

Saint Anthony Academy

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ACADEMY DISCIPLINE AND HONOR CODES

INTRODUCTION

Education, properly so-called, is the process of perfecting the highest human faculties, the intellect and the will. Thus, education is more than mere communication of facts; it is above all a process of moral development of the human character, forming a person to know truth and to love goodness.

In his encyclical on Catholic education, *Divini Illius Magistri* of December 31, 1929, Pope Pius XI expresses the purpose and goal of Catholic education: “The true Christian does not stunt his natural faculties; but he develops and perfects them by coordinating them with the supernatural. He thus ennobles what is merely natural in life and secures for it new strength in the material and temporal order, no less than in the spiritual and eternal.”

Saint Anthony Academy (SAA) is dedicated to perfecting the intellects and wills of its students, and achieving the above stated goals of Christian education. It proposes to accomplish this by following the “preventive system” of education as employed by Saint John Bosco. This method is based on reason, religion and kindness.

SAA strives to instill the necessity of knowing and understanding the Catholic Faith and putting it into action by the practice of virtue. As Catholics, we all have the duty to fulfill our state in life and this includes school age children whose duty it is to be diligent in their studies and pursue the course of acquiring knowledge through their classroom studies and learning the Faith and their place in life. SAA is committed to providing an exemplary education and ensuring the most conducive environment for learning. Since part of the learning environment is an organized setting where students may participate in their studies, discipline and honor are the key ingredients to ensuring proper education is maintained. We know by experience and the circumstances of this fallen life that there are many temptations and stumbling blocks placed before us and our children on the road to Heaven. Being a Catholic institution that upholds the traditions and teaching of Holy Mother the Church, SAA has instituted a Discipline and Honor Code system to maintain proper conduct in a

moral academic setting. Violations of either Code will be dealt with swiftly and judiciously ensuring the offense is dealt with the correct level of severity to rehabilitate the offender. (The punishment should fit the crime).

Parental Responsibilities

Parents are given the responsibility by God for the discipline of their children. The parents of children attending SAA delegate this authority to teachers and administrators during the school day and at school activities.

If parents have questions regarding specific disciplinary actions, it is their responsibility to discuss these questions with the teacher involved, and not to bring their grievances to other parents, faculty or students (including their own children!). If matters are not resolved with the teacher, the parents can then discuss the problem with the Principal.

Policy Limits

The Discipline Code applies to all students while they are on school grounds or at recognized school functions. The student's behavior at other times or places as an individual is under parental responsibility and is not the responsibility of the Academy. However, behavior that impairs the

reputation of SAA cannot be ignored. Therefore, any behavioral offenses that may occur outside the limits established in this policy will be considered as to their severity and impact on the name of the Academy, and may be punished accordingly. Moreover, the Academy reserves to itself the rights to search desks, lockers, bags, etc., of the students at any time and expel any student for any offense which the Academy deems sufficiently grave.

ACADEMY DISCIPLINE CODE

For those students who do not obey the rules of the Academy, or who, by their attitude, do not meet the Academy standards, one or more of the following disciplinary measures shall be applied:

1. Individual teachers may subject students to written punishments for infractions of the rules, whether in or out of class.
2. The Principal or Assistant Principal may suspend students.
3. Other disciplinary measures may be applied, as dictated by circumstances, with the approval of the Principal.¹
4. Serious violations by a student may be referred to the Honor and Discipline Board² for possible expulsion.

¹ Parents agree to permit the teachers and principal of St. Anthony Academy to touch your child. The manner in which your child may be touched will vary – a teacher might hold his hand, touch her arm, touch his back, guide him to his seat, etc. If your child is disrupting class, the teacher may lead him by the hand or arm out of the room. The use of hands on your child will be employed to maintain peace and order in the classroom.

A teacher will never spank your child, paddle your child, use a ruler or other object to hit your child. A teacher will never act in a violent way toward your child.

5. Demerits will accumulate for each quarter and will be erased at the start of the next quarter. A probationary period of the first three days of school year will be enacted and any demerits given during that period will be erased. This will allow the children to adjust to the new school year and the Discipline Code.

INFRACTIONS

Infractions are divided into three categories and are punished according to their severity.

Minor Infractions

These are incidents of a minor nature, attributed more to the thoughtlessness of youth than to defective disposition on the part of the child. Examples of infractions falling into this category include but are not limited to the following:

- Disorder in desks or lockers
- Unexcused or excessive tardiness
- Neglect of school property
- Causing disturbance in class or during line-up

² The Honor and Discipline Board will be made up of a three member panel consisting of the pastor of St. Athanasius Roman Catholic Church or his appointee, a Board member and a teacher not directly involved with the incident or related to the student.

Neglect or improper performance of academic duty
Uniform violations
Possession of any electronic equipment not previously approved
Missing homework
Missing school books/supplies
Missing Rosary
Not having proper uniform/uniform items for school Masses (missals for all students, veils for girls)
Talking in class without permission
Note passing in class

Minor infractions will be handled immediately by the teacher who is present. The punishments for these minor infractions will be at the teacher's discretion, and may range from standing in the corner to losing recess. Unless a pattern develops, parents will not be informed of these offenses.

Major Infractions

These are incidents of a more serious nature, and include but are not limited to the following:

Insubordination or deliberate disobedience
Lying
Fighting
Poor Sportsmanship
Persistent failure to submit homework

Excessive repetition of the more minor infractions listed in Section I

Infractions of this nature will be punished as above as well as by demerits, the number given to be determined by the discretion of the teacher. In addition to the above, conduct demerits may be given according to the nature of the offense and are also at the discretion of the teacher who witnesses the behavior.

