

Nardin Elementary School Discipline Policy

Grades 5-8

PURPOSE

As WNY's premier Catholic independent school, Nardin Elementary expects its students to set an example in both speech and actions. It is the school's belief that development of proper and acceptable behavior is just as important as a student's academic development. Only with good classroom behavior can solid education take place. The following discipline policy is a guideline that teachers, staff, and administration will use to help our students grow.

Acceptable student behavior includes:

- Respect for self, all fellow students, all faculty, and all visitors to the school
- Courtesy in speech and manner
- Cooperation with all teacher, class, and school policies
- Self-control in dealing with others
- Concern for the safety and well-being of others
- Acceptance of responsibility for academic and moral learning

Students whose behavior is in violation of any of the above guidelines will be subject to a point-based system of social development and discipline. This system is designed to be a firm, fair and consistent way of working with young people in their social development.

POINT SYSTEM

This system is a cumulative system of tracking points. Each time a student's total reaches six (6) points, a detention will have to be served. Until that detention is served, the student will not be allowed to participate in any special events or extra-curricular activities, including sports.

At the end of each quarter, any points issued that quarter that do not total six (6) points, will be forgiven and, as such, no longer count towards a detention. The exception to this is any points obtained in the final seven (7) days of a quarter will not be forgiven until the end of the following quarter.

What follows is a guideline for teachers to follow in the assigning of points. The examples listed are examples and in no way all-inclusive. The judgment of the teacher will be final in assigning the points based on the nature and severity of the infraction.

1 Point

- Not returning a signed point

2 Points

- Disrupting the learning environment
- Lack of cooperation with teachers, administrators, other Nardin personnel, or fellow students
- Having food outside of the cafeteria
- Running in the halls
- Out of Dress Code
- Rudeness or Excessive noise
- Publicly arguing the issuance of a point* or making a public display of getting a point.

3 Points

- Disobeying an adult's reasonable request
- Disrespect towards another student
- General mischief
- Misbehavior in Chapel
- Inappropriate language
- Chewing Gum

4 Points

- Inappropriate behavior while representing the school (bus, sports, field trips, etc.)
- Cell phone usage or use of other electronics while in school or when prohibited during school events
- Throwing food or other items

5 Points

- Skipping class
- Destruction of school property
- Disrespect of teacher or adult
- Blatant disregard of school policies

6 or More Points

- ANY act of bullying, hazing, intimidation or harassment
- Verbal or written threats towards anyone
- Unsafe/Injurious behavior
- Any criminal act
- Physical violence
- Possession of any weapon
- Possession or use of any illegal drug or misuse or distribution or sale of any Prescribed drug or any over the counter medication**

Because behavioral development is an on-going process that involves the entire school, any teacher, faculty, or staff member can give any student a point. Moreover, this discipline policy applies to any students at ANY time they represent the school. This includes the bus, field trips, sporting events and any other special or extra-curricular event.

Parents will be notified in writing each time their child receives a point. Students are expected to have their points signed and returned to the issuing teacher the next school day. Parents will be notified both by phone and in writing each time their child reaches six (6) points.

Detention will be conducted on Tuesday, Wednesday and Thursday from 3:15 – 4:15. It is the parent's responsibility to pick up their child after detention. During detention, students will be expected to sit in silence and think about their offense. They may be given a writing or reading assignment, but will be not be allowed to do homework or any other outside work. A student may not participate in any extra-curricular activities until the detention is served.

* Students who receive points are expected to honor the teacher's judgment. If the student believes s/he has received the point in error, s/he is to speak to the teacher privately, after-class to discuss the issue. Any student who publicly argues or makes a scene will be given two (2) additional points. However, the teacher will make the final judgment.

SUSPENSIONS

In addition to issuance of points for physical violence, any act of fighting will result in an immediate in-school suspension. If it is clear that there was an aggressor in the fight, the aggressor will receive two (2) days and the other student will receive one (1) day. If it is not plainly and abundantly clear that either student was the aggressor, both students will receive two (2) days.

Following a second suspension for fighting at any point throughout the year, the student and parent will be required to attend a meeting to determine whether the student will be allowed to remain at Nardin.

