

Behavior Expectations / Policies

DISCIPLINARY POLICIES AND PROCEDURES

The MSM community strives to develop a deep sense of respect in each individual student for self, for others, and for the school. The school promotes a safe and secure learning environment during the school day and at all school-sponsored activities. Mount St. Mary administration reserves the right to question any behavior it deems contrary to creating such an environment. All students are asked to follow general behavior expectations, and if those expectations are not met, appropriate disciplinary action will be taken. Information about any Mount St. Mary Academy student who engages in conduct, whether inside or outside the school, which we believe places the student at-risk in any way will be shared by school officials with the parent(s)/legal guardian(s).

FOOD/DRINK/GUM FINES

Students who eat, drink or chew gum in the classrooms, hallways and/or McAuley Center are subject to a \$5 fine. The fine must be paid within seven days or it will double. If not paid by the end of the eighth day, the student will be referred to the Assistant Principal to be handled as a discipline issue. Each repeated offense is increased by \$5. All fines must be paid to the Assistant Principal.

PERSONAL CELL PHONES AND OTHER ELECTRONIC DEVICES

Personal cell phones and other electronic devices are not allowed during the instructional day (smart-watches are prohibited - see Uniform Section). These devices must be turned off and may not be visible or audible during school hours (8:00 a.m. – 3:20 p.m. and/or the end of the official instructional day.) Parent(s)/legal guardian(s) who need to contact their daughter during the instructional day must call the Attendance Office to leave a message. Messages will be delivered at the end of the last period of the day unless otherwise arranged with the Attendance Office. Unauthorized use of cell phones and other electronic devices will result in the following consequences:

- 1st offense: The phone will be confiscated, a parent/legal guardian must pick it up from the Assistant Principal during the school day (7:30 – 3:45) and a \$10 fine will be assessed (payable at the time the phone is picked up.)
- 2nd offense: The phone will be confiscated, a parent/legal guardian must pick it up from the Assistant Principal during the school day (7:30 – 3:45), a \$20 fine will be assessed, and the phone must be turned in to the Director of Discipline every morning before school.
- Any subsequent cell phone infractions will be handled at the discretion of the Administration and could include out-of-school suspension(s) or in-school suspension(s).
- Cell phone confiscation includes phone and SIM card.
- If the infraction involves two students, (one using the other's cell phone) **BOTH** students will be subject to the above consequences.

Misuse of personal cell phones and other electronic devices is defined below:

- The mere possession of sexually explicit images of minors on any device is considered to be child pornography and is prohibited regardless of whether any state laws are violated.
- All involved in sexting, unless they immediately deleted the images, could be subject to discipline.
- Parents and the police might be contacted to investigate.
- Cell phones will be searched if there is probable cause that a criminal violation has occurred, and may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.
- Administrators will use their discretion to determine an appropriate punishment on a case-by-case basis.
- Harassment and bullying related to sexting incidents is explicitly prohibited as outlined in the Bullying Policy.

BULLYING POLICY

Purpose

Mount St. Mary Academy clearly holds that ANY behavior that is considered bullying or in any way violates the intrinsic dignity of the person is totally incongruent with the mission, philosophy and Mercy values upon which our school was founded. Mount St. Mary Academy does not tolerate any form of bullying, harassment, or disruption of the educational process. Nor does it allow for interference with another's educational environment or anything which creates an intimidating, offensive, or hostile educational environment. All students and employees are to be treated with dignity and respect. Bullying or harassment of another person in any form is prohibited. This applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school.

As a school we realize some of this activity may occur outside of the school day and on personal computers. We recognize that these kinds of behavior have a tendency to spill over and affect the school day. In collaboration with the parents and school administrators, we will work to stop this unacceptable behavior.

In our efforts to keep our parent community apprised of Arkansas state law with regard to student harassment and bullying, we offer the following additional information.

What is Bullying?

Bullying comes in many forms and is identified as any behavior (verbal or non-verbal) **repeated over time** that is intended to cause physical, emotional, psychological or social harm. Bullying may be direct (face to face) or indirect and can be in the form of physical, verbal, social or cyber harassment.

