspended for a serious misconduct or repeated occurrences of less serious misconduct. Suspension places a student in jeopardy of withdrawal or expulsion from Montini Catholic School.

In-school suspension: A student placed on in-school suspension (ISS) will be placed in a designated detention area for an entire school day.

- Suspension may be conducted and moderated by the Montini School's teachers and staff under the supervision of the principal.

- All school rules and regulations are in effect.
- Students will be expected to complete all assigned class work and/or tests
- Students must bring all textbooks and supplies needed for that day.
- Students are not allowed to talk or communicate with each other and are to remain in assigned seats.
- Students will be assigned to a “work detail” upon finishing their work or after lunch.
- Students will not be allowed to have any contact with the general school population during that day.
- Students will be given bathroom breaks different from the normal school schedule and will eat lunch after the general population.
- Students must wear school uniform and will not be granted any privileges allowed the general population on assigned days (example: non-uniform days, etc.)
- There is no academic penalty assigned to an in-school suspension; however all assigned work will be graded.
- Students may not participate in after-school extra-curricular activities for five consecutive days.

AFTER THREE (3) IN-SCHOOL SUSPENSIONS PER SCHOOL YEAR, THE SUBSEQUENT ISS CONSEQUENCES WILL AUTOMATICLY BECOME OUT OF SCHOOL SUSPENSIONS.

Out of School Suspension

A student placed on out of school suspension will automatically be placed on probation.

A student placed on out of school/out of class suspension will not be allowed to:

- Attend school and/or individual class for the length of the suspension.
- Attend or participate in school or extra-curricular activities during the suspension period, to include the weekend.

A student placed on out of school/out of class suspension will be allowed to make up all work.

Because discipline is not an easy area with which to deal, and clear cut rules and regulations cannot always apply, we reserve the right to exercise good judgment in keeping with our Christian standards, to amend or add to this policy, and to make such changes applicable to current and new students when the situation dictates.

School Code of Conduct

1. I will be responsible.
2. I will respect others and myself.
3. I will choose to learn and allow others to learn.
4. I will allow the teacher to teach.
5. I will do my personal best.

Positive Consequences for following the school Code of Conduct

- ❖ Enjoy a clear conscience while nurturing your Catholic faith and spiritual life.
- ❖ Enjoy greater self-worth.
- ❖ Enjoy the respect of others and a sense of belonging.
- ❖ Enjoy being a positive role model.
- ❖ Enjoy a safe school environment.
- ❖ Enjoy non-uniform days.
- ❖ Enjoy special classroom activities and parties.
- ❖ Enjoy extra recess time.