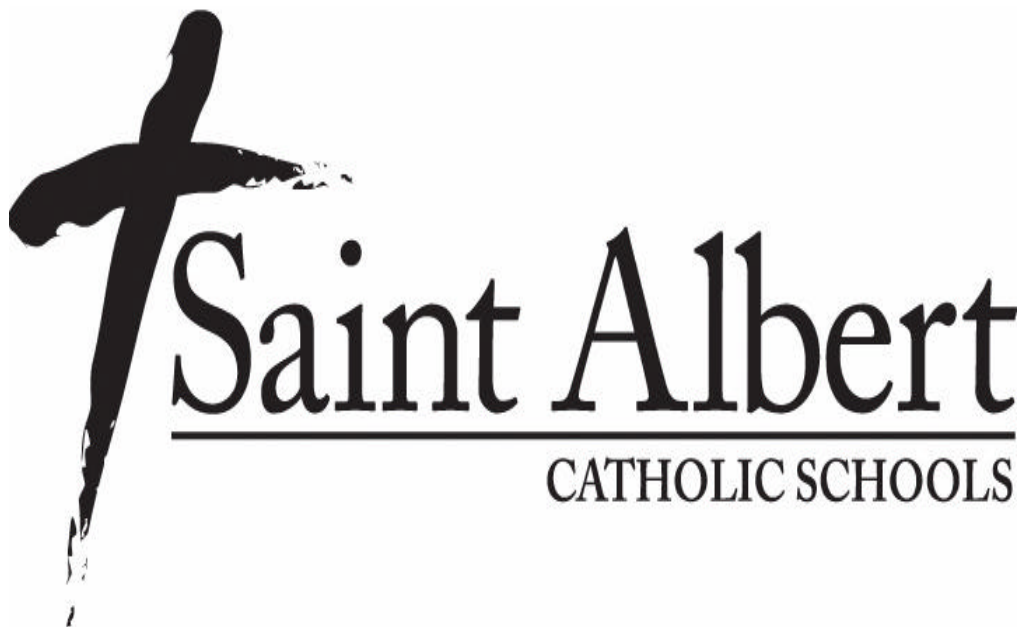


# **CODE OF CONDUCT 2009-2010**

**“Let no one look down on you because of your youth,  
but be a continuing example of  
love, faith and purity to believers...  
Attend to your duties; let them absorb you,  
so that everyone may see your progress.  
Watch yourself and your teaching. Persevere at both tasks.  
By doing so you will bring to salvation yourself and all who hear you.”  
(1 Timothy 4:12, 15-16)**



## **FOREWORD**

The St. Albert Code of Conduct is designed to assist students to live by the principles of a school rooted in our Judeo-Christian Scripture and Spiritual beliefs.

Two sets of principles will guide the students' behavior. The first set of principles is the obedience to the Ten Commandments, the Beatitudes, and the moral teachings of Jesus Christ. The second set of principles are the moral and ethical laws of the Church with particular emphasis on the six precepts of the church.

St. Albert is a school system dedicated to the spiritual, intellectual, physical, and social development of its family of students. This Code of Conduct was created so that students choosing this environment will have the opportunity to achieve these goals to their fullest potential.

By selecting St. Albert you are agreeing to abide by this code of conduct and understand that this Code of Conduct is intended to cover the behavior of a St. Albert student year round. Infractions involving drugs, alcohol, tobacco, or any other criminal activity, regardless of whether or not they occur on school grounds or during the school day, will be subject to the consequences outlined in the Code of Conduct.

This Code of Conduct applies to all St. Albert students. Consequences for Primary and Intermediate students may be altered depending upon the nature of the incident and/or age of the student.

Anonymous allegations about student misbehavior will not be investigated.

## **DUE PROCESS**

Due process rights for St. Albert students are defined by Area Board Policy. It is our practice to inform every student of the rules.

St. Albert students will be given an opportunity to be aware of the Code of Conduct, which includes the consequences for their actions. Students will be made aware of the matters leading to the proposed discipline and may provide their perspective on a situation, which may result in disciplinary action. Students, or their parents, may appeal disciplinary actions to the Building Principal, if not satisfied with the results, then they may appeal to the President of the St. Albert system.

Principals or the President may recommend that a student withdraw from the school. Following a full and fair review of all available facts, the Board of Education may expel a student. Expulsions may be permanent.

## SECTION I – HELPFUL DEFINITIONS

The following defined items are some of the terms used in the Code of Conduct.

**ALL-SCHOOL DETENTION (GRADES 7-12):** A detention results from an accumulation of demerits or may be assigned by an administrator for various infractions of school rules or procedures (e.g. for leaving school without permission). If a student accumulates 12 unserved detentions they will automatically be placed on one day of In-School Suspension (ISS) followed by 10 days full probation. The student will have 8 detentions removed for the day of ISS. This time will be spent in quiet time facing the front of the room with students' hands folded on the desk. If a student is assigned an all-school detention it must be served within the next two days.