The following defines four types of bullying/harassment and lists examples of behaviors not limited to but included in these kinds of conduct:

- Physical bullying/harassment which intentionally endangers the welfare of others

- unwanted touching or contact such as shoving, pushing, bumping, hitting, slapping, tripping, poking, kicking and scratching
- assault
- deliberate impeding or blocking movement, or any intimidating interference with normal movement or work
- damaging or destroying another's belongings or property
- physical acts that are demeaning and humiliating but not bodily harmful.
- Verbal bullying/harassment whether in oral or written form
 - making derogatory comments, jokes, slurs, off-color language or innuendoes;
 - using belligerent or threatening words towards another student or employee
 - name-calling, teasing, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting
 - making fun of another's appearance, physical characteristics, or cultural background
- Social/relational bullying/harassment which is defined as the diminishment of another's sense of self-worth and/or damaging the social status, relationships or reputation of another
 - exclusion from activities or social groups, ignoring, isolating or shunning
 - embarrassing or publicly humiliating another
 - spreading rumors
 - circulating inappropriate notes or drawings
 - using other people to threaten, intimidate, or humiliate another
- Cyber bullying/harassment
 - sending of inappropriate or threatening emails or text messages
 - creating or posting inappropriate or threatening information or pictures on websites (i.e. Facebook, Snapchat, Instagram, etc)
 - posting false or defamatory information about a person

Responses and Consequences

MSM recognizes that not all behaviors should be considered bullying or willful violation of this policy. Each bullying offense will be referred to a school administrator who will investigate and conference with all parties involved. After collecting all information the Administration will take the appropriate disciplinary actions (detention, suspension or expulsion) congruent with the severity of the situation. The administration of MSM reserves the right to treat any single act as severe enough to warrant dismissal from school.

MINOR INFRACTIONS

Detention is a consequence for inappropriate behavior that relates to a school rule infraction. A student receives a detention when by her actions she indicates an unwillingness to cooperate with the standards as noted in the Student and Parent Handbook. Detention is held on Thursday afternoons from 3:25 P.M. – 4:25 P.M. In the event that a school holiday falls on a Thursday, detention is held Wednesday. No student will be excused from detention. Any student receiving a detention, prior to the day for serving it, is to report to the supervising teacher's classroom (as noted on the Weekly Bulletin) by 3:25 P.M. Failure to serve detention as required will result in one additional detention hour to be served the following week. Students with over

two hours of detention must make up the additional hours of time on designated Saturday mornings beginning at 8:00 A.M. **This is non-negotiable.** Any student who has been assigned detention hall and checks out of school before the end of the day will be assessed an additional hour of detention hall. At any point during the school year, if a student incurs three or more detentions per quarter, a parent conference will be called. The student may be suspended or dismissed.

Students will receive a minimum of one hour of detention hall for the following actions. Depending on the severity of the infraction, additional hours may be assigned by the administration. All detention hours will be communicated with the parents prior to the date of service.

1. Any uniform infraction;
2. Tardiness to any class;
3. Wrong place at the wrong time/ Disruptive behavior outside the classroom
4. Missing more than 10 homeroom, activity, and/or lunch periods (unexcused absences);
5. Tardy to school upon receipt of fourth offense and each offense thereafter;
6. Forging a note;
7. Failure to bring note of absence the next school day attended or failure to call school attendance office on day of absence;
8. Possession of tobacco products;
9. Disrespect toward another person or another person's or the school's property (depending on severity; appropriate disciplinary action at the discretion of the Administration.)
10. Insubordination

Repeated Minor Infractions

A parent conference will be held after the third offense of a minor infraction. Subsequent infractions will result in issuance of Saturday School. The student may be subject to probation and/or suspension at the discretion of the Administration.

Saturday School

Saturday School will be served at the school campus from 8:00 a.m. to 12:00 p.m. Students must stay the entire time for credit. Arriving late or leaving early will not be tolerated.

Probation

A student may be placed on probation when negative behavior is repetitive. Probation may precede or be connected with suspension. She may not attend or participate in any co-curricular activities, including club meetings, school dances, and athletics.

