

DISCIPLINE

STUDENT CODE OF DISCIPLINE

- ✠ We cooperate and respect each other
- ✠ We respect everyone else's property
- ✠ We follow directions the first time given
- ✠ We bring required materials to class each day
- ✠ We raise our hands silently to be acknowledged by the teacher before speaking in class
- ✠ We do not get out of our seats for any reason without permission from the teacher
- ✠ We understand that lying, cheating, or stealing will not be tolerated
- ✠ We know that hitting back, fighting, bullying, or threatening remarks are not marks of Christian behavior and that such behavior will not be tolerated in school
- ✠ We come to school ready to work and be academically engaged.

Discipline is maintained when students work cooperatively toward the attainment of classroom and school objectives. Home and school must reinforce each other in philosophy and values to be successful in obtaining these objectives.

For this reason, the school has a system whereby students are effectively reminded that order and organization are absolutely necessary in a teaching-learning situation. Students are aware that disrespect, inappropriate behavior and nonconformity to rules will not be tolerated.

If an action is serious enough as determined by the teacher and principal, more immediate and direct measures will be taken in accordance with Archdiocese policy. It is the policy of St. Bartholomew Catholic School to notify and involve parents in disciplinary action. Parents are their children's primary educators and need to be aware of their behavior while at school.

DISCIPLINARY PROCEDURES

Students in Pre-K through 2nd grade do not follow a formal referral system; however the same kind of behavior and teaching of self-control is expected. The classroom rules and consequences are determined by the teacher and administration and applied as is age appropriate. Consistent communication between home and school is encouraged to enable the growth to occur.

The following policies are therefore in place for Pre-Kindergarten through 2nd grade students.

1 st Offense	Verbal Warning
2 nd Offense	3-5 minutes in "Thinking Area"
3 rd Offense	Loss of 5 minutes of recess or Center Play time
4 th Offense	Written notification and phone call home
5 th Offense	STAR Conference

When dealing with a severe offense, an immediate referral will be made to the administration and sent home and if needed a parent-teacher conference will be scheduled. Severe offenses include, but are not limited to biting and/or kicking another student or teacher, and throwing objects.

- † Pre-K and Kindergarten do not serve detention
- † Three (3) written referrals require a parent-teacher conference
- † Fourth referral will lead to a suspension

The following policies are in place for 3rd-5th grade students who commit minor violations:

1 st Offense	Verbal Warning
2 nd Offense	3-5 minutes in “Reflection Area” or loss of recess
3 rd Offense	Phone call
4 th Offense	Written notification and phone call home
5 th Offense	STAR Conference

***** Once a conference is held, a behavior plan must be developed with the assistance of the parents. If a child receives 2 more notes after the conference, they will automatically receive a detention.**

The following policies are in place for 6th-8th grade students who commit minor violations:

1 st Offense	Verbal Warning
2 nd Offense	Phone call
3 rd Offense	Written notification and phone call home
4 th Offense	STAR Conference
5 th Offense	Detention

DISCIPLINARY PROCEDURES

Students in 1st through 8th Grade follow a detention system. Violations of the discipline code are divided into two categories: minor and major

Minor Violations

When a student commits a minor violation, he/she is issued a note, as well as a phone call home. Once a student has accumulated three (3) notes and phone calls, he/she will receive a referral to serve a detention.

Minor violations are as follows:

1. Chewing gum

2. Eating outside the cafeteria
3. Failure to comply with school, classroom or cafeteria rules
4. Failure to return a signature of a parent or guardian on important papers by the time assigned (i.e. agendas, communication folders, etc.)
5. Improper Class or PE Uniform (*refer to Dress Code*)
6. Use of any make-up, including nail polish
7. Wearing excessive jewelry (hoop earrings)
8. Bringing prohibited items to school
9. Late to class
10. Excessive talking
11. Annoying to classmates

Major Violations

When a student commits a major violation, he/she is automatically issued a detention. The school has a well-established policy for running detention for serious disciplinary infractions. Detention will run on Wednesdays from 3:00-4:00 PM. Serving detention will now include school community duties such as arranging books, picking up litter, or keeping the school campus clean (manual labor) and/or written assignments.

Students are to be picked up promptly at the end of a detention. Students not picked up will be sent to the After Care Program and a fee will be incurred. Failure to comply with a detention will result in other disciplinary measures.

Major violations may also result in suspension or expulsion. The school reserves the right to suspend or expel a student whose behavior is a detriment to the school

Major Violations are as follows:

1. Abuse of school property.
2. Association with alcohol or drugs
3. Cheating
4. Plagiarism
5. Disrespect for, or an impertinent attitude toward any member of the faculty, staff, or student body
6. Fighting (all parties will receive punishment)
7. Bullying or making threats against a student, parent or faculty member.
8. Forging of any signature
9. Lying
10. Obscene materials; possession and distribution of materials which are contrary to common decency and morals
11. Stealing
12. Smoking

13. Abusive foul language
14. Failure to report for detention
15. Academic Indifference
16. Truancy/Skipping class
17. Harrassment of any kind towards students, parent, or faculty members
18. Throwing objects
19. Improper church behavior
20. Possession of any perceived weapon or potentially dangerous item
21. Public display of affection
22. Posting inappropriate items, comments, etc. on the internet
23. Perceived threatening of any member of the faculty or student body or of any parent.

