

## **DISCIPLINE**

### **Introduction**

The School administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment based on the Social Teachings of the Church. Discipline is considered an element of moral guidance not as a form of punishment.

Every teacher and staff member shares the responsibility to model appropriate behavior and to support the structure necessary for learning self-discipline. In order to ensure a safe environment, students are encouraged to assume responsibility for their actions, develop self control, and accept responsibility and consequences for inappropriate behavior. Parents/guardians also have the responsibility and must make a commitment to work with the faculty and administration to provide this safe environment.

A Christ-centered school environment fosters the following behaviors:

1. Recognizing and fostering the uniqueness and dignity of each individual
2. Nurturing respect in all relationships involving school and parish community
3. Developing a sense of rights and responsibilities and commitment to the entire school and parish community.

Social skills, both interpersonal and intrapersonal, are taught, modeled, practiced, and infused into the daily life and experience of the school family.

### **Guiding Principles**

The following seven principles are the basis of Catholic Social Teachings and are the principles that guide us in all of our interactions.

- We believe in the life and dignity of the human person. Each person is sacred.
- We believe we are called to family, community, and participation. It is our duty to support each other by our actions.
- We believe that we have rights and responsibilities. Every person has the fundamental right to life and responsibility to and for one another.
- We believe that we have an obligation to the poor and vulnerable. We are called to put the rights of others before our own.
- We believe that we are called to care for God's creation. We are all stewards of the earth.
- We believe that solidarity is our call. We are one family regardless of our differences.
- We believe that workers have rights and that work has dignity. Work is a form of participating in God's creation.

## **Expectations**

As a matter of safety, students are expected to behave in the following manner:

### Before school

1. upon arrival, after 7:30 a.m., students are to go to the cafeteria
2. while in the cafeteria all students are to remain seated and engage in quiet conversation
3. cell phones are to be turned off as soon as the student enters the building
4. other electronic devices are to be shut off at 7:45 a.m. so the students can talk to others
5. students are to line up quietly when dismissed from the cafeteria and walk to homerooms

### In school

1. to walk quietly through the halls
2. to use proper language at all times
3. to follow the dress code for school days and dress up/down days
4. to respect school property and the property of other students
5. to have a respectful attitude toward teachers and one another
6. to refrain from chewing gum
7. to refrain from carrying food/drink from the cafeteria
8. to have a note from the parent/guardian if the mode of school transportation is changed
9. to have a note from the parent/guardian when the student is tardy, has an early dismissal or returns from an absence

### In the classroom

1. to follow the classroom rules of each teacher
2. to be responsible for submitting homework on time and making up missed assignments within a reasonable amount of time, according to the policy of the teacher
3. to have a respectful attitude toward teachers and one another
4. to be responsible for appropriate supplies
5. to be honest in all communications
6. to use computers and school equipment appropriately
7. to be in a classroom only when a teacher or another adult is present

### During lunch

1. to remain seated until finished eating and until dismissed by an adult monitor
2. to clean up, pick up all papers, scraps of food, etc., and dispose of them properly
3. to obey the cafeteria monitors at all times

### During recess

1. to remain outside unless there is an emergency and the playground monitor has given permission.
2. to obey playground monitors at all times
3. to display good sportsmanship and exercise self control
4. to play in assigned areas only
5. to stay on school grounds at all times (This includes not retrieving a ball that has gone off school grounds.)

6. to play with the playground balls appropriately. Misuse of the playground balls will result in the loss of the playground balls.
7. to stop playing at the first bell and walk quietly to their designated line when the second bell rings

#### After school

1. to follow dismissal procedures
2. to walk to assigned place and wait until the bus or parents arrive
3. not to run or play games on the school grounds
4. to leave the school grounds immediately
5. not to return to the classroom after dismissal unless accompanied by a faculty or staff member.

#### During school assemblies

1. to maintain an appropriate silence during special performances
2. to show respect towards the presenters/speakers

#### At athletic events

1. to practice good sportsmanship as spectators and participants
2. to show respect towards coaches, referees, and visiting teams
3. to follow the rules posted in the gym, especially concerning food

#### Outside of school

1. to behave responsibly off school property  
(If the principal is made aware of misconduct off school property of a child recognized to be a student in East Catholic School, parents/guardians may be contacted; however, it is important to note that the school is not responsible for students' actions that occur off school property.)
2. The principal will forward disciplinary notices given by public school bus drivers to parents/guardians to support the disciplinary report of the bus driver.