SERIOUS INFRACTIONS

In efforts to carry out our mission, at times Mount St. Mary Academy will deem it necessary to take disciplinary action other than Detention Hall. The Administration may find it necessary to assign a student to either in-school suspension or out-of-school suspension for serious offenses.

All suspended days of school will count as unexcused absences. Certain misbehavior or the repetition of serious offenses may require a student to be dismissed from the school.

Suspension is a period of reflection for a student to seriously consider the lack of congruity between her words and her actions, or the implications of a choice or series of choices she has made. She may not attend or participate in co-curricular activities for a period of time set by the Administration. The Principal will make contact with the parent(s)/legal guardian(s) before the student will be allowed back into classes. Detention and probation periods may follow. The student and her parents will be asked to sign written documentation of the suspension.

The following serious offenses warrant suspension and possible dismissal from MSM:

Truancy/Violations of the Closed-Campus Policy - MSM is designated as a closed campus to help insure the safety of all students. Students are not allowed to leave the school campus without permission once they have arrived at school. A student is declared truant if she leaves campus without permission and/or does not attend school without the permission of her parents/legal guardians.

Hazing - Hazing according to Arkansas law means: "Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among fellow students." Such behavior is illegal and totally contrary to the atmosphere and values of Mount St. Mary Academy. Any information received by administration will be turned over to the police.

Threats of Physical Harm/Fighting - Threats or implied threats made against any student or adult at MSM or fighting is inappropriate and will not be tolerated. Written and verbal threats and fighting are treated as serious offenses.

Sexual Harassment - Sexual harassment is any inappropriate visual, verbal, or physical conduct that can occur from an adult to a student, a student to an adult, or a student to a student. This includes conveying rumors or engaging in public displays of affection that are of a sexual nature. Deliberate and/or repeated sexual behavior is not welcome and will not be permitted.

Use of Tobacco Products - MSM is a smoke-free environment. Students are not allowed to use tobacco products of any type on the campus or at any school-sponsored activity. This also includes travel to any school-sponsored activity.

Possession and/or Use of Alcohol and/or Drugs – Possession of and/or being under the influence of alcohol and/or drugs on campus or at any school-sponsored activity is prohibited.

Suspicion of Drug Usage - There are times when students are sent to the Principal's or Assistant Principal's office due to behavior that is uncharacteristic. Uncharacteristic behavior includes but is not limited to: frequent visits to the restroom; skipping classes; not doing well in school; lack

of participation in activities; unusual odors on clothing; unkempt appearance; mood changes, hostility, or lack of cooperation; physical changes – red eyes, runny nose, dilated pupils, weight loss; and/or erratic behaviors (as defined by the Office of National Drug Control Policy).

If during contact with the student the Principal or another administrator suspects the behavior is caused by drug usage, the following will occur:

- The parent(s)/legal guardian(s) will be contacted immediately and be required to pick up the student;
- A family conference will be held with the Principal and/or Assistant Principal. The student's counselor may also be included in this conference for program advice and support.
- The student is subject to a search of her personal property.
- If Administration deems necessary, drug screening will be required immediately. The cost of this drug screening is the responsibility of the parents.
- The student may not return to school until screening results are received.

Possession of Illegal Drugs - Incidents of student involvement with illegal drugs during the school day, on the school grounds, or at a school-related activity are of such a serious nature that a student is liable for expulsion. Student involvement with illegal drugs includes but is not limited to: having possession of; using; distributing and/or selling; and/or having possession of drug paraphernalia. The police may be contacted by the administration if illegal actions warrant further investigation. MSM Administration reserves the right to dismiss a student at any time that behavior or attitude of the student is judged to be contradictory, to misrepresent or to be harmful to the atmosphere and values of MSM. The Principal has the final recourse in all disciplinary situations.

Prescription Medication - It is against school policy to distribute, share, or sell any type of prescription medication. All prescription medications should be noted on the medical cards.

Vandalism - Vandalism is the destruction of or damage to any property. Students are asked to respect the property of the school and the property of other institutions that are related to school-sponsored activities. In addition to suspension, a student and/or her parent(s)/legal guardian(s) may be held responsible for the cost of damaged property.