DISCIPLINARY HEARINGS

Following the second detention in any one quarter, the student and his/her parents will be required to attend a disciplinary hearing before a student can participate in any extracurricular activity. Disciplinary hearings can be called at any time to discuss the behavioral development of any student. The Disciplinary Hearing Committee will consist of at least three members of the school faculty/administration. The parent(s) and students involved must attend. Possible courses of actions developed from Disciplinary Hearings can be behavior contracts or continued removal from extra-curricular activities. Expulsion is a possible outcome of any disciplinary hearing. The principal will inform the parents of the final outcome of any disciplinary hearing. When expulsion is under consideration the school will follow the policy and procedures in Appendix 2. And where appropriate, the school will work in full cooperation with any law enforcement agencies in dealing with any criminal activity.

CONCLUSION

Discipline works best when the school and parents work together. We ask that the parents trust the teacher's judgment and work with the school in its attempt to find effective and appropriate ways to develop proper behavior in their child. If, at any time, the parent has any question, comment, or concern they are highly encouraged to speak to the teacher or principal. Nardin Academy is a private institution and, as such, reserves the right to accept or dismiss any student for any reason at any time. Due to the variety of violations and their severity, the preceding policy acts only as a guideline, and in no way acts as a contract or all-inclusive document.

APPENDIX 1
HARASSMENT

Everyone who spends their day at Nardin Academy has the right to be free from all forms of harassment. Whether based on sex, race, national origin or any other reason, and whether it manifests itself verbally, non-verbally or physically, Nardin will not tolerate unwelcome, offensive and targeted harassment of any individual. This includes cyber-bullying. Should you feel that you are the victim of harassment, you should report it to either the principal or any teacher. This information will be held in strictest confidence and investigated with all due expediency, respecting the privacy and dignity of all involved. If found that a complaint is valid the proper disciplinary actions will be taken with the aim being to end the harassment. This policy is in compliance with the NYS Dignity for All Students Act (DASA), August 14, 2012.

APPENDIX 2
EXPULSION

While the permanent dismissal of a student is an extreme measure, there are times when specific acts or repeated patterns disrupt the safety of the school or its learning environment to such an extent that remaining at the school is not in the best interest of Nardin or other students. Thus, Nardin reserves the right to expel any student when necessary.

When this occurs, parents will be notified in writing that expulsion is a consideration and why it is being considered (along with a summary of the history of prior disciplinary measures, if any). A meeting will be called between the parents, teacher(s), principal and/or president. Minutes of this meeting will be kept. Within 48 hours of this meeting, the principal and the president will confer and a final decision will be made. Parents will again be notified in writing and the student's record appropriately marked.

APPENDIX 3 (Bullying)

PROCEDURE

“Bullying is a pattern of repeated aggressive behavior, with negative intent, directed from one child to another where there is a power imbalance.” Dr. Dan Olweus, Olweus Bully Prevention Program.

The following is the procedure that we will follow when there is an incident of bullying:

- 1) Each party involved in the altercation meets individually with the principal. The Dean of Discipline and other discipline staff may also participate in the meeting when requested to do so by the principal.
- 2) The meeting will be documented as each involved party is given the opportunity to give their statement of what happened. Any additional information (i.e. previous issues with the parties involved) will also be discussed and documented.
- 3) Assistance and support will be provided for the target (the student who is the target of bullying).
- 4) The principal, Dean of Discipline and discipline staff will review the situation and decide on a course of action that is appropriate to the situation. Parents will be contacted and disciplinary actions may include the following:

- * Written of verbal apology
- * Loss of privileges
- * Detention
- * Suspension
- * Expulsion

BULLYING/HARASSMENT REPORT FORM

Adult Receiving Report: _____

Date and Time of Incident: _____

Who reported the bullying:

_____ Targeted child

_____ Bystander

_____ Staff

_____ Parent

Targeted child: _____

Student(s) who bullied: _____

Where the incident Occurred: _____

Description of Bullying Behavior: _____

Are there any immediate safety needs? _____

Specify Concerns:

_____ Physical Injury

_____ Damaged Property or Clothing

_____ Fears

_____ Retaliation

_____ Emotional Needs

_____ Other

Describe: _____

Action Taken: _____