**ALL-SCHOOL DETENTION RULES (GRADES 7-12):** The following rules are to be followed for all-school detentions:

1. No communication is allowed (Detention time will be spent as quiet time).
  - a. Talking (or making noises of any sort) once the student has entered the detention room is prohibited.
  - b. Non-verbal communication (i.e., looking around the room, making eye contact, facial expressions, hand gestures, etc.) is prohibited.
2. Detention Begins at 7:15 A.M. (Tuesday – Friday)
  - a. If a student is not in the detention room by 7:15 A.M. they will not be allowed to serve on that day and it will be doubled if the detention was last notice.
  - b. Students who are not in compliance with the dress code (including students with 01 P.E. class) will not be allowed to serve on that day.
  - c. Students should store their possessions in their locker prior to detention as possessions may not be brought into the detention room.
3. Students must face the front of the room with hands folded on desk.
  - a. Detention time will not be used to do homework or to leave with another teacher to do work for them.
  - b. Students must remain awake, alert, and attentive or they will be removed and will not receive credit for serving a detention.
  - c. No activity of any sort is allowed.
  - d. Students who put their head down on the desk will be removed and will not receive credit for serving a detention.
  - e. Students who take their hands off the desk will be removed and will not receive credit for serving a detention.
4. Attendance will be taken at the end of Detention.
5. Detention ends at 7:45 A.M.
  - a. Students will be informed when the detention has ended.
  - b. Any student who asks about the time will be removed from detention and will not receive credit for serving a detention.
6. Any act that disrupts detention is unacceptable.

**DEMERIT (GRADES 7-12):** A demerit is a recorded notice of an infraction of school rules. Accumulated demerits will result in detentions, probation, in-school suspensions and/or expulsion.

**EXPULSION:** Expulsion of a student is the sole responsibility of the Area Board of Education. Normally, other means of correction must have been tried and have failed to bring about proper conduct, or due to the nature of the violation the pupil's presence causes a continuing danger to the safety of other pupils and other means of correction are not feasible. The decision to expel or not is reached only after a recommendation by the principal has been heard and the student and/or parent have had the opportunity for a closed hearing with the Board. The Board may expel a pupil for committing, or conspiring to commit, or cooperating in offenses related to:

1. Damage to or theft of school or private property.
2. Infliction of or threatened physical injury to another person.
3. Possession or sale of weapons or drugs, including alcohol.
4. Disruption of school activities.
5. Failure to abide by school rules (demerit card accumulation of 40 demerits).
6. Starting a fire or bringing materials into the school that would start a fire.

**FULL PROBATION:** A full probation may be imposed by the principal or his/her designee for infraction of school rules or policies where the infraction of school rules or policies does not necessarily demand suspension. It is also used in conjunction with suspension.

Full probation involves:

1. A parent/guardian conference by phone or at a mutually scheduled meeting.
2. A possible written contract indicating the consequences of being sent or referred to the office for ANY disciplinary matter during the period of probation.
3. Exclusion from participating in or attending all extra-curricular activities until the probation is successfully completed. This includes athletics, speech, drama, club activities, dances, etc.
4. Probation time is based on school days the student is in attendance  
Any student who is placed on probation or in-school suspension during the summer months will have the following options:
  - a. If placed on probation, serve up to 3 days of work at school, and then complete their remaining days of probation based on the Code of Conduct during the summer months.
  - b. If on in-school suspension, serve the in-school suspension days (as mandated by the Code of Conduct) by working at school and then, complete their probation days as stated in the Code of Conduct.
  - or
  - c. Wait until school begins in the Fall and serve their probation days as stated in the Code of Conduct.
5. Possible assignment to the counselor or another staff member for assistance in improving behavior.
6. Students may serve a day of their probation whenever Teacher In-Service Days are scheduled. The student will need to come to school at 8 A.M. and do needed work in the school during that day until 3 P.M. in order for it to count as a day of probation.
7. If a student is involved in a sport when they are on probation, any game that they miss due to the fact that they are on probation on a Saturday, Sunday, during vacation or Teacher In-Service days will count as a day of their probation.
8. Any student who self reports an incident that would place the student on in-school suspension or probation will receive 3 days off of their probation time. A student must self-report the incident by 8:05 A.M. or as soon as they report to school the next school day after the incident occurs to be eligible for the reduction of probation days for self-reporting.