Grave Infractions

These are incidents of a grave nature and include but are not limited to the following:

Conduct or spirit prejudicial to the school
Repeated lying
Cheating (addressed in the Honor Code)
Grave or repeated disrespect
Stealing
Vandalism or destruction of property
Indecent conversations or comments
Possession of immoral material

Infractions of this nature will be punished by suspension or expulsion. Suspensions, either *in-school* or *out-of-school*, may be of shorter or longer duration, depending on the gravity of the offense.

Notice of Disciplinary Action

Parents will be officially notified of major and grave infractions and of the disciplinary measure taken. This will be done by means of an incident report, a copy of which will be retained in the student's file. A meeting with the Principal may be requested.

PUNISHMENT FOR DEMERITS

After receiving three (3) cumulative demerits in a given quarter, the student will lose all afternoon activities, including PE, on the next Friday that school is in session. This time will be spent copying pages from a book designated by the principal.

After five (5) cumulative demerits in a given quarter, an after school detention will be given. The student will stay after school for one-half hour (kindergarten – 6th grade) or one hour (7th grade and up) standing against the wall. Detentions will be on a designated day once a month.

After ten (10) demerits, the principal shall impose either a two week *in-school suspension* or shall expel the student for the remainder of the quarter depending on the circumstances of the case. Additional demerits over ten will result in a referral

to the Honor and Discipline Board for further action at its discretion.

SUSPENSION

Suspension is the withholding from the student the privileges associated with attending St. Anthony Academy. The purpose is to discipline the student for a period of time in which the student can reflect upon the seriousness of past actions and take the necessary personal steps to correct his behavior and/or attitude. Suspensions are also used for the benefit of the common good which may be harmed by the action of a given student.

Unless otherwise indicated, the suspension will be an *in-school suspension*. The student will sit in classes but will not be permitted to socialize with peers during any part of the school day. In addition, the student will not be permitted to participate in art, PE, music class or any special school activities during that week. Morning recess will be spent in the corner and afternoon recess will be spent writing about the violation he committed, the long-term implications of that violation and how the violation will affect his neighbor and himself, the shame it brings upon him and disappointment to his family. The student may be required to copy a Gospel or spiritual lesson that is applicable to the violation.

The intent of this discipline is to rehabilitate the offender and correct his behavior. The importance of being responsible for one's own actions and words is the primary point of the Discipline code and the punishment for infractions.

Upon the event of an *out-of-school suspension*, the student will not be allowed to attend classes at St. Anthony Academy during the week which the student is suspended. All homework will be sent home and be due on the day of the return. In addition to assigned homework, the student may also be required to write about the violation he committed, the long-term implications of that violation and how the violation will affect his neighbor and himself, the shame it brings upon him and disappointment to his family. The student may be required to copy a Gospel or spiritual lesson that is applicable to the violation.

EXPULSION

Expulsion is the permanent dismissal of a student from St. Anthony Academy. A student may be expelled for academic, honor, or disciplinary violations.

ACADEMY HONOR CODE

The Honor Code system at SAA is primarily instituted to encourage our children to practice virtue in all areas of their life including their studies. SAA desires to instill in our children the beauty of learning and the ability to use their talents wisely by putting them into practice. Our children must also learn to respect the talents of others and value doing and completing their own work. These traits properly instilled will foster good study and work habits that will reap benefits for life and a sense of self-accomplishment for work completed while avoiding self-complacency. Our children must also learn to guard their own intellectual property and to respect the privacy of other students.

We want our children to know and understand that it is the honorable thing to strive always to do what is right and it is dishonorable to commit or allow behavior which violates the Commandments of God, offends our neighbor, and tarnishes our reputation. With this in mind, the Board, in union with the principal and school's spiritual director is implementing an Honor Code and merit/demerit system that will be used in conjunction with the standing Discipline Code. Honor Code violations, actions that are *malum in se*, include but are not limited to plagiarism, cheating, stealing, copying another's work, and lying. Each of these serious and intentional infractions is defined below:

Plagiarism – 1. a piece of writing that has been copied from someone else and is presented as being your own work 2. the act of plagiarizing; taking someone's words or ideas as if they were your own

Lying – 1. To present false information with the intention of deceiving 2. To convey a false image or impression

Stealing – To take (the property of another) without right or permission

Cheating – 1. To act dishonestly; practice fraud 2. To violate rules deliberately, as in a game 3. *Law* -- Fraudulent acquisition of another's property.

Punishment procedures for cheating:

First Offense - a zero for the work in which the infraction occurred and a one week *in-school suspension*

Second Offense - a one week *out-of-school suspension*. Work will be sent home to the student and will be due upon the date of return.

Third Offense – convening of the Honor and Discipline Board. If the student is found guilty by the Honor and Discipline Board, the student will be expelled. **The parents will honor their commitment to the tuition financial obligation**

for the year. The student’s transcript will be annotated that he was expelled for violation of the school’s Honor Code.

Punishment procedures for other infractions of the Honor Code:

First infraction – a one week *in-school suspension*

Second Infraction – a one week *out-of-school suspension* Work will be sent home to the student and will be due upon the date of his return. .

Third Infraction – convening of the Honor and Discipline Board. If the student is found guilty by the Honor and Discipline Board, the student will be expelled for the balance of the academic year. **The parents will honor their commitment to the tuition financial obligation for the year.** The student may reapply for the next school year and may be readmitted on a probationary basis if the SAA Board determines the student will be able to integrate back into the SAA school environment. If no further infractions of the Honor Code occur, the expulsion will not appear on the student’s transcript. If the expelled student does not reapply to SAA, then it will be annotated on the student’s transcript that he was expelled for violation of the school’s Honor Code.

*REVISED JUNE 2015