



**2010 – 2011
Middle School Discipline
Handbook**

Discipline and Conduct

Rationale

All students at Lourdes Catholic School are responsible for their actions. To succeed, discipline must ultimately be “self-discipline.” Where a student is not capable of exercising appropriate self-discipline, the school will impose sanctions. Teachers and administrators have a legal and moral mandate to insure student respect for persons and property, and to insure an orderly educational climate in the school. We believe that the student body deserves to have a school experience uninterrupted by disorder or disrespect. Lourdes Catholic School is a unique educational institution in which the spirit of Christ-like charity, respect for each other and those in authority, and mutual cooperation are essential. To achieve this goal, there must be open communication between the school and the parents. Teachers need to communicate their concerns to the parents. Written notes, e-mails, telephone calls, blogs, and conferences are used frequently in middle school. Parents should bring their concerns to the teachers via the same routes. Mutual benefits accrue when there is a meaningful and positive exchange of information between home and school. We want to work together in the best interests of our students.

Student Rights and Responsibilities

1. All students have the right to be free from harassment and physical torment while in class, passing through the halls, or on the school grounds.
2. All students and staff members have the right to be treated with respect and, in turn, have the obligation to treat others respectfully.
3. All students have the right to participate in extra-curricular activities as long as they have met the requirements of Lourdes Catholic School policies.
4. All students have the right to a fair hearing on disciplinary matters with the understanding that the final decisions are made by the school.
5. All students have the right to bring their concerns about school matters to the attention of the staff and administration of the building.

Problem-Solving Procedures

Basic Understandings for Effective Communication for Parents

1. Try not to speak negatively about a teacher in front of the student; it is detrimental to your child’s learning. Remember, the relationship that facilitates learning is the one between the student and the teacher.
2. If you are upset, wait until you can calmly discuss the situation before initiating communication. Effective communication takes place when both parties can talk and listen.
3. It is not appropriate to call a teacher or administrator at his or her home unless he or she has specifically given you their home phone numbers.

Students, parents, or teachers occasionally have concerns or feel that there are problems during the school year. Regardless of who initiates the discussion, these are the steps that can be taken to address the issues.

1. If the **student** feels that there is a problem, then student should discuss the problem with the teacher, preferably one-to-one. If the student is shy, the student should write a note to the teacher explaining the problem.
2. If the problem goes unsolved or if the **parent** feels that there is a problem, then the parent should contact the teacher explaining the problem. The teacher will respond in a timely manner.
3. If the problem persists, then a parent should schedule an appointment with the teacher. Or if the **teacher** feels that there is a problem, then the teacher may elect to schedule an appointment with the parent. Including the student at this level may or may not be in the student’s best interest. This will be decided on a case-by-case basis.

4. A plan of action may need to be developed to address the problem. Time must be given to seek resolution.
5. Follow-up action will be decided on.
6. If the problem persists, a conference will be scheduled with the parents, teacher, Principal, and student.

Lourdes Catholic School deals with a variety of cases involving discipline. We do not attempt to define all examples of misconduct or inappropriate behaviors. Instead, Lourdes reserves the discretionary privilege of interpreting matters of discipline on an individual, case-by-case basis.

Basic Classroom Rules:

- Show respect to others and property
- Follow directions
- Be prepared for class
- Raise your hand; be acknowledged; then speak
- Stay in seat
- Complete work
- Do not leave the room without permission

Minor disciplinary infractions may include:

- Lack of respect for others and/or their property
- Defiance of school authority
- Gum chewing
- Repeated noncompliance of school dress code
- Gambling/card playing
- Obscene or vulgar language
- Bullying or Harassment, Initiations, Hazing
- Theft
- Inappropriate use of technology
- Unauthorized use of safety equipment (false fire alarms, improper use of fire extinguisher)
- Violation of Cell Phone/Electronic Device Policy (See LCS Student Handbook for policy)

Major disciplinary infractions may include:

- Cheating/Plagiarism
- Use and/or possession of alcohol or drugs
- Possession of any weapon
- Smoking
- Possession of pornographic literature or objects
- Immoral acts or behavior
- Vandalism
- Insubordination (extreme and consistent defiance)

A student may face immediate suspension or expulsion for major disciplinary infractions.

Teachers/Administrator will respond to misbehavior or violations with the following:

1. Rule Clarification
2. Reprimand and warning to student (a Discipline Report may be used to streamline communication)
3. Consequence (may include Detention)
4. Parent(s) notification (may include a Discipline Report)
5. Conference with Parent(s)
6. Counseling services (if necessary)
7. Additional consequences, meetings as determined by the Principal

Cheating/Plagiarism:

Lourdes Catholic School is committed to academic integrity. The administration and teachers/staff expect all students submit course work that reflects their individual original efforts.