**IN-SCHOOL SUSPENSION:** The principal or his/her designee may specify the imposition of an In-School suspension for a period not to exceed three school days. In-School suspension may be imposed for infractions of school rules or policies. If a student accumulates 12 unserved detentions they will automatically be placed on one day of In-School Suspension (ISS) followed by 10 days full probation. The student will have 8 detentions removed for the day of ISS. Before making a decision to suspend a student, the administrator shall notify the accused student of the charges against him/her and shall afford the accused an opportunity to speak in his/her defense.

In-school suspension involves:

1. A parent/guardian conference by phone or at a mutually scheduled meeting.
2. Exclusion from participating in and attending all extra-curricular activities until the probation is successfully completed.
  - a. It includes athletics, dances, etc.
  - b. A full probation follows in-school suspension
3. Assistance in improving behavior through counseling.
4. All in-school suspension days are served first and then the days of probation will begin. Such as, if you are given 3 days of in-school suspension and 15 days probation, you must serve the 3 days of in-school suspension and then the 15 days of probation begin.
5. Any student who is placed on probation or in-school suspension during the summer months will have the following options:
  - a. If placed on probation, serve up to 3 days of work at school, and then complete their remaining days of probation based on the Code of Conduct during the summer months.
  - b. If on in-school suspension, serve the in-school suspension days (as mandated by the Code of Conduct) by working at school and then, complete their probation days as stated in the Code of Conduct.

or

  - c. Wait until school begins in the Fall and serve their probation days as stated in the Code of Conduct.

**LIMITED PROBATION:** A limited probation may be imposed by the principal or his/her designee for infractions of school rules where the infraction does not necessarily demand a full probation.

Limited probation involves:

1. A parent/guardian conference by phone or at a mutually scheduled meeting.
2. Possible assignment to the counselor or another staff member for assistance in improving behavior.

**OFFICE REFERRAL:** An office referral results in a student being sent to the office to be seen by an administrator related to a disciplinary matter. Consequences will follow and may include such things as detention, probation, loss of privileges, etc.

**OUT-OF-SCHOOL SUSPENSION:** Out-of-school suspension is used when other disciplinary methods have failed or when the student's presence is a threat to other students or detrimental to the best interests of the school. Parents will be notified promptly of the suspension and of the facts leading to the decision to suspend. A student or parent may appeal a suspension as per school board policy. Upon return to school, the student is placed on full probation.

**POSSESSION:** Possession is defined as owning, having or being in control of material either physically (on one's person) or within one's personal sphere of influence (in lockers, vehicles, bags, etc.). In alcohol situations, possession is defined as being on the premises where alcohol is served or consumed illegally.

**RESTITUTION:** Restitution is defined as the replacement cost involved in replacing, or repairing a victim's incurred loss or damage. Arrangements for the determination and payment of restitution must be made between the student's family and the injured/damaged party.

**VIOLATING PROBATION:** Violating a Full Probation or Limited Probation will result if a student has any other probationary infractions.

Violating probation involves:

1. Parent Notification.
2. One additional day of in-school suspension (per violation).
3. Probation days will start over following in-school suspension with an additional five days added (per violation).
4. Assistance in improving behavior through counseling.

## **SECTION II – ATTENDANCE**

Because of the impact on their academic success and the work ethic they are establishing, students are expected to be present when school is in session. Administrators reserve the right to determine whether an absence is excused or unexcused.

### **1. UNEXCUSED ABSENCE**

- A. One detention for each class period missed and/or incident of leaving school grounds without permission and parent notification (first incident).
- B. Full probation and detention (second incident).
- C. Referral to the Area Board for action pursuant to diocesan policy.

### **2. EXCESSIVE ABSENCE**

- A. (GRADES 7-12) Notification will be sent to parents at 10 absences/tardies in a class informing them that at 12 absences/tardies their child will be put on an attendance contract.
- B. (GRADES 7-12) Upon the 12<sup>th</sup> absence/tardy from any one class in a semester, a contract with limited future absences allowed is initiated between the school, parent and student. A violation of the contract will result in loss of credit. By providing the high school office with a signed note from a doctor or dentist for a medical appointment, these days will not count toward the 12 absences/tardies that result in an Attendance Contract.
- C. (GRADES 7-12) A failure will result after fifteen absences/tardies in any class during a semester unless proper doctor/dentist excuses are provided to the office immediately following the illness.
- D. (GRADES K-6) Upon the 12<sup>th</sup> day absent from school, in a semester, a contract with limited future absences allowed is initiated between the school, parent, and student. A violation of the contract can result in withdrawal.

