

DISCIPLINE

Ursuline Academy defines orderly conduct as that behavior which contributes to, rather than detracts from, an academic atmosphere and is appropriate to a young Christian woman.

Discretionary Clause

Although the rules set down in this handbook address the most frequent violations of students, Ursuline Academy reserves the right to adjust the punishment for an infraction depending upon individual circumstances. The school also maintains the right to address behaviors not identified in this handbook that, in the professional judgment of the administration, are clear violations of the values on which Ursuline Academy is established.

OFFENSES

Minor Offenses

Morning Detentions are given for violations of school rules and will be issued for the following infractions:

- Violations of Ursuline Academy's dress code, including failure to bring the school blazer to school Masses and/or designated occasions;
- Food or drink taken outside of the cafeteria areas (including water bottles and all drink containers before, during and after school);
- Tardiness to class after first period;
- *Leaving lockers unlocked;*
- *Leaving book bags or belongings unattended;*
- Failure to carry a hall pass while processing through the halls during class time;
- Chewing gum;
- Inappropriate language;
- Disturbance of a worship service;
- Misconduct at an assembly or another school-related activities;
- Being in an unsupervised area of campus before, during, or after school hours;
- Failure to get official school documents (including detentions) signed.

Major Offenses

Saturday detention, suspension or expulsion may be the punishment for serious infractions. These infractions include but are not limited to:

SATURDAY DETENTION

- Improper check-in/ check-out procedure;
- Possession of or use of cell phones after the first bell and before dismissal;
- Disrespect to a faculty or staff member;
- Lying to a faculty or staff member;
- Dance dress code violations;
- Attempting to throw away lunch trays or utensils.

SUSPENSION

- Possession of obscene or pornographic books or pictures on campus;
- Use of blasphemous and/or obscene language;
- Insubordination toward a faculty or staff member;
- Participation in any obscene or pornographic acts on or off campus;
- Misuse of the Internet or computer resources;

- Truancy from school or leaving school without permission;
- Vandalism;
- Physical fighting on or off campus;
- Possession or use of alcohol or alcoholic beverages on campus, while in uniform, or at a school-sponsored activity**;
- Attending a school-sponsored activity after drinking alcoholic beverages**;
- Possession or use of tobacco on campus, while in uniform, or at a school-sponsored activity**;
- Harassment of any nature;
- Verbal or written threats (including threats via the Internet) against the school, teachers, administration, staff, or students.

EXPULSION

- Possession or use of a firearm or dangerous weapon on campus, while in uniform, or at a school-sponsored activity**;
- Stealing and /or possession of stolen property;
- Possession of or use of illegal drugs on campus, while in uniform, or at a school-sponsored activity**;
- Any behavior, on-campus or off-campus, that adversely impacts the well-being of another member of the school or the good name and reputation of Ursuline Academy, including violations of civil or criminal law.

**Students may be held accountable for the behavior of their dates or guests at school activities.

Academic Honesty and Integrity

Cheating and plagiarism, or assisting someone in the act of cheating or plagiarizing, are serious offenses that compromise both the student's academic integrity and her educational experience. Actions that are considered violations of academic honesty and integrity include the following offenses:

1. Unacceptable Testing Behavior: Students are not to look at another student's test or paper, use unauthorized notes or other materials during an assessment, share information with another student, exchange verbal or non-verbal signals, or engage in any other clearly-delineated behavior as specified by the teacher.
2. Plagiarism: The student's responsibility is to clearly distinguish between the words and/or ideas of someone else and her own words and/or ideas. Failure to accurately document the source of the materials used in student work shall be considered a violation of Ursuline Academy's honesty and integrity policy.

Punishment for violations of academic honesty and integrity will include a mandatory grade of "F" for the assignment in question, and a mandatory Saturday detention for the first offense; a mandatory one-day suspension, a Saturday detention and a mandatory meeting with the student, her parents and the school administration for a second offense. A third offense may result in expulsion from Ursuline Academy.

PENALTIES FOR INFRACTIONS OF SCHOOL RULES

Written Punish work
 Personal Detention
 Morning Detention
 Saturday Detention
 Suspension
 Disciplinary Probation
 Expulsion from School

Disciplinary Procedures in the Classroom

Discipline at Ursuline Academy is a shared responsibility among all faculty and members of the administration. The primary disciplinarian in the classroom is always the teacher. To ensure that students

understand the role of the teacher as primary disciplinarian, classroom disruptions are to be handled through a series of procedures that give teachers recourse to disruptive student behavior.