### **Consequences**

Please be aware that any disrespect, destructive act, or inappropriate behavior will be dealt with accordingly. If an individual student does not meet his/her personal responsibility for good conduct, the school may discipline the student.

The severity or repetitive nature of non-compliance to the above expectations will determine the appropriate consequences. Behavior violations are considered significant if they occur more than twice.

The following are **significant behavior violations**:

- a. Habitual disrespectful speaking to a teacher or other adult in the school
- b. Chewing gum on the school grounds
- c. Not turning in the cell phone or other electronics to the home room teacher
- d. Habitual defiance of any school rule including the dress code.

- e. Lying
- f. Cheating, including but not limited to, tests and homework
- g. Throwing or tossing any item in any room including food in the cafeteria
- h. Writing on desks, books, or other school property
- i. Inappropriate use of school materials or athletic equipment

The following procedure will be followed for the above violations:

- After the first offense a copy of the discipline referral will be sent home. The parent will be asked to return a signed copy to the teacher within two days. If the signed copy is not returned the student's violation will be given to the Disciplinarian who will call the parent.
- To improve unacceptable behavior the following actions may be taken, but are not limited to:
  1. Loss of recess privileges for no less than 3 days (about 45 Minutes)
  2. Loss of any East Catholic after school activity ( 45 – 75 minutes)
  3. In school detention
  4. If the significant behavior violation continues the student will serve a two day out of school suspension. This will result in a meeting with the student, parents/guardians, administration and pastor.
  5. If the behavior does not improve, the student will serve a five day out of school suspension. At this point expulsion is a possibility and will be discussed in a meeting with the student, parents/guardians, administration and Pastor.

The following are **serious behavior violations**:

1. Bullying of any kind – verbal, physical or silent ostracizing in school or on school grounds.
2. Dangerous horseplay – all involved will receive the same punishment.
3. Cutting class
4. Stealing
5. Leaving the school building or property without permission during the school day or during any school function
6. Forging parent's/guardian's signature
7. Vulgarity and obscene gestures.
8. Racial intimidations, ethnic intimidation or sexual harassment
9. Vandalism – in addition to the punishment the student will also have to make monetary reparation and/or clean the area involved.

To improve unacceptable behavior the following actions may be taken, but are not limited to:

1. Loss of recess privileges for no less than 3 days (about 45 Minutes)
2. Loss of any East Catholic after school activity ( 45 – 75 minutes)
3. In school detention
4. Multiple day detentions
5. Single or multiple day in school or out of school suspensions
6. If there is no improvement in a child's behavior after the above consequences have been served, then expulsion is a possibility and will be discussed in a meeting with the student, parents/guardians, administration and Pastor.

Fighting or physical abuse is an **extremely serious behavior violation** which will result in a three day out-of-school suspension. A meeting with the student, parents/guardians and administration will take place on the day that the student returns to school. A second offense will result in a five day out of school suspension. At this point, expulsion is a possibility and will be discussed in a meeting with the student, parents/guardians, administration and Pastor.

The following behaviors will result in immediate administrative referrals and can result in referrals to law enforcement or other government agencies:

1. Violations of weapons policy \*
2. Violations of the drug/alcohol policy \*\*
3. Any purposeful action that results in bodily harm to another

To remediate unacceptable behavior, the following actions may be taken:

1. Teacher/student conference to develop a plan for remediation
2. Notification to parents
3. Administrative referral
4. Referral to the E-SAP Team
5. School service required
6. Loss of recess
7. Detention
8. Denial of participation in school activities, including sports
9. School probation, or
10. Suspension
11. Possible expulsion

\*Any person carrying a weapon onto school property, including, but not limited to, a school building, outdoor areas, outdoor facilities, vehicles used to transport students, or school related activities poses a clear and present danger to other students and staff.

- If a student is found to be in possession of a weapon, his/her parents will be immediately notified.
- The matter will be referred to local police authorities if the school administration deems a referral is appropriate.
- The administration will decide upon the appropriate disciplinary measures to be taken.
- The disciplinary action taken may result in expulsion.

\*\*The Department for Catholic Schools recognizes that chemical abuse is a serious problem. Our policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives, emotionally, spiritually, intellectually and socially.

- If a student is found to be in possession of and/or under the influence of drugs and/or alcohol, the parents/guardians will be immediately notified.
- The matter will be referred to local police authorities if the school administration deems a referral is appropriate.
- The student will be suspended immediately with possible request for immediate withdrawal from school.
- Arrangements for an assessment with a licensed drug and alcohol agency will be

made within five days.

- Refusal to comply with school's recommendations may result in immediate withdrawal.