### **3. TARDINESS**

K – 6<sup>th</sup> grade:

- A. Parent notification

7 – 12<sup>th</sup>:

- A. Detention (if tardy is to school) – Demerit (if tardy occurs after the students school day has begun)
- B. Full probation

### SECTION III – DEMERIT CARDS (GRADES 7 – 12)

The purpose of the St. Albert Demerit Card is to provide immediate and consistent consequences for irresponsible behavior. We want each student to be aware of what behaviors result in receiving demerits. Graduated consequences for student's behavior are implemented through the demerit card. A student must have his/her demerit card on their person at all times when at school or at a school function (dances, games, etc), and they must hand it over without questions whenever asked for by a teacher, administrator, or staff member. If a student does not produce their demerit card when asked, the teacher will report this to the office and an automatic detention will be issued. The cost to replace a lost demerit card is \$5 + two additional demerits.

If a student forgets or does not have their demerit card, a one-day temporary card will be issued without penalty as long as a student, on their own initiative, immediately reports to the office to obtain one. If a student receives a demerit while on a temporary card, the teacher will take the card and send it to the office. It is the student's responsibility to get another temporary card. A temporary demerit card will not be issued for consecutive days. If the student does not have their card on the second day they will receive an automatic detention for each day that they do not bring their card or purchase one. If a demerit card is washed and is not useable the student may bring the washed piece(s) to the office and a new demerit card will be issued at no cost. If a washed card is no longer legible the student will receive two demerits on the replacement card. Whenever a replacement card is issued the student will automatically receive two demerits. This is due to the fact that we have no way of knowing how many new demerits were on the washed or lost card.

Improper use and/or falsification of a demerit card will be treated similar to cheating. The student will receive an automatic detention followed by 10 days full probation for the first offense. Each additional offense will result in another detention followed by 15 days full probation.

Demerit cards will show what the demerit was given for, the date it was given, and the initials of the teacher who gave it. Parents will be able to see what demerits their child has obtained at any time by looking at the demerit card.

The following demerit consequences will be imposed for the student actions listed below:

#### **Personal Offenses–1 demerit per offense**

(Jr. High Students)

Books not covered  
Disorderly conduct/horseplay in class/halls/  
lobby/school grounds  
Does not bring assigned textbook to class  
Dress code violation  
Food/drink (full or empty) in academic wings  
Halls without pass/misuse of pass  
Improper possession of backpacks, games,  
laser pointers, etc.  
Student in an unauthorized area  
Tardiness (except 01)  
Waste class/study time

#### **Disruption of Class time–2 demerits per offense**

(Jr. High Students)

Misbehavior/PDA  
Misuse of school property/littering

#### **Personal Offenses–1 demerit per offense**

(High School Students)

Books not covered  
Dress code violation  
Food/drink (full or empty) in academic wings  
Halls without pass/misuse of pass  
Improper possession of backpacks, games,  
laser pointers, etc.  
Student in an unauthorized area  
Tardiness (except 01)  
Waste class/study time

#### **Disruption of Class time–2 demerits per offense**

(High School Students)

Disorderly conduct/horseplay in class/halls/lobby/  
school grounds  
Does Not Have Needed Materials  
Misbehavior/PDA  
Misuse of school property/littering

**Automatic Detentions -3 demerits per offense**

(Jr. High Students)

Defiance of Authority/Disrespect

Improper behavior at liturgies/school functions

Inappropriate language/actions/pornography

Sent to office with referral

Tardy 01

Unexcused absence from class

**Automatic Detentions -3 demerits per offense**

(High School Students)

Defiance of Authority/Disrespect

Improper behavior at liturgies/school functions

Inappropriate language/actions/pornography

Sent to office with referral

Tardy 01

Unexcused absence from class

**Major Infractions – Handled by Administrators**

(Jr. /Sr. High School)

**\*\*Bullying or Harassment**

Sent immediately to principal or assistant principal

**\*\*Throwing Objects**

Automatic Detention

Notify administrator (Grades 7, 8, 9 – Jr. High Coordinator)

(Grades 10, 11, 12 – Asst. Principal)

**\*\*Sexual harassment**

Sent immediately to principal

Notify administrator (Grades 7, 8, 9 – Jr. High Coordinator)

(Grades 10, 11, 12 – Asst. Principal)

**\*\*Cheating/Honesty**

Notify administrator (Grades 7, 8, 9 – Jr. High Coordinator)

(Grades 10, 11, 12 – Asst. Principal)

**\*\*Inappropriate behavior of SA student**

Sent to Jr. High Coordinator (7, 8, 9) or

(In or out of uniform)

Asst. Principal (10, 11, 12)

**\*\*Verbal Assault/Threat on another Person**

Sent to Jr. High Coordinator (7, 8, 9) or

Asst. Principal (10, 11, 12)

**\*\*Improper use of demerit card**

Notify administrator (Grades 7, 8, 9 – Jr. High Coordinator)

(Grades 10, 11, 12 – Asst. Principal)

**\*\*Cell phone out during school day**

Automatic detention off the card – first offense student

may pick up phone after school in the office after the

first offense a parent must pick up the cell phone in the

school office with additional detentions assigned

Automatic additional detention off the card

**\*\*Missed Detention**

**\*\*Text messaging (sending or reading)**

Automatic detention off the card

**\*\*All instances when students are sent to an administrator will be handled under the Code of Conduct.**

Matters dealing with a safe school environment and/or criminal activities will be handled by an administrator under the Code of Conduct (pages 10-13).

