

## **Code of Conduct for St. Anne's School (adopted May 2005)**

Dear St. Anne's School family member,

All of us are unique individuals who believe a quality education is important in order for your experience at St. Anne's School to be enjoyable and successful; we encourage your motivation and commitment to learning.

For all of us to do our best, we must share the responsibility of keeping our school a safe, positive, and respectful environment. We will work together to solve problems and protect your right to learn. We recognize the diverse range of social and academic development at St. Anne's. We strive to provide discipline which is fair and consistent.

We look forward to working together as a school family to make your St. Anne's experience both positive and rewarding.  
Your School Staff

### **Student Roles and Responsibilities**

Respect and responsibility are demonstrated when students:

- come to school prepared with the required materials and completed assignments,
- show respect for themselves, others and especially persons in positions of authority,
- do not bring anything to school that may endanger the safety of themselves or others,
- follow rules, take responsibility and accept consequences for their words and actions,
- follow the school's dress code and bring/wear appropriate gear for recess.

### **Parent/Guardian Roles and Responsibilities**

Parents/guardians fulfill their responsibility to support their child's education when they:

- make sure their child is at school on time, promptly report child's absences or late arrival to school office; and schedule appointments after school and vacations when school is not in session, whenever possible
- help their child to be rested, clean and appropriately dressed for class and recess time,
- provide appropriate, required and needed school tools,
- become involved in their child's education by signing and returning daily planners, communication folders and forms,
- follow through at home with teacher recommendations for improving academic performance and behavior.

### **Staff Roles and Responsibilities**

Teachers and support staff uphold high standards of respect and responsible behavior when they:

- establish and maintain a safe, orderly and respectful environment for all by following the discipline plan,
- serve as role models,
- communicate regularly with parents, students, and administration,
- challenge each student to perform to the best of their ability,
- prepare students to be responsible individuals.

### **Administrators Role and Responsibilities**

Administrators, as school leaders, have a duty to manage the operations of the school by:

- demonstrating care and commitment to academic excellence and a safe teaching, learning and working environment,
- providing assistance, support and feedback to staff and parents,
- communicating regularly with school families and staff,
- providing assistance to staff in addressing the individual needs of each student,
- supporting and maintaining the respect and responsibility discipline plan.

### **Volunteer Roles and Responsibilities**

As role models, volunteers provide support by:

- supporting the mission of St. Anne's School,

- maintaining confidentiality regarding student information,
- receiving work direction from classroom teachers,
- undergoing an Archdiocesan background check and Virtus training,
- communicating with classroom teacher on student progress.

### **St. Anne's Discipline Philosophy**

#### **Respect and Responsibility/Expectations of Students**

In order to maintain a Christian learning environment it is necessary to have a Code of Conduct which provides a safe and secure setting for students, faculty, and administration. Students are given clear and specific expectations as they are led toward becoming self-disciplined individuals. Students are responsible and accountable for their behavior and must accept the consequences for their actions by:

- Acting in a Safe and Healthy Way
- Treating all Property with Respect
- Respecting the Rights and Needs of Others
- Taking Responsibility for Learning

### **St. Anne's School Discipline/Respect & Responsibility Procedure**

St. Anne's School believes each student is responsible for his/her own behavior and in maintaining a Christian atmosphere within the school. The goal is to promote self-discipline. Respect for oneself, others, authority and property, and the maintenance of a safe and healthy environment of respect and responsibility in which to learn is at the heart of St. Anne's philosophy. Students are to behave in a manner which is morally responsible and brings credit to themselves, their families, and St. Anne's School. Parental support is an essential part of this policy.

Together with you, St. Anne's continues to nurture the way of life for your child. As partners on this journey, we build on the Gospel values in our work and relationships, creating the balance for our children, including the faith dimension, respect, responsibility and love within the education atmosphere.

Each classroom teacher will establish consequences, both positive and helpful, appropriate for the students that they teach.

Following student removal from classroom the following corrective actions will be taken:

#### **Consequences**

##### **1. First Visit**

Work at isolation area and write student report, miss 1 full day of recess for a 24 hour period, (ex., 1:00 P.M. Tuesday till 1:00 P.M. Wednesday)  
 Rewrite report at home in best handwriting and have parents/guardians sign it.  
 Amends will need to be made.  
 Parents are called to arrange a conference and process is discussed.