If a teacher deems a student's behavior as "disruptive," the following steps shall be followed:

- 1) Upon the first offense, a teacher is to issue a verbal warning instructing the student to modify her behavior.
- 2) If a second offense occurs, the teacher shall instruct the student to complete a page of written copy work (The *Discipline* section of the Student Handbook from the bottom of Page 25 through the bottom of Page 29). If a student fails to complete the written assignment, she will receive a personal detention and will be required to complete the punish work she has already failed to complete
- 3) If a third offense occurs, the student will be told to report to the teacher to serve a personal detention at the discretion of the teacher. The teacher must give the student one day's notice prior to the administration of the personal detention. **At this point in the Disciplinary Procedures, the teacher will notify the Dean of Students and the Counseling Department of the detention via email.** *The personal detention* shall not last longer than one hour and the teacher must assign adequate copy work (Pages 25 through 29 of the Student Handbook) to fill the hour of detention.
- 4) Should a student disrupt class after Step 3, the teacher is to refer the student to the Dean of Students, who will facilitate a conference with the student and teacher. The teacher will contact the student's parent via email or telephone to inform the parent of the discipline problem. The Dean of Students will also assign a morning detention to the student. The student must serve the teacher's personal detention before she receives a school detention.
- 5) If a student is disruptive more than once in a class period, the teacher should call the office and tell the Dean of Students that a student is being sent to the office for multiple disruptions. The Dean of Students shall facilitate a meeting between the teacher and the student. The teacher will contact the parent via telephone or email to inform the parent of the discipline problem.

Morning Detentions

Morning detentions are given for violations of minor school rules. They are administered between 7:00 a.m. and 7:50 a.m. on Tuesdays and Fridays of each week. Students who have been assigned morning detention must be given a one-day notice prior to serving the detention. The student must sign the detention when the detention is issued. Teachers must bring the signed detention form to the Dean of Students' office before 4:00 p.m. the day the detention has been issued to the students. Detentions submitted to the Dean of Students' office past 4:00 p.m. will not be recognized.

Morning detention begins promptly at 7:00 a.m. Students who arrive after 7:00 a.m. will serve the rest of the detention plus an additional detention. Students who arrive after 7:20 a.m., or students who do not arrive at all, will serve an additional two detentions.

During detention, students will copy pages 25 through 29 of the Ursuline Academy Student Handbook. Any student who does not complete the assigned punish work will be given an additional detention.

Saturday Detention

Saturday detentions are given for offenses that have been deemed as more serious than the punishments given for morning detentions. Saturday detentions last three hours and are scheduled for every other Saturday. Students who are assigned Saturday detention must bring \$5.00 for the administration of the Saturday detention, payable the morning of detention. All students who are assigned Saturday detention must report to school in full uniform and will copy the *Discipline* section of the Ursuline Academy Student Handbook, from the bottom of pages 24 through 31. Detention notices will be issued to the student prior to the *Saturday detention*. *The notice must be signed by a parent and returned to school on the scheduled detention day.* Students must be picked up promptly at the end of the assigned detention time or a fee of \$5.00 per half hour will be charged. A student is allowed to reschedule one Saturday detention per semester with permission from the Dean of Students. Students who are more than 5 minutes late for Saturday detention must serve the remainder of the assigned detention plus an additional morning detention. Students who are more than

twenty minutes late will serve the remainder of the assigned Saturday detention plus an additional Saturday detention.

Suspension

The Dean of Students may suspend students who commit major offenses as well as those who repeatedly violate school rules. Students who are issued five (5) morning detentions in one semester will receive an in-school suspension. In addition, any student who receives a suspension will also receive a mandatory Saturday detention, which will be served on the next Saturday detention date.

During the time of the suspension, the student may not participate in any school-sponsored activities and she will be counted absent from classes. Students must complete all assignments during the in-school suspension, including tests and quizzes. Teachers will provide suspended students with daily work and students will receive credit for any daily work, quizzes, or tests completed during a suspension. Parents will be notified of the suspension both by phone and letter.

Disciplinary Probation

Any student who is suspended may be placed on disciplinary probation with terms of the probation determined by the school administration. The probation will remain in effect for the rest of the academic year. A student who violates the terms of her probation may be required to appear before the Discipline Board, and/or she may be asked to withdraw from Ursuline Academy.

Expulsion from School

The decision to dismiss a student from school lies solely with the principal.