**Consequences of Demerits – Accumulation Penalties**

One detention will be assigned at 3, 6, 9, 15, and 24 demerits

Two detentions will be assigned and parent notification at 12, 18, and 27

Parent meeting, probation, and three detentions will occur at 21

Parent notification and three detentions will be assigned at 24 and 27

One-day in-school suspension will occur at 30

Two-day in-school suspension will occur at 33

Three-day in-school suspension will occur at 36

Discussion on removal/expulsion of student will occur at 40

\*When a student reaches any of the above amounts of demerits, the teacher will take their demerit card away and give it to the office. The office will then record the demerits. It is the student’s responsibility to go to the office and get their demerit card back before school begins the next day. They must also get a one-day temporary pass (to cover them for the rest of that day) after their demerit card is taken away by a teacher.

## SECTION IV – RESPECT AND RESPONSIBILITY

St. Albert's greatest hope is that every one of its students is a young person who respects and cares for others. The hope is that this respect is seen here at school and every place the student goes. Caring for and respecting one's friends is easy. The challenge is that a St. Albert student is one who respects and cares for those who are different – a different grade, a different set of interests, a different color, from a different country, from a different school, or from a different background.

Any student who teases, hazes, or disrespects another student is standing in direct opposition to this goal. This type of behavior is sometimes seen in physical or verbal confrontation, but more often it is seen in a subtle and silent form of snobbery or unfriendliness. In either case, the result is the same – people are bound to feel alienated, angry, and hurt.

We often refer to ourselves as a “family”; therefore, we all must absolutely reject these types of feelings and behaviors. St. Albert students have a responsibility to not only reject these negative behaviors, but also to act toward others in a friendly, welcoming, and Christian manner.

Once a student enters St. Albert, that student is responsible for all actions both in and out of school. Any serious violation of school policy, and/or any legal or moral laws could result in serious disciplinary action. This is especially true in cases where the good reputation of the school with the surrounding community is placed in jeopardy.

In most situations, the following consequences are intended to be implemented chronologically.

1. **IMPROPER BEHAVIOR AT LITURGIES OR OTHER SCHOOL FUNCTIONS**
  - A. 3 demerits (Automatic Detentions)
  - B. Written office notification with/without further consequences
2. **SEXUAL HARASSMENT**
  - A. Office referral, parent notification, counseling and/or
  - B. Full probation and suspension and/or
  - C. Recommendation for withdrawal/expulsion
3. **DEFIANCE OF AUTHORITY**
  - A. 3 demerits
  - B. Teacher intervention or
  - C. Office referral with consequences and/or
  - D. Full probation and/or
  - E. Suspension (in or out of school)
  - F. Recommendation for withdrawal/expulsion
4. **UNSPORTSMANLIKE CONDUCT**
  - A. Office referral with consequences (Coaches and sponsors will handle the discipline of participants consistent with general school guidelines)
5. **CHEATING OR ASSISTANCE WITH CHEATING**
  - A. First offense: Parent notification, no credit for work, and full probation for 10 days (grades K-12)
  - B. Second Offense: Parent notification, one day of in-school suspension and full probation for 15 days (grades K-12)
6. **CLASSROOM MISBEHAVIOR**
  - A. 2 demerits
  - B. Teacher intervention
  - C. Office referral with consequences
  - D. Full probation
  - E. In or out of school suspension
  - F. Recommendation for withdrawal or expulsion

7. IMPROPER BEHAVIOR ON THE BUS
  - A. Written warning and parent notification (first referral)
  - B. Loss of bus privileges for one week (second referral)
  - C. Loss of bus privileges for the remainder of the semester (third referral)
  
8. OBSCENITY, VULGARITY, PROFANITY, OR PORNOGRAPHY
  - A. 3 demerits (Automatic Detention)
  - B. Office referral with consequences and/or
  - C. Full probation (minimum of 10 days) (Pornography automatically carries a 10 day probation and is confiscated)
  
