

Discipline Policy & Rules

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In order to maintain a peaceful atmosphere that is conducive to positive experiences and optimum learning, all students must know and abide by the rules of our school.

Our discipline policy is based on logical and understandable consequences for inappropriate behavior.

School Rules:

1. Be respectful to students and staff
2. Exhibit proper behavior in the classroom, hallway, church, cafeteria
3. Conform to Dress Code
4. Follow playground rules
5. Follow classroom rules
6. Arrive at school by 8:20 (Every 4 tardies warrants a violation)

A violation will be given if these rules are broken.

We are offering a rebate program for all students. When a student goes five school days without an additional violation, an existing violation will be rebated.

When a student accumulates three violations, he/she will serve a detention. Parents/guardians are expected to sign the detention form and the student is to return the signed form to school. Detentions will be served as noted on the form.

If a student accumulates a total of six violations during any quarter, a meeting shall be held with the students' parents/guardians, principal and appropriate staff member(s).

Some behaviors go beyond our discipline policy and will be acted upon by our principal. These behaviors include but are not limited to the following: vandalism, fighting, vulgar or profane language, endangering the safety of others, harassment of any kind, bias act either written or spoken.

The following actions may be taken:

Probation - a conditional enrollment during a trial.

A student may be placed on probation for a trial period by the school Principal. After conferences are held with the student's parents or guardian and relevant school personnel, the Principal sets conditions for release from probation. The Principal's decisions are final.

Suspension - a temporary termination of enrollment until stipulated conditions are met.

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
2. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
3. In-school suspension can be directed for varying lengths of time as decided by the Principal, but shall not exceed five days. In-school suspension conditions are to be determined by the building Principal. In-school suspension students remain the responsibility of the school.
4. Out-of-school suspension is considered a rarity and is the responsibility of the Principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the Principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are well articulated in the student handbook.

The Archdiocesan Superintendent of Schools is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

1. The actions and procedures for probations, suspension or expulsion are published in the school handbook.
2. Action taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
3. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The hearing committee is appointed by the Pastor and is drawn from a pool of candidates who possess qualifications that would allow them to impartially discern the issues at hand.
4. The hearing committee makes a recommendation to the elementary school pastor. The recommendation will be to:
 - expel
 - suggest other disciplinary actions in lieu of expulsion
 - exonerate the student of any wrong doing
5. Before the hearing is held the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes place.
6. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

Appeal

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish school with a recommendation about at which step of the procedure needs to be further processed.

Cafeteria Behavior:

Students who use the cafeteria are expected to follow these rules:

1. Wait in line quietly and to be courteous and considerate of others at all times.
2. Walk at all times.
3. Eat the food they take, drink milk.
4. Remain in original seat during lunch except to return trays and to use bathrooms.
5. See that the table space, chair and floor are free of papers food, and crumbs before they leave and to deposit their trays in the proper place.
6. Proper lunchroom behavior is required at all times.
7. Snack products may not be purchased until after lunch is eaten.
8. Birthday treats are eaten in the classroom.

Playground Rules:

The designated playground area includes the whole blacktop area. The slope, sidewalk and stairs are not included in

the playing area. The following rules are in effect:

1. Follow the supervisor's directions at all times.
 2. NO rough physical contact, NO Red Rover or tackle football will be allowed.
 3. Students should be on their feet at all times.
 4. ALLOWED: playground balls, nerf balls, jump ropes. Grades 6-8 are allowed to have leather footballs, but they MUST be kept away from cars on playground or will be confiscated. Grades 1-5 must use nerf balls. NOT ALLOWED: bats, turbo balls, standing on slide, picking up wood chips or snow.
 5. Areas other than assigned ones may be used when other grades are not present.
 6. Physical fighting/rough housing of any kind as well as verbal harassment of any student will result in strict disciplinary action.
 7. Students may not re-enter the building when out for recess without permission. Students must have adult supervision when retrieving a ball from outside the playground area.
- Adults may enforce time out for rule breaking.
 - Students' names will be written down by supervisor(s) and reported to their respective teachers if any of these rules are broken; especially for any disrespect, fighting or swearing.
 - When bell rings, students line up quickly and quietly without pushing.

Equipment Schedule:

The equipment schedule will be based on the new schedule for lunch and recess each year.