##### **2. Second Visit**

Work at isolation area and write student report, miss 1 full day of recess for 24 hour period, (ex., 1:00 P.M. Friday to Monday 1:00 P.M.)  
 Rewrite report at home in best handwriting and have parents/guardian sign it.  
 Amends will need to be made.  
 Parents are called to arrange a conference and process is discussed.  
 Detention will need to be served. Detention will be held on Wednesdays after school for Monday, Tuesday, Wednesday infringements and Friday after school for Thursday and Friday infringements.

##### **3. Third Visit**

Work at isolation area and write a student report, miss 1 full day of recess for 24 hour period, (ex. 9:00 Thursday till 9:00 Friday.)  
 Rewrite report at home in best handwriting and have parents/guardians sign it.  
 Amends will need to be made.  
 Parents are called and asked to pick up their child following detention and attend a conference following detention.

Detention on Wed. after school for Monday, Tuesday, Wednesday infringements and Friday after school for Thursday, Friday infringements.

K-2 will serve a ½ hour detention and 3-6 will serve one hour. Detention time is from 3:00 to 3:30 for grades K-2 and 3:00 to 4:00 for grades 4-6. Students will not be allowed to do homework, they will sit in isolation.

The student will not be allowed to return to school until the parents/guardian has had a conference.

**4. Fourth Visit**

In school suspension for a 24 hour period. (Ex. 11:00 A.M. Monday till 11:00A.M. Tuesday.)  
Work at isolation area and write student report.

Rewrite report at home in best handwriting and have parents/guardians sign it.

Amends will need to be made.

Parents are called to arrange a conference and process is discussed.

The Respect and Responsibility Committee will meet and discuss the length of out of school suspension, 1-3 days. Parents are notified of Committee's decision.

**5. Fifth Visit**

Out of school suspension, will be 1-3 days depending on decision of committee.

Report is to be written at home in best handwriting, signed by parents/guardian and brought back for re-entry into school.

Homework will be assigned and must be completed by student upon re-entry to school.

Amends will need to be made.

**St. Anne's Policy**

It is the policy of St. Anne's School to maintain a learning environment which provides a safe, secure setting for students, faculty and administration. St. Anne's will take such action it deems necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in this school under certain circumstances.

This policy provides that a student may be immediately removed from class, suspended or expelled on the following grounds:

1. Willful conduct which endangers or has the potential to endanger the student or other students, faculty or administrators, or the property of the school;
2. Willful conduct which disrupts or threatens to disrupt the ability of others to obtain an education.
3. Willful conduct which violates or may violate any rule of conduct/expectations of students specified in the student policies of the school.
4. Other conduct or behavior on the part of the student which, in the opinion of the school, adversely affects the desirability of continued enrollment.

For the purposes of this policy, the terms "willful conduct," "other conduct," or "behavior," refers to actions or events whether occurring on school property or elsewhere.

The school shall retain the sole discretion to determine the nature, extent or duration of any such removal from class, suspension or expulsion of a student under this policy. Where it appears that the student will create an immediate and substantial danger to the student or others, or property around the student, the classroom teacher has the authority to remove the student from the room immediately. The classroom teacher may not, in so removing the student, use unreasonable physical force that causes or may tend to cause bodily harm.

In the event of removal from class, suspension or expulsion of a student is imposed, the school will make reasonable efforts to assist the student and the student's parents in seeking alternative educational programs or services, with the participation of teachers, administrators, students, and such other individuals or organizations as the school determines appropriate.

**Removal from class:**

Removal from class is any action taken by a teacher, administrator or the school to prohibit a student from attending his/her classroom or activity for a period of not more than one day. Work will be

assigned and must be completed by the student. Parents may/will be notified.

**Out of school suspension:**

Out of school suspension is an action taken by the school to prohibit a student from attending school for a period up to three school days. While at home, work will be assigned and must be completed by the student. The student will also be responsible for writing a Respect and Responsibility Plan. The student will not be allowed to return to school until the parents/guardian have had a conference with the Respect and Responsibility Committee. The Respect and Responsibility Committee is comprised of: Pastor, Principal, Teacher of the student and a person appointed by the Pastor or Principal.