9. IMPROPER REPRESENTATION OF THE SCHOOL WHILE WEARING A ST. ALBERT UNIFORM
  - A. Office referral with consequences
  
10. CONDUCT UNBECOMING A ST. ALBERT STUDENT
  - A. Office referral with consequences
  - B. Full probation
  
11. SEXUAL MISCONDUCT
  - A. Teacher intervention
  - B. Office referral with consequences
  
12. VERBAL ASSAULT/THREAT ON ANOTHER PERSON
  - A. Office referral with consequences
  - B. Full probation
  - C. In or out of school suspension
  - D. Expulsion
  
13. MISUSE OF PROPERTY
  - A. 2 demerits
  - B. Written notification to office w/wo further consequences
  
14. FAILURE TO ABIDE BY CORRECTIVE MEASURES – Disruption of School Activities
  - A. Office referral with consequences
  - B. In or out of school suspension
  - C. Recommendation for withdrawal or expulsion
  
15. BULLYING/HARASSMENT
  - A. Office referral with consequences
  - B. In or out of school suspension
  - C. Recommendation for withdrawal or expulsion

## SECTION V – OUR EFFORTS TO PROVIDE A SAFE SCHOOL ENVIRONMENT

St. Albert prides itself on the efforts made to help create a safe school environment. Our goal in attempting to maintain a safe school environment is a priority because it is essential in a school that promotes quality education. Offenses in this category are cumulative throughout a student’s career in grades 7-12.

	FIRST OFFENSE	SECOND OFFENSE
PHYSICAL	Parent notified- 15 days full probation- possible 1 day in-school suspension	Parent notified- 3 days in-school suspension followed by 15 days full probation- possible recommendation for expulsion
ALTERCATION	THIRD OFFENSE	FOURTH OFFENSE
	Parent notified- 3 days in-school suspension followed by 30 days full probation- possible recommendation for expulsion	Parent notified- 3 days in-school suspension followed by 45 days full probation- possible recommendation for expulsion

	FIRST OFFENSE	SECOND OFFENSE
PHYSICAL ASSAULTS ON STUDENTS	Parent notified- 3 days in-school suspension-followed by 15 days full probation- possible recommendation for withdrawal or expulsion	Parent notified- recommendation for expulsion

	FIRST OFFENSE	SECOND OFFENSE
PHYSICAL ASSAULTS ON STAFF	Parent notified- 3 days in-school suspension followed by 45 days full probation- possible recommendation for withdrawal	Parent notified- recommendation for expulsion

	FIRST OFFENSE	SECOND OFFENSE
PLANNING, PROVOKING, OR INCITING PHYSICAL ASSAULTS	Parent notified- 3 days in-school suspension- followed by 15 days full probation- possible recommendation for withdrawal or expulsion	Parent notified- recommendation for expulsion

	FIRST OFFENSE	SECOND OFFENSE
CREATING UNSAFE CONDITIONS (including, but not limited to: fireworks, items used to harm other people, reckless driving on school property, gang-related activity)	Parent notified- possible full probation, suspension, or recommendation for expulsion	Parent notified- possible full probation, suspension, or recommendation for expulsion

## SECTION VI – CRIMINAL ACTIVITIES

Our goal at St. Albert is to afford students an environment allowing for spiritual, physical, intellectual, and social growth. Serious misconduct of criminal activity is in direct conflict with this goal. If there is reason to believe a student has engaged in serious misconduct or possible criminal activity, the good reputation of the school and its other students with the surrounding community is placed in jeopardy.

Because St. Albert is a unique and privileged community, built on the sacrifices of others who share a common belief, each of us is called upon to model and bear witness to the Gospel teachings. Therefore, serious misconduct or criminal activity will not be tolerated. At any time if the pupil’s presence causes a continuing danger to the physical safety of other pupils the student may be suspended or expelled. Offenses in this category are cumulative throughout a student’s career in grades 7-12.

Consequences for criminal activity will go into effect immediately upon a student’s legal citation, admission of guilt, or the presence of clear and convincing evidence of guilt.

	FIRST OFFENSE	SECOND OFFENSE
CONSUMPTION, USE, POSSESSION OR TRANSMISSION OF ILLEGAL DRUGS OR ALCOHOL OR MISUSE OF PRESCRIPTION DRUGS OR INHALANTS	Parent notified- 3 days in-school suspension followed by 15 days full probation	Parent notified- 3 days in-school suspension followed by 20 days full probation
	THIRD OFFENSE	FOURTH OFFENSE
	Parent notified- 3 days in-school suspension followed by 30 days full probation	Parent notified- 3 days in-school suspension followed by 45 days full probation

In alcohol situations, possession is defined as being on the premises where alcohol is served or consumed illegally. When a student is reported as being at a party where alcohol is served, it doesn’t matter the length of time they are there or whether they drank or not, the consequences are the same since the law defines it as possession.

Included with all of these is a mandatory evaluation by an outside agency, at the family’s expense, and full compliance with the agency’s recommendation order to end probation. Also, repeat offenses mean that the student must go to the same evaluation agency they went to the first time so that agency will have a history of that student.