Examples include:

1. Turning in a paper retrieved from an Internet source as one's own.
2. Using another student's work in whole or part and handing it in as one's own (including copying other's homework).
3. Using information from an encyclopedia, book, textbook, web site, database, etc. without citing the source.
4. Using any facts, statistics, graphs, drawing, pictures, sounds, or other piece of information without citing the source.
5. Paraphrasing another person's unique ideas without citing the source.
6. Letting someone else (other than the student) write portions of a paper.
7. Inventing sources.

Consequences for cheating/plagiarism:

- When a student cheats/plagiarizes, the student will receive no credit for the assignment, the student's parents will be notified (in writing or by phone), and a disciplinary report will be given.
- If the plagiarism is deemed by the teacher to be unintentional, the teacher will impose a penalty. The student may be asked to rewrite the assignment in keeping with proper scholarly practice and resubmit it for evaluation. The teacher may reduce the student's grade for the assignment.

Detentions

1. Detentions will be given for minor infractions, violating basic classroom rules, and for every 4th dress code violation.
2. The teacher involved will fill out the new "Lourdes Catholic School Discipline Report" form and send it home with the student.
3. The parent needs to sign the form and return it to school within the next two school days. If the form does not come back by then, an additional detention will be issued.
4. The first two detentions will be "lunch detentions." The student will eat lunch in the assigned classroom in silence and remain in that classroom for recess. This will usually be on Wednesdays.
5. The 3rd, 4th, and 5th detentions will be "after school detentions." These will be served after school on Wednesday from 3:10 to 4:00 regardless of prior scheduled events. After School Care fees will be charged if the student is not picked up promptly at 4:00.
6. After the 4th detention, there will be a parent meeting with the Middle School Team to devise an action plan to improve the behavior.
7. A 5th detention will result in a one-day in-school suspension
8. The student starts this process over after the in-school suspension.
9. Each semester is a fresh start for every student.

Art

Students are expected to arrive to Art on time with supplies (scissors, glue, and a pencil). Mrs. Taube will supply rulers. If a student accumulates 3 unexcused tardies per quarter, then a detention will be issued. A detention will be issued for each subsequent tardy.

If you come to class with a supply missing, it is a strike. Mrs. Taube will contact the parent and indicate what the student was missing for class. The student will have one week to come to class with all the appropriate supplies. After three strikes, a student will be given a detention. A detention will be issued for each subsequent offense.

Music

Students are expected to arrive to Music on time and prepared for class. If a student accumulates 3 unexcused tardies per quarter, then a detention will be issued. A detention will be issued for each subsequent tardy.

If you come to class with a supply missing, it is a strike. Mrs. Talbot will contact the parent and indicate what the student was missing for class. The student will have one week to come to class with all the appropriate supplies. After three strikes, a student will be given a detention. A detention will be issued for each subsequent offense.

Band

Students must be in their seat with their instrument no later than 2:35. If this expectation is not met, then the student will be tardy. If a student accumulates 3 unexcused tardies per quarter, then a detention will be issued. A detention will be issued for each subsequent tardy.

Students must always have their materials for rehearsal and/or lesson. This includes their instrument, music, method book(s), folder, pencil, reeds, valve/slide oil, and a good attitude. If the student has 3 unexcused/forgotten instrument times, then they will be given a detention. A detention will be issued for each subsequent offense.

Students must attend their 15-minute lesson each week. If they have 3 unexcused absences per quarter, then they will be given a detention. A detention will be issued for each subsequent unexcused absence

The Discipline Committee:

The individual teacher will handle normal disciplinary matters. Crisis situations, which need immediate attention and are not able to be accommodated by the teacher, are to be referred to the Principal.

Disciplinary cases, which do not reach satisfactory conclusion through one of the above means, will be referred to the Discipline Committee. The Discipline Committee is comprised of three faculty members and an alternate member, appointed by the administration. One of the faculty members will be appointed to serve as the Chair of the Committee. The Discipline Committee will meet as cases require.

1. The disciplinary case must be documented by the referring teacher.
2. The teacher and the student will present their case to the Discipline Committee. The Committee will review the testimony and supporting documentation provided by the teacher(s) and student(s) involved. Although students may request the presence of witnesses to speak on their behalf, the Committee may approve or deny such a request. The Committee may also request the presence of a student, faculty member, or administrator to respond to specific questions or to provide specific information. The goal of the Committee is to render a recommendation to the administration. The administration is not bound by the recommendation of the Discipline Committee. At the conclusion of the Committee's deliberation, the Chair will submit a written report to the Principal in a timely manner.

**Lourdes Catholic School Middle School Discipline Handbook
Acknowledgement Form**

Please sign and return to school by Monday, September 13, 2010

I have read the Middle School Discipline Handbook, understand the rules outlined, and will follow these rules.

Student's Signature

Date

I have read the Middle School Discipline Handbook and understand the rules outlined, and will follow these rules.

Parent's Signature

Date