It is the responsibility of the student to present the note home or the detention slip to the parents for signature. If a student fails to do so, he/she may be issued a referral for failure to comply with school regulations. **Referral and detention slips must be signed and returned the day after the issue date.**

When students are issued detentions, a call will be placed to the home by the teacher who wrote the referral. Any student with three (3) or more detentions will be immediately placed on Disciplinary Probation for the rest of the school year. Upon receipt of the fourth (4th) detention, a student will be suspended. Disciplinary Probation will also be applied to any student earning six (6) or more detentions during the previous school year. If a student placed on Disciplinary probation receives a detention, he or she will be suspended from school (the length and time of suspension will be determined by the Administration). Any student who does not report to detention will be suspended for the following school day. A student whose behavior continues to be a detriment to the classroom and the school may be expelled from St. Bartholomew Catholic School.

When a student is suspended, he/she may not participate in any sports or school activities neither academic nor extracurricular during the length of the suspension.

A student's conduct grade may be lowered as follows:

3 Notes Home	3	Developing Appropriately
1 detention	2	Needs Improvement
1 suspension	1	Unsatisfactory

Any conduct whatsoever, both in or out of school, by a St. Bartholomew Catholic School student that is not in keeping with the philosophy/objectives of St. Bartholomew Catholic School, which the school administration considers detrimental either to the student, to the other students, or to the school itself shall be deemed and accepted by all parties concerned as adequate cause for strict disciplinary action. This includes suspension of the student

from classes and/or campus for a stated period, and/ or expulsion of the student from the school for the balance of the academic year without re-admission privilege or refunding of tuition. The administration reserves the right to terminate all relationships with the student at any time during the academic year when by the decision of the Principal and/or Pastor, such student/school relationships are no longer mutually beneficial.

The school administration reserves the right to expel any student at any time for any action, behavior, or attitude that could, in the administration's sole view, affect in any way the overall learning environment or the image of the school community.

ANTI-BULLYING POLICY

St. Bartholomew School is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of St. Bartholomew School.

I. Definition

- a. **Bullying** may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

II. Scope

- a. This policy prohibits bullying that occurs either:
 - i. on school premises before, during, or after school hours;
 - ii. on any bus or vehicle as part of any school activity; or
 - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

III. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

IV. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.
- b. False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

ENFORCEMENT

The school has a Discipline Committee headed by the Assistant Principal. Daily monitoring, enforcement and communication is a group effort involving teachers, coordinators and administration. Student violations will be communicated to parents by the issuing teacher.

UNIFORM CODE

Students are to be in complete uniform every day. A student who is out of uniform will be asked to call home to have the parents bring the proper uniform. If this cannot be done, the student will not be allowed to go to class.

**Eighth grade uniform is “gradfathered” except for Mass and PE uniform and socks.
Uniforms**

GIRLS

Pre-K 3 – 2nd Grade

plaid polo dress with logo (**official Mass**)
heather grey short sleeve polo with logo
plaid skort (**PK only**)
long plaid skort
navy flat front slacks
navy pull-up full elastic pants (**PK only**)

3rd-5th Grade

light blue short sleeve polo with logo
long plaid skort (**official Mass**)
navy flat front slacks

6th-8th Grade

white long sleeve blouse with logo (**official Mass**)
white short sleeve blouse with logo (**official Mass**)
plaid skirt (**official Mass**)
navy capris
navy flat front slacks
plaid sash

Belts

Black belt must be worn if bottom has a belt loop

Shoes

Pre-K 3 to 2nd grade - black Mary Jane style

3rd – 8th grade - black oxford style ONLY
No heels or patent leather

Socks

white low rise socks with school logo

BOYS

Pre-K 3 – 2nd Grade

heather grey short sleeve polo with **logo (official Mass)**
navy flat front pants (**official Mass**)
navy pull-up full elastic pants (**official Mass- PK only**)
navy pleated front shorts (with or without cuffs)
navy full elastic waist **shorts (PK only)**

3rd-5th Grade

light blue short sleeve polo with logo (**official Mass**)
navy flat front pants (**official Mass**)
navy pleated front shorts (with or without cuffs)

6th-8th Grade

white long sleeve oxford with logo (**official Mass**)
White short sleeve oxford with logo (**official Mass**)
Navy/grey Columbia blue necktie (**official Mass**)
Navy pleated pants (**official Mass**)

Belts

Kinder thru 8th Grade – black dress belts are to be worn at all times (pants or shorts)

Shoes	Pre-K 3 and Pre-K 4: black Velcro shoes Kinder thru 8th: black oxfords style ONLY
Socks	white low rise socks with school logo
School P.E. Uniform: (all students)	heather grey with screenprint PE T-shirt long royal blue with screenprint PE short heather grey with logo sweat-top heather grey with silkscreen sweat-pants PE shoes must be all black or all white sneakers