Theft - Theft occurs when a student takes or borrows something from another individual, whether a student or an adult, without prior permission. In addition to suspension, a student will be asked to return the item(s) obtained through theft. If this cannot occur, the student and/or parent(s)/legal guardian(s) may be held responsible for the cost of all items.

Gang/Cult Involvement - Gang involvement will not be tolerated. All apparel, extreme hair color, haircuts or hairstyle, language, graffiti, and/or behavior with gangs or cults will be taken seriously. Information received by the administration will be turned over to the police.

Violation of the Acceptable Use Policy – Student use of the computers at Mount St. Mary Academy and the MSM internet is a privilege, not a right. The purpose of making computers and internet available to our students is to support research and education by providing access to unique resources and the opportunity for collaborative work. Inappropriate use as outlined in the Acceptable Use Policy will result in loss of privileges and appropriate disciplinary action.

DRUG SCREENING POLICY AND PROCEDURES

The purpose of drug screening at Mount St. Mary Academy is to help ensure a safe and healthy environment for our students, encourage students to refrain from the use of illegal drugs, and to assist any identified drug using students to become drug-free.

Our policy requires that a certain percent of the student body be randomly drug screened each month of the school year.

1. Screening Administration:

- a. The method to determine the presence or absence of drugs will be urinalysis. Urine sampling detects and measures use of particular drugs/alcohol within recent past days. The drug screens currently available test for the presence of substances such as amphetamines/ methamphetamines, cocaine, opiates, marijuana, barbiturates, benzodiazepines (Valium, Librium, Xanax and other tranquilizers), and alcohol.
- b. All reasonable steps will be taken to assure the dignity of the student and confidentiality of information. Each student will be assigned a code number to insure confidentiality with the screening. This number will label the sample throughout the screening process.
- c. A statistically valid random selection process will be used to select students for screening on days determined by the Principal or Assistant Principal. Once selected and screened, each student's name is returned to the pool for possible testing again in the same school year.
- d. A certified lab will administer tests to students on campus and the testing of samples will occur at their lab. The lab utilizes several adulteration precautions.
- e. A Mount St. Mary Academy administrator will be present during screening to ensure privacy and dignity for the student.
- f. Any student admitted after the beginning of the school year will be required to be drug tested.
- g. Any student unable to provide a urine sample within the testing period will automatically be placed in the next testing group. If this occurs a second time, the student will be required to check out of school with a parent/guardian chaperone and go to the testing lab until a urine sample can be provided.

Positive Results Screening:

If the drug screening is positive, the screening agency will place the sample under review. During this process, the parents will be notified of the results by the agency and be given the opportunity to verify legal use of the drug via prescription or a signed doctor's note. **The Principal/Asst. Principal will be notified of positive screens only when there is no proof of authorized prescription drug use.** This information will remain confidential and will only be

referred to the student's guidance counselor if requested by the parent/guardian. If the parent/guardian does not comply with the stipulations of the process, the student will be withdrawn immediately from Mount St. Mary Academy. The invitation to attend/remain will be denied.

*If the student is an athlete, a member of a spirit group, or a member of the student government, the student is also subject to the consequences outlined in their respective handbooks. The appropriate coach/sponsor will be notified of the consequences by the Principal/Asst. Principal.

1) First Positive Screen:

- a) The Principal/Asst. Principal will notify the parent/guardian and schedule a conference to determine the next steps (counseling, etc.). The student with a positive drug screen is subject to mandatory follow-up urinalysis for three (3) consecutive months. The parent/guardian is responsible for the cost of the follow-up screenings. Payment is expected upon notification of positive confirmation. After three (3) consecutive negative drug screenings, the student is placed back in the random sampling group.
- b) The student will be denied 15 days of participation/attendance in extracurricular/co-curricular activities and driving/parking privileges. *
- c) The student shall perform twenty (20) hours of community service as approved by the principal/asst. principal. Community service timeframe will be determined by Principal/Asst. Principal.