**St. Anne's Suspension Process:**

1. Investigation, including informal conference with student to inform student about the violation. The conference will not be held if it appears to the school that the pupil will create an immediate and substantial danger to himself, other persons, or property.
2. Prepare written notice of suspension which outlines grounds for suspension and period of suspension.
3. Provide student with written notice of suspension at or before time suspension is to take effect. Parents/guardians will be notified in writing of the student's violation and resulting suspension.
4. A conference will be scheduled with the student and/or parent/guardian to discuss the incident.

**Expulsion:** Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance at the school.

**St. Anne's Expulsion Process:**

1. Conduct prompt investigation.
2. Notify the student and student's parents/guardians in writing of the punishable violation, proposed expulsion, and date, time, and place of hearing on expulsion (must be scheduled within 10 days of notice).
3. Arrange for a consultation of appropriate school personnel (teachers, counselor, etc.).
4. At hearing, record statements, examine witnesses and documents. Student cannot be required to testify or make recommendations(s) to pastor or canonical administrator.
5. Pastor or canonical administrator takes action on recommendation within two days of hearing.

**Smoking/Tobacco & Alcohol/Chemical Drug Abuse (Archdiocesan Policy #5750)**

At no time may students at St. Anne's School possess or use alcohol, tobacco or illegal drugs. If any student attending St. Anne's School is found:

1. buying, selling, or giving away mood altering chemicals,\*
2. under the influence of mood altering chemicals\* or
3. in possession of mood altering chemicals\* while on St. Anne's School grounds or attending any school sponsored event, this same student will face immediate suspension by the principal.

Before the suspension is lifted, the parents/guardians and student will be required to:

1. provide valid proof that the student is receiving professional help from a drug counseling agency as per evaluation.
2. agree to being placed on six months probation at St. Anne's School. (If summer vacation intervenes, the probationary period will extend to the next school year.), and
3. agree to immediate expulsion from St. Anne's School if a second offense against the above mentioned drug policy should occur.

\*Mood altering chemicals include any substances such as drugs or alcohol that substantially changes the behavior of the person taking them.

**Harassment** (Archdiocesan Policy #5750)

**Policy:** St. Anne's shall maintain a learning and working environment that is free from harassment.

This policy applies to all students, faculty, staff, and administrators, members of the St. Anne's Parish Board of Education, parents, vendors, volunteers, guests and others who act on our behalf. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school program.

**Definition:** Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national, origin, race, marital status, status with regard to public assistance, religion, gender, and sexual orientation.

One particular category of harassment, sexual harassment, consists of: unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks;
- subtle pressure for sexual activity;
- intentional brushing against a person's body;
- display of offensive pictures, posters, or graphics;
- leering, inappropriate patting or pinching, and other forms of unwelcome touching;
- otherwise creating a hostile, intimidating, or offensive environment.

St. Anne's School Procedures for dealing with religious, racial and sexual harassment and violence.

1. Everyone at St. Anne's School has the right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender: name calling, jokes, or rumors, graffiti, notes or cartoons, unwelcome touching of a person or clothing, offensive or graphic posters or book covers, or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action makes you feel uncomfortable or fearful, you need to tell a teacher, the principal or the Pastor of St. Anne's Church.
4. You may also make a written report. It should be given to a teacher, the principal or the pastor.
5. Your right to privacy will be respected. Confidentiality will be upheld.
6. We take seriously all efforts of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. St. Anne's School will also take action if anyone tries to intimidate you to take action to harm you because you have reported.
8. This is a summary of St. Anne's School policy against religious, racial, and sexual harassment and violence.

**Religious, Racial, and Sexual Harassment and Violence are against the law. Discrimination is against the law.**

Contact:

Pastor:	507-665-2047
Principal	507-665-2489
Rel. Ed. Director:	507-665- 2995
Archdiocesan School Teams Office:	651-251-7761

**Weapons/Explosives/Dangerous Items** (Archdiocesan Policy #5610, Appendix A)

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on

school grounds, at school activities, at bus stops, on school buses or school vehicles or school-contracted vehicles, or entering upon or departing from school premises, property or events. Students who violate this policy may be subject to mandatory expulsion.

St. Anne's School prohibits real and look-alike weapons on campus, including but not limited to:

1. All firearms (whether loaded or not), firearm muffler, or firearm silencer.
2. Other guns of all types including pellet, starter, or B-B.
3. Knives of any kind.
4. Explosives, including firecrackers or live ammunition.
5. Any other destructive devices.