



## **Discipline Policy**

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### **Philosophy**

Providence Catholic School believes that students are entitled to a safe and orderly learning environment. Respect for the dignity of each person is essential to Catholic tradition. Staff, parents and administration will strive to maintain this environment on a daily basis through implementation of the discipline system outlined below. This discipline system will also include positive reinforcement when appropriate behavior is seen. The purpose of this system is to develop moral behavior in children, to teach them a good sense of values, respect for self, others, all property, the environment, and to take responsibility for their actions. We hold our students to higher standard and will strive to disallow behaviors that today's society has deemed acceptable. Cooperation as well as participation from parents with respect to this discipline system will reinforce good habits that will last a lifetime.

### **Applicability**

This policy applies to all Providence students and staff. For all reasons stated above, this policy is a 'zero tolerance' policy and applies to all school sponsored activities including, but not limited to, school transportation, sporting events, field trips and programs. Our zero tolerance policy means that negative actions will not be tolerated and the severity of the actions will mandate the appropriate discipline.

### **Modeling and Teaching of Christian Values:**

Self-direction, rather than external control, is the ultimate aim of true discipline. Therefore, the staff and students at Providence Catholic School work together to build an atmosphere of Christian love and to encourage responsible behavior through words and actions. The following actions help support this vision:

Peacemaking circles (a process for people to come together, in a Christian atmosphere, to help resolve conflicts, help aid in understanding and/or make peace between one another), class meetings, mediation, role-playing, and positive recognition programs.

### **Rights, Responsibilities and Expectations**

#### Students

- The right to a Catholic education without interference from others and the responsibility to conduct ones self in a manner that avoids interfering with another's education.
- The right to a safe environment and the responsibility to act in a safe manner.
- The right to be treated with respect and the responsibility to behave respectfully towards others.
- Students are expected to understand and obey the rules of the school.
- Students are also expected to adhere to the directions of the staff.

#### Parents / Guardians

- Instill in their children a respect for the rights and property of others.
- Respond to communications from school.
- Assist their children in learning and supporting school rules and policies.
- Cooperate with staff and administration to help students solve discipline problems.

#### Staff and Administration

- Help the students to learn and follow the rules by consistently enforcing the school policies.
- Respond to communications from parents.
- Seek conferences with parents and other school personnel in an effort to help those students having disciplinary issues to resolve them effectively and positively.
- Recognize positive behaviors by noticing and encouraging the student.
- Address negative behaviors immediately and consistently.

### This is a Non-harassment Policy

Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to exercise power or control over another to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior that can include, but is not limited to, the following:

- Threatening behavior
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes or gestures
- Physical or mental abuse
- Bullying behavior
  - Physical (hitting, kicking, spitting, pushing, blocking or impeding student movement, unwelcome physical contact)
  - Verbal (taunting, malicious teasing, insulting, name calling, threats),
  - Electronically transmitted (email, texting)
  - Psychological (spreading rumors, coercion, intimidation)

### Behavioral Criteria and Consequences

We understand that learning through mistakes can help develop a respectful child and that some, but not all instances warrant a clear verbal or non-verbal warning before disciplinary action takes place.

Positive reinforcement counseling will always be used but if a student does not correct their behavior the following chart will be used to determine the consequences.