Winter Wear:

All students are required to be in proper school uniform on cold days. Sweaters with hoods are not allowed. Students are permitted to wear ONLY the heather grey with **school logo sweatshirt and/or the heather gray/navy contrast sleeves school jacket** on cold days. In addition, you may wear **plain navy blue cardigan sweater**. School sweatpants and school sweatshirts will ONLY be permitted on days when P.E. is scheduled. Optional winter clothing has been added to the uniform policy to avoid having students wearing their P.E. sweats on days when P.E. is not scheduled. Please keep this addition to our school policy in mind when purchasing uniforms for the coming school year.

Jewelry

Girls may wear:

Stud earrings **only**

A single, lightweight chain with a cross or religious medal

A watch

(No other jewelry is permitted)

Boys may wear:

A single, lightweight chain with a cross or religious medal

A watch

(No other jewelry, including rubber bracelets, is permitted)

Hair and Personal Appearance

Girls:

Hair must be kept neat and off the face.

Hair coloring is not appropriate at this age and is not permitted.

No make-up of any kind is permitted

Nail polish (unless clear) and fake or acrylic nails are not permitted. Nails are to be kept short and clean.

No body piercings or visible tattoos (Students may be subject to immediate dismissal.)

Boys:

Hair should be cut neatly and evenly in a simple style.

Tails, lines, spikes, braids or coloring is not permitted.

Middle school aged boys are not allowed to have facial hair.

No body piercings or visible tattoos (Students may be subject to immediate dismissal.)

ANTI HARRASSMENT POLICY

The Archdiocese of Miami schools are committed to providing a school environment that is free of discrimination. In keeping with this commitment, Archdiocesan schools will not tolerate harassment of school employees or students occurring in the school, at assignments outside the school, or at school-sponsored events. Such conduct is immoral and illegal and will not be tolerated.

If any employee or student feels that he/she has experienced or witnessed harassment, that person must immediately notify his/her Principal. However, if the Principal is the individual who is believed to be harassing the employee/student, then the employee/student notifies the Pastor/Supervising Principal (or, in schools without a Pastor/Supervising Principal, the Superintendent of Schools). An appeal would be made to the Superintendent of Schools or the Vicar for Education. The Archdiocese forbids retaliation against anyone who has reported harassment.

Harassment consists of unwelcome conduct, whether verbal, physical, and/or visual, that is based on a person's protected status, such as sex, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status or other protected group status.

1. Sexual harassment includes, but is not limited to the following behaviors:

- † Intentional brushing against, patting or pinching another's body
- † Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, unwanted physical contact and blocking movements
- † Leering with sexual overtones, display of sexually suggestive objects, posters or cartoons.

2. Verbal Harrassment:

- † Involves derogatory comments, jokes, or slurs about a person's gender, race, religion, ethnic origin, physical characteristics, or family

3. Physical Harrassment:

‡ Involves unwanted physical contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal activity or movement

ARTICLES PROHIBITED IN SCHOOL

Only those items needed for classroom use should be brought to school. **Personal belongings such as radios, walkmans, cellular phones, pocket knives, picks, tapes, CDs, toys, video games, any kind of playing cards, etc. are not allowed in school.** There are exceptions at the teacher's discretion, (i.e. a special game day), but any exceptions must be submitted in writing and approved by the principal. Students who do not adhere to this policy risk having the item taken from them and not returned. **Any articles confiscated from students will be placed in an envelope labeled with the student's name and grade and submitted to the Administration for storage. These articles may be picked up by the parent at the end of the school year.**

PUBLIC DISPLAY OF AFFECTION

The Catholic school promotes friendship, charity, kindness, love, and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which express more than simple friendship, are not permitted in school, at dances, or at any school event. Those who violate these rules will be subject to the disciplinary measures of the school, including detention, suspension, or dismissal. The administration reserves the right to determine what is appropriate behavior in a Catholic school.

SUBSTANCE ABUSE POLICY

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from school.

Any student selling or distributing drugs, alcohol or cigarettes on school property or at school functions will be immediately expelled.

All Archdiocesan schools are committed to a drug free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of, substance abuse, the school may require that the student undergo substance abuse testing. If the results of the test suggest abuse and the substance was not used on or brought to campus, the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in dismissal from the school.

At times, the school may choose to conduct random drug testing of the student body. While this measure may not often be implemented, the scourge of substance abuse in our society is so serious that the administration may consider it an effective and justifiable way of combating the problem.

WEAPONS POLICY

Weapons are not permitted anywhere on school grounds, transportation or event. Students who bring weapons to these areas, who are in possession of weapons, or who threaten others with weapons or items used as weapons will be expelled from the school.

SEARCH AND SEIZURE

The Principal or his/her delegate has access to book bags, handbags, desks, or any other objects that are brought onto the campus of the school, and may remove any object which is illegal or contrary to school policy.