

St. Odilia School Policy and Information Manual

5144.0 Discipline

1.0 Policy Statement

- 1.1 Students are expected to act in accordance with Catholic Principles in their behavior with others, including peers. They are also expected to respect the property rights of other students, faculty, and the school.
- 1.2 St. Odilia School expects parents and families to cooperate with the school in reaching these goals.
- 1.3 The Principal, along with the teachers, teacher assistants, other school staff, and parents/guardians, bear the responsibility for maintaining discipline in the school.
- 1.4 The Principal recognizes that each teacher is the most effective agent for establishing and maintaining discipline with students. Therefore, efforts will be made to handle discipline within the classroom and/or supervised environment before removing the student(s) from the classroom.
- 1.5 The middle school years are of great importance in the formation of young people. Students formulate the attitudes and habits they will carry into their high school years during this time.
 - 1.5.1 The philosophy of the school is to help students realize their potential, academically, and understand their place in the community of Christian persons.
 - 1.5.2 An emphasis on accepting personal responsibility, personal growth and independence is central to this philosophy. These attributes are vital to the student's development academically, spiritually, and as a citizen.

2.0 Definitions

- 2.1 Suspension – is the temporary exclusion of a student from a class, school, and/or school sponsored functions and events. This can include in-school or out-of-school suspension.
- 2.2 Expulsion – is the permanent exclusion of a student from school.

3.0 Procedure

- 3.1 **This policy will only be enforced during regular school hours, during school provided transportation, on school owned/provided technology, and/or during school sponsored functions and events, held at the school or other locations.**
- 3.2 Improper behavior will not be tolerated and is grounds for disciplinary measures.

3.3 St. Odilia School reserves the right to determine in its sole discretion the appropriate consequences for any violations of its policies. Consequences for violations may include, but are not limited to: loss of privileges, detention, suspension, disciplinary probation and expulsion.

3.4 St. Odilia School is a private/ parochial school. Students have no expectation of privacy while on school-owned property or in their use of school-owned or school-provided resources.

St. Odilia School reserves the right to inspect any of its property at any time, with or without advance notice and with or without the consent of students or their families.

3.5 Discipline procedures will be reviewed whenever an occasion warrants it.

3.6 The Principal has the responsibility and the authority to utilize services within the school, social agencies, and the community in dealing with discipline and/or behavior problems.

3.8 ELEMENTARY (K-5TH GRADE)

3.8.1. The discipline procedure is established in writing, by the individual teacher, and communicated to the student and parent/guardian at the beginning of each school year.

3.8.2 The Principal reviews and approves the discipline procedures.

3.9 MIDDLE SCHOOL (6-8TH GRADE)

3.9.1 Students are expected to adhere to the following rules:

- (1) Show respect in words and actions.
- (2) Listen to and follow directions the first time.
- (3) Show up on time and be prepared to learn.
- (4) Use class time responsibly.
- (5) Speak when appropriate and with appropriate language.
- (6) Respect your own space and property and that of others.
- (7) Behave appropriately during liturgies and assemblies.
- (8) Adhere to all electronic and acceptable use policies.

3.9.2 Personal Improvement Plan (PIP)

- (1) A PIP will be issued by any staff member, or Principal for the following:
 - (a) Minor disruptions
 - (b) Failure to carry out responsibilities given by the teacher/Principal.

- (c) Other undesirable behaviors.
 - (d) Students with a uniform infraction.
- (2) Students who have received three (3) PIPs in one semester will receive detentions, thereafter, instead of PIPs.
 - (3) The student will receive a detention, if they fail to return a PIP signed by a parent/guardian on the day designated on the PIP form.

3.9.3 Detention

- (1) An after-school detention will be issued, by the St. Odilia staff member that witnessed the infraction, to students whose actions are:
 - (a) Beyond minor disruptions.
 - (b) Consistently disruptive.
 - (c) Violate appropriate conduct (e.g., mutilation of property, serious fighting, blatant refusal to cooperate).
- (2) After-school detention will last 45 minutes and will be served on the designated date as the consequence of the student's actions. The detention should follow within close proximity of the act.
- (3) Sporting events, or any extra-curricular activity, will not be an acceptable excuse to reschedule the detention.
- (4) A second detention will be issued if a detention time is missed.
- (5) Should a student's behavior violate appropriate conduct he/she may forfeit his/her privilege to participate in school sponsored activities and administration may provide additional consequences in accordance with our discipline policy.

3.9.4 Suspension/Expulsion

- (1) Suspension may be issued for behaviors including but not limited to: vandalism, fighting, continual disrespectful actions, chemical misuse, bullying, harassment, repeated violation of school/classroom rules, and other inappropriate and disruptive behavior interfering with a positive learning experience or contributing to a harmful environment.
- (2) Expulsion may be issued for serious or repeated acts such as those warranting suspension. Because expulsion of a student is a serious matter, St. Odilia School should, wherever possible, make reasonable attempts to correct the student's actions through a series of disciplinary actions in cooperation with parents/guardians before resorting to expulsion.
- (3) Parents/guardians are responsible for all supervision costs incurred during suspension.

3.10 Unsatisfactory Resolution

See Policy No. 5145 “Grievance”.