Behavioral Criteria and Consequences			
Unacceptable Behaviors	Consequences		Communication
Level One Behaviors (including but not limited to)	East Campus Consequences	West Campus Consequences	Required communication
Repeated uniform infractions (makeup, nail polish, hair dye and non-dress code apparel) (snow clothes)	Reminder	One signature on accountability card	Verbal or written notification from the teacher
Repeated tardiness to class	N/A	One signature on accountability card	Verbal or written notification from the teacher
Food in the classroom without staff approval (not including organized class activities or snack periods)	N/A	One signature on accountability card	Verbal or written notification from the teacher
Verbal argument with another student	Reminder and 5 minutes	One signature on accountability card	Verbal or written notification from the teacher
Gum chewing	Reminder	One signature on accountability card	Verbal or written notification from the teacher
Level Two Behaviors (including but not limited to)	East Campus Consequences	West Campus Consequences	Required communication
Improper use of school computers	5 minutes	Two signatures on accountability card	Verbal or written notification from the teacher
Repeated failure to be prepared for class (i.e. pencils, books, spirals, repeated missing school work, and missing gym clothes to be determined at the discretion of the teachers/staff)	Reminder	Two signatures on accountability card	Verbal or written notification from the teacher
Failure to return any communication sent home requiring a parent signature	Parent contact after second request	Two signatures on accountability card	Verbal or written notification from the teacher
Disrupting the learning experience through talking or interrupting others	Redirection and/or 5 minutes	Two signatures on accountability card	Verbal or written notification from the teacher

Higher Level Behaviors (including but not limited to)	East Campus Consequences	West Campus Consequences	Required communication
Disrupting the learning experience at a higher level: throwing an object, or consistent and repeated behaviors that do not reflect positive Catholic values.	Loss of recess and apology note	Detention will be given	A written notification will be sent home and must be signed by a parent or guardian and returned to school.
Any use of a cell phone during school hours	N/A	Detention will be given	A written notification will be sent home and must be signed by a parent or guardian and returned to school.
Misbehaving during liturgies	Discussion and/or loss of recess	Detention will be given	A written notification will be sent home and must be signed by a parent or guardian and returned to school.
Disrespect or disobedience towards any adult	Loss of recess and apology note	Detention and parent teacher conference	A written notification will be sent home and must be signed by a parent or guardian and returned to school.
Improper / inappropriate language	Loss of recess and apology note	Detention and parent teacher conference	A written notification will be sent home and must be signed by a parent or guardian and returned to school.
Damaging school property	Loss of recess	In-school or out of school suspension and parent teacher conference	A written notification will be sent home and must be signed by a parent or guardian and returned to school.
Fighting	Loss of recess	In-school or out of school suspension and parent teacher conference	A written notification will be sent home and must be signed by a parent or guardian and returned to school.
Deliberate cruelty, harassment and/or bullying.	Loss of recess	Detention and/or a progression of school suspension and parent teacher conference	Immediate phone call from the teacher and principal as well as written notification
Sexual harassment	Progression of detention, school suspension and probation along with parent teacher conference	Progression of detention, school suspension and probation along with parent teacher conference	Immediate phone call from the teacher and principal as well as written notification
Sexual assault or inappropriate physical contact	Immediate removal from class, legal authorities contacted, out-of-school suspension and expulsion hearing scheduled	Immediate removal from class, legal authorities contacted, out-of-school suspension and expulsion hearing scheduled	Immediate phone call from the teacher and principal as well as written notification
Possession or use of a weapon	Immediate removal from class, legal authorities contacted, out-of-school suspension and expulsion hearing scheduled	Immediate removal from class, legal authorities contacted, out-of-school suspension and expulsion hearing scheduled	Immediate phone call from the teacher and principal as well as written notification
Possession or use of an illegal substances	Immediate removal from class, legal authorities contacted, out-of-school suspension and expulsion hearing scheduled	Immediate removal from class, legal authorities contacted, out-of-school suspension and expulsion hearing scheduled	Immediate phone call from the teacher and principal as well as written notification

## Consequences Defined

Common Consequences: Every inappropriate behavior cannot be accounted for in a written policy and the following will be used by the staff and administration when appropriate.

Call to parents, Teacher/student conference, teacher/student/parent conference, loss of privileges, verbal or written apology, removal from class.

Written Apology: A written expression of one's regret or sorrow for having wronged another.

When appropriate, the staff or administration may require a student to write an apology letter as a consequence of their inappropriate behavior. All such letters will be sent home as homework and the expectation is that the student and parents write the letter together.