In accordance with Iowa law, students found to be using or in possession of alcohol or a controlled substance on school premises will be reported to the local law enforcement.

	FIRST OFFENSE	SECOND OFFENSE
HOSTING A PARTY (With alcohol and/or controlled substance)	Parent notified- 3 days in-school suspension followed by 20 days full probation	Parent notified- 3 days in-school suspension followed by 25 days full probation
	THIRD OFFENSE	
	Parent notified- recommendation for expulsion	

	FIRST OFFENSE	SECOND OFFENSE
POSSESSION OR USE OF TOBACCO IN ANY FORM	Parent notified- 1 day in-school suspension followed by 15 days full probation	Parent notified- 3 days in-school suspension followed by 15 days full probation

	FIRST OFFENSE	SECOND OFFENSE
THEFT OR CONSPIRING TO STEAL	\$10.00 and under (Parent notified-financial restitution – 10 day full probation \$10.00 - \$100.00 (Parent notified-financial restitution-1 day in-school suspension-15 days probation) Over \$100.00 (Parent notified-financial restitution-3 days in-school suspension followed by 15 days full probation)	Parent notified-financial restitution- 3 days in-school suspension followed by 15 days full probation  (Regardless of value of items stolen)
	THIRD OFFENSE	
	Parent notified-financial restitution-recommendation for expulsion	

	FIRST OFFENSE	SECOND OFFENSE
FIREARMS/USE OF WEAPONS(Transmission, possession, or use of any firearm, or use of any instrument as a weapon)	Withdrawal or expulsion (In accordance with diocesan Policy #517, confiscation of weapons or dangerous objects may be reported to law enforcement officials.)	Withdrawal or expulsion (In accordance with diocesan Policy #517, confiscation of weapons or dangerous objects may be reported to law enforcement officials.)

	FIRST OFFENSE	SECOND OFFENSE
WEAPONS (transmission or possession of any item which could be used as a weapon)	Parent notified- 3 days in-school suspension- 15 days full probation	Parent notified- depending upon the nature of the offense there will be a possible three days of in-school suspension followed by 30 days of full probation or a possible recommendation for withdrawal or expulsion
	THIRD OFFENSE	
	Parent notified-recommendation for expulsion	

	FIRST OFFENSE	SECOND OFFENSE
VANDALISM/ DESTRUCTION OF PROPERTY	\$10.00 and under (Parent notified-financial restitution-10 day full probation) \$10.00-\$100.00 (Parent notified-financial restitution, 1 day in-school suspension followed by 15 days full probation) Over \$100.00 (Parent notified-financial restitution-3 days in-school suspension followed by 15 days full probation)	Parent notified-financial restitution-3 days in-school suspension followed by 15 days full probation  (Regardless of the value of damage)
	THIRD OFFENSE	
	Parent notified-financial restitution-recommendation for expulsion	

	FIRST OFFENSE	SECOND OFFENSE
GAMBLING	Parent notified-Warning	Parent notified-10 days full probation
	THIRD OFFENSE	
	Parent notified-1 day in-school suspension followed by 15 days full probation  (Also, there will be an evaluation by an outside agency at the family's expense and full compliance with the agency's recommendations to end probation)	

OTHER CRIMINAL ACTIVITY	St. Albert students involved in any other criminal activity may be subject to full probation, suspension, recommendation for withdrawal or expulsion depending upon the results of an administrative investigation or legal citations.
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## SECTION VII – ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated. St. Albert is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, St. Albert has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in our school system.

St. Albert prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

## SECTION VIII – ACCEPTABLE USE POLICY FOR TECHNOLOGY

*“Technology must not outweigh our humanity.” – Albert Einstein*

*I pledge as a St. Albert student to be the best I can be. I will be courteous, kind and respectful. It is my responsibility to behave as a Christian in all my actions. It is my duty to complete my schoolwork accurately and on time. I will respect the rights of my peers and be a good role model to all. May God Bless Us All. – written by Sixth Grade, August 2001.*

Technology is a vital part of the approved curriculum in the St. Albert Catholic Schools. The use of school owned and maintained computers is a privilege, not a right, and may be revoked if abused. Technology use must be consistent with the educational and spiritual objectives of the school system. Appropriate and equitable use of the Internet will allow students and staff access to resources unavailable through traditional means. Students’ use must be in support of education, including research and administrative support consistent with school policy. All use, including e-mail, may be monitored in accordance with the Federal Communication Privacy Act [18 U.S.C. \2510-20].

