

# SCHOOL DISCIPLINE

## DISCIPLINE PLAN

The primary purpose of our discipline is to provide a clear and direct process regarding discipline for the staff, students and parent(s) / guardian(s) of St. Rose School.

**DISCIPLINE = Consistent + Accountability + Reasonableness + Expectations**

Consistent

Accountability

Reasonableness

Expectations

## SCHOOL WIDE RULES

- Sports equipment, radios, toys, skateboards, and electronic games are to remain at home during school hours.
- Students are to respect and insure the safety of others.
- School uniforms will be worn by students upon arrival and dismissal of school unless they are involved in an after-school activity.
- Students will demonstrate appropriate behavior at all times.
- Students' outward display of affection is not permitted at school or school events.
- Students are to remain on the school grounds from the time of arrival until they leave for home.
- Students may not chew gum on school grounds. (Volunteers are asked to respect this rule also.)
- Students are to show respect at all times to school staff, parents/guardians volunteers, visitors, guest, and all others whom they may come in contact, as well as fellow students.
- Students will walk in halls and courtyards at all times.

## DISCIPLINE PROCEDURE

Teachers in grades four through eight will use a check system.

Teachers will agree upon the basic class rules that will be used by all teachers who are teaching students in grades four through eight.

The set of class rules will comprise the checklist.

Process used in implementing the check system is as follows:

1. Student Warning
2. Student check recorded in discipline folder
3. Two checks in a week will require a forty-five minute detention after school either on Tuesday or Thursday

The number of checks a student receives per trimester affects their conduct grade..

See chart below:

| <u>Conduct Grades</u> | <u>Checks</u> | <u>Conduct Grades</u> | <u>Checks</u> |
|-----------------------|---------------|-----------------------|---------------|
| A                     | 0-3           | C                     | 12            |
| A-                    | 4-6           | C-                    | 13            |
| B+                    | 7-8           | D+                    | 14            |
| B                     | 9             | D                     | 15            |
| B-                    | 10            | D-                    | 16            |
| C+                    | 11            | F                     | 17 or more    |

Teachers in grades one through three will establish a set of class rules and consequences for each individual classroom.

A copy of class rules and consequences are to be posted in a conspicuous place in the classroom.

Students' names may not be written on the board as part of class discipline practice.

Use standard "DISCIPLINE REFERRAL" forms.

## **DETENTION**

All grades with the exception of the TK and Kindergarten classes will practice a form of student detention.

**Teachers in grades first through third will utilize detention during the regular school day during recess times.**

- Detention will be given at the teacher's discretion, following classroom consequence practice.
- Teachers are to issue and record all detentions.
- Students must have detention forms signed by a parent/guardian and return it to the teacher.
- A copy of all Discipline Referrals is to be sent to the office.
- A copy of Discipline Referral is to be kept by the classroom teacher.

**Teachers in grades four through eight will monitor a scheduled detention every Tuesday and Thursday for those students who earned two checks during a one week period.**

- A Discipline Referral and or detention is equivalent to two checks during the week assessed.
- Teachers will monitor detention on a rotating schedule.
- A copy of each Discipline Referral is to be sent to the office.
- A copy of Discipline Referral is to be kept by the classroom teacher.
- Detention will begin at 3:05 p.m. and end at 3:50 p.m.
- Discipline referrals are to be sent home at least one day in advance, signed by a parent and returned signed to the homeroom teacher.
- Principal will record all discipline referrals.
- Principal will contact students, parents/guardians and teacher regarding conferences.
- Teachers who have students attending detention are to provide a special assignment for students.
- On occasion students will have the option of performing maintenance tasks around the school in lieu of desk work (must have parents/guardians permission).

**If a student in grades four through eight accumulates three detentions in a trimester, a teacher, parent/guardian and student conference may be scheduled.**

- Three detentions may result in an in-school suspension. The principal will make this decision in consultation with teacher(s)
- Teachers in grades one through three may conference as needed.
- Students may not receive a satisfactory grade S in Conduct.
- Other forms of discipline may be used to correct a situation as per student/parent and Diocese Administrative handbooks.

## **POSITIVE REINFORCEMENT:**

- Grades 6-8 students who did not receive a check during a recording period will have the option of free dress. A student who has earned free dress must following the Dress Code Policy in the Parent/Student Handbook.
- Grades 4—5 students work together throughout the week to share a "preferred activity time". This extends the learning experience for the whole class on Friday afternoons.

- Grades 1-3 teachers will plan either an activity and/or primary grade positive reinforcement for their students. Teachers will decide what activities will be allowed during the activity time.

All students will be expected to adhere to the School-wide Discipline Plan. Other behavior, which is more serious than what is specified in the School-wide Discipline Plan, will be addressed in accordance with the Sacramento Diocese Administrative Handbook.

### **SUSPENSION AND EXPULSION**

Suspension is a disciplinary action to be used at the discretion of the principal. Ordinarily, suspension should not exceed more than five (5) consecutive school days. A student may be placed on suspension for serious misconduct on campus, or off campus during school-related activities, or for non-school related activities if such conduct reflects adversely on the school. Immediate suspension is imposed if there is a real threat of danger to the health and safety of others. The principal may remove the offending student from the classroom, the yard etc. and contact the parents as soon as possible. Three (3) suspensions shall be considered grounds for expulsion.

At the discretion of the principal, the following offenses committed by a student are potential reasons for immediate suspension leading to expulsion after conference with the student's parent/guardian(s). This list shall not be considered exhaustive.

1. Serious disobedience, insubordination or disrespect for authority;
2. Language or behavior, which is seriously immoral, profane, vulgar, or obscene;
3. Use, sale, distribution or possession of drugs, alcohol, or any other legally controlled substance (or substance represented as such) on or near school premises;
4. Injury or harm to persons or property or serious threat of the same;
5. Serious misuse or damage to the school's computers or network;
6. Sale of any material on school grounds without proper authorization;
7. Unauthorized absence or continued tardiness;
8. Assault with, or possession of, a lethal instrument or weapon, or weapon-like object;.
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere, which would reflect adversely on the Catholic school or Church.

### **EXPULSION PROCEDURES FOR DISCIPLINARY OR ACADEMIC REASONS:**

When expulsion is necessary, the following procedures must be taken:

1. The parent or guardian is warned in writing about the offending behavior and school sanctions for the offense.
2. A conference is held with the parent(s), student, teacher(s) and principal to inform the parent(s) that final action is being considered unless there is immediate change of behavior. In parish schools, the pastor should be notified of the facts and the impending conference and be given the opportunity to attend and receive a report.
3. If improvement is not forthcoming, a decision will be given at a second conference attended by the parents, principal, pastor and teacher(s). If the parent(s) fail to attend this conference without reason, the pastor, principal and teacher(s) will make whatever decision is necessary.
4. A written record of the steps leading to the expulsion must be kept on file in the Principal's office.
5. Full credit will be given for all work accomplished by the student up to the moment of expulsion.
6. Notice of an expulsion must be given to the Catholic School Department as soon as possible.
7. In no case may a teacher suspend or expel a student. This authority resides with the Principal.