Accountability Card: A written record of unacceptable behavior. (West campus)

Signatures are recorded on an accountability card and will be given for unacceptable behaviors as outlined in the behavioral chart. Four signatures recorded on an accountability card result in a detention. Accountability cards are replaced after each progress report, quarter-end or after a detention is served.

5 minutes: Consequence that is issued for inappropriate behavior. (East campus)

When inappropriate behavior is seen, staff members with conference with the student(s), will be given a period of time to reflect on actions: Loss of recess (Students will stand next to the building), Head down (Student and/or students place their heads down on their desk), Separation (Students are separated from other students, and supervised, either outside for recess or in a classroom or lunch)

Detention: Disciplinary action that is administered as a consequence to a student's inappropriate behavior and requires the student to stay after regular school hours for a period of forty-five minutes.

If a student receives four signatures they also receive a detention. Detentions are also given for unacceptable behaviors as outlined in the behavioral chart. Parents will receive a written notice for each detention given.

In-school Suspension: Disciplinary action that is administered as a consequence to a student's inappropriate behavior and requires the student to absent him/herself from the rest of the student population for a period of one day. Students receiving an in-school suspension are required to arrive at school fifteen minutes after normal class hours at which time the principal will escort them to an area of seclusion. The student will remain in this area, working on normal studies until fifteen minutes after normal school hours, at which time the principal will escort the student to an awaiting parent. Students on in-school suspension are required to bring a bag lunch and will not be allowed to join the rest of the student population for lunch, recess or at any time during the day. If a student receives four detentions in any given semester they will also receive an In-school suspension. In-school suspensions are also given for unacceptable behaviors as outlined in the behavioral chart. Parents will receive both a written and verbal notice for each In-school suspension given.

Out-of-school Suspension: Disciplinary action that is administered as a consequence to a student's inappropriate behavior and requires the student to stay home for a period not to exceed five days unless a written notice of an expulsion hearing is given. Such notice shall not allow more than fifteen consecutive school days to be served in suspension before an 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. Out-of-school suspensions are considered rare and generally a prelude to expulsion. Parents will receive both a written and verbal notice in the event of an Out-of-school suspension.

Probation: Disciplinary action that is administered as a consequence to a student's consistent and inappropriate behavior. A student may be placed 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 will set conditions for release from probation.

Expulsion: Expulsion is a termination of enrollment, permanently or for an extended period of time as a result from repeated refusal to obey school rules or from conduct that endangers property, health, or safety of others, and is deemed to be in the best interest of the school.

Students asked not to return the following year for behavioral reasons are considered to be expelled.

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

Actions to expel shall be preceded by internal school procedures and supported by defensible records.

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. The hearing committee composition should be such as to insure objectivity. The hearing committee makes a recommendation to the school principal/elementary school pastor. The recommendation will be to: expel, suggest other disciplinary actions in lieu of expulsion, or exonerate the student.

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 effect.

If the decision to expel the student is made, parents are notified both verbally and in writing of the action. The right to appeal is made known to the parents.

The Expulsion Hearing Committee is composed of three to four people. The Principal will choose members from various sources within the parish - former trustees or parish council members, parents of former students, at-large parishioners who have certain skills/backgrounds that would be a good "fit" for the situation. One of these hearing committee members needs to chair/facilitate the hearing, not the Pastor. An expulsion hearing is not a legal proceeding; therefore neither party may have an attorney present during the hearing. The pastor is present for the entire hearing itself and during the deliberations of the hearing committee. The school is represented by the principal, along with any teachers if appropriate.

Note: In rare cases a student may be placed on a formal behavioral plan. These students will follow a modified version of the above table as defined in the plan.

Detailed information regarding discipline can be found in the Archdiocese Policy Handbook 5144a-h. This information can be obtained from the PCS school office or from the Archdiocese Policy Handbook at [www.archmil.org](http://www.archmil.org).