The purpose of the St. Albert Schools system Acceptable Use Policy is to ensure that the Internet usage at school is for constructive educational goals and is consistent with the philosophy of the school system. Because the Internet provides access to computer systems located all over the world, families should be aware that some material accessible via the Internet may contain material that is illegal, controversial, inaccurate, or potentially offensive. The St. Albert Catholic School system cannot control all the content of the information available. However, the school system believes that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. The school system does not condone the use of inappropriate materials and will make precautions to filter access to these materials.

The following are terms and conditions for using the school system technology:

**A. Unacceptable Practices** include, but are not limited to:

1. Giving out our passwords, or other individuals’ passwords;
2. Using someone else’s account or user name;
3. Harassing someone;
  - a. Any use of sites that specifically involve unacceptable topics such as sex, violence or drugs;
4. Seeking unauthorized access to any resource;
5. The use of profanity or inappropriate language in e-mail or electronic communications of any kind;
6. Trespassing in another’s folders, work or files;
7. Transmission of any material in violation of any U.S. or State regulation;
8. Reproduction or transmission of copyrighted material without explicit permission;
9. Downloading, copying, installing, or transmitting commercial software, shareware or freeware without permission from the school’s Technology Coordinator.
10. Private, commercial, or political use.
11. Playing online or downloading games that are not for educational purposes.
12. Never, under any circumstances, use a diskette or CD from any source other than the school without permission of the teacher.

**B. Security:** Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem, you must notify the school Technology Coordinator immediately. Do NOT demonstrate the problem to other users. Note that electronic mail (e-mail) is not guaranteed to be private; system administrators have access to all mail. Messages relating to, or in support of, illegal activities may be reported to authorities.

**C. Vandalism:** Vandalism will result in cancellation of user privileges and may result in suspension or expulsion. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the Internet or to any other computer on the school property. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

#### **D. Netiquette:**

1. Be polite. Never forget the person reading your mail or posting is a real person with feelings that can be hurt. Never mail or post anything you wouldn't say to your reader's face.
2. Use appropriate language. Swearing, vulgarities or any other inappropriate language is unacceptable.
3. Illegal activities are strictly forbidden.
4. Do not use the network in such a way that you would disrupt the use of the network by other users.
5. E-mail is not guaranteed to be private but all communications and information accessible via the network and the Internet should be assumed to be private property.
6. Do not reveal your personal address or telephone number or those of anyone else.
7. Notify an adult immediately if, by accident, you encounter materials that violate the rules of acceptable use.
8. Internet users see typing in all CAPITAL LETTERS as 'shouting'.
9. Do not print anything without permission from a teacher.
10. A good rule to follow is never view, send, or access materials, which you would not want your teachers and/or parents to see.
11. The Internet should not be used to meet unknown people. This is a dangerous practice and could have extremely negative consequences.
12. Please don't stay on line when you are finished (log off when you go to lunch or to class).

**Consequences:** Be prepared to be held accountable for your actions and for the loss of privileges if the terms and conditions of acceptable use are violated. The school system has the right to restrict or terminate information network access at any time for any reason.

Student/staff who violate the Acceptable Use Policy will be subject to disciplinary action according to the Code of Conduct as well as additional consequences which include, but are not limited to the following:

##### **I. Suspension and/or Termination of Computer Use Privileges:**

- 1<sup>st</sup> Violation: Loss of computer privileges for 20 school days
- 2<sup>nd</sup> Violation: Loss of computer privileges for 45 school days and 1-3 school days in-school suspension
- 3<sup>rd</sup> Violation: Loss of computer privileges for 90 school days and 1-3 school days in and/or out-school suspension and possible expulsion

Consequences may be carried over to the following school year.

Students who have lost their computer privileges may attend classes, which are held in the computer labs and/or library while under direct supervision of their teacher.

Parents may request in writing that their student(s) be excluded from using the Internet.

##### **II. Civil or Criminal Prosecution:**

- Should any student violate local, state or federal laws while using the St. Albert Catholic Schools computers or networks, the administration will notify the appropriate authorities to begin the process of civil or criminal prosecution.

##### **III. Payment for Damages:**

- Students and/or their parent(s)/guardian(s) will be responsible for the repair or replacement of computer hardware or software, which has been damaged by abusive or inappropriate actions of the student. This includes additional time spent by Technology staff or vendor.

St. Albert Catholic Schools make no warranties of any kind, whether express or implied, for the service it is providing. St. Albert Catholic Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at your own risk. St. Albert Catholic Schools specifically deny any responsibility for the accuracy or quality of information obtained through the Internet.

Should any student's computer usage result in penalties or damages for which St. Albert Catholic Schools become liable, or result in claims or litigation involving the St. Albert Catholic Schools, the student and their parent(s)/guardian(s) will indemnify and hold harmless the St. Albert Catholic Schools for all damages, penalties and cost incurred by the school system.