2) Second Positive Screen:

- a) The Principal/Asst. Principal will notify parent/guardian and the appropriate contact in the school guidance department. The parent/guardian will make an appointment with a chemical dependency counselor for drug assessment and then follow the recommendations of the counselor. A copy of the plan shall be provided to the Principal/Asst. Principal. The counselor and/or agency must be certified by the Arkansas Department of Health. Parent/guardian must pay for this expense.
- b) The student will forfeit all leadership roles for the remainder of the school year.
- c) The student shall perform forty (40) hours of community service as approved by the Principal/Asst. Principal. Community service timeframe will be determined by the Principal/Asst. Principal.
- d) The student will be denied 30 calendar days of participation in extracurricular/co-curricular activities and driving/parking privileges. *

- e) The student with a second positive drug screen is subject to mandatory follow-up urinalysis for six (6) consecutive months. The parent/guardian is responsible for the cost of the follow-up screenings. Payment is expected upon notification of positive confirmation. After six (6) consecutive negative drug screenings, the student is placed back in the random sampling group. Drug testing may be carried over into the following school year if necessary to complete requirements.

3. Third Positive Screen:

- a) If the Principal/Asst. Principal is notified of a third positive screen, student will be immediately dismissed from school for the remaining academic year. She may reapply for admission to Mount St. Mary Academy during the next academic year with confirmation of participation in counseling or drug treatment and a current negative drug screen.
- b) If student reapplies, she will be on probation for her remaining time at Mount St. Mary Academy. She will be placed in the sampling group for her remaining academic career at Mount St. Mary. This expense will be paid by the parent/guardian. Any additional positive screens will result in immediate dismissal and revocation of application privileges.

The school reserves the right to use its discretion in determining the consequences appropriate for each individual case.

Destruction of Screening Files and Records

Screening results – negative or positive – will not appear on a student’s permanent academic record. These results will be destroyed upon a student’s graduation or two years after the termination of enrollment in Mount St. Mary Academy.

Self Reporting/Parent Reporting

- a. In efforts to provide help for our students who may be using drugs or who are on the path toward addiction, Mount St. Mary Academy encourages self reporting and parent reporting.
- b. In addition, parent resources are available at any time from the student’s guidance counselor.
- c. All instances of self reporting or parent reporting will remain confidential; however, follow-up screening will be required as outlined above.
- d. Self reporting or parent reporting does not constitute the first positive screen result; however, the student will be subject to mandatory screening during the next monthly cycle following the self-report or parent-report.

- e. When a student has been chosen for the random monthly screening, she may not invoke the self-reporting option to nullify a positive screen result.

STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES

These following policies related to co-curricular activities work in conjunction with the Drug Policy and are internally consistent with it.

Athletes and Spirit Group Members

All Athletes and Spirit Group members are required to sign a major infraction policy as a condition for participating on these teams. If the Principal is notified of a positive drug screen, the Principal will notify the Athletic Director and appropriate coach/sponsor in order for the major infraction policy to be implemented.

1. Athletes Major Infraction Policy

First Offense: Suspension (30% of scheduled events) and automatic referral to the Student Assistance Team. A parent conference will be held including coaches, principal, and athletic director. All disciplinary rules in the Student Handbook will be followed.

- a. Multiple sport athletes will serve the suspension in EACH sport participation is in.
- b. Within any sport or tournament which guarantees a specific number of events, each event will count as one scheduled playing date.
- c. Any single elimination tournament or any tournament such as district, conference, regional, or state will count as one scheduled playing date regardless of the actual number of events played.

Second Offense: Dismissal from the athletic program.

2. Spirit Group Major Infraction Policy

First Offense: Suspension from 30% of the scheduled events and automatic referral to the Student Assistance Team. A parent conference will be held including Sponsors, Principal, and Director of Student Services. All disciplinary rules in the Student Handbook will be followed.

Second Offense: Dismissal from the Spirit Group.

3. Club/Organization Members

Clubs and organizations such as SADD which have a "zero tolerance" contract included in their by-laws or part of their club's participation criterion are subject to the same policies as outlined for Athletics and Spirit Group Members.