St. Raphael Catholic School Discipline Policy

St. Raphael Catholic School strives to foster a sense of respect among all of our students and community members. Helping children develop self control while interacting with their peers in a Christian environment is the priority of our discipline policy. Of utmost importance is that children are growing in their habits of virtue, respect, spirituality and responsibility. The plan outlined below allows us as educators to work with the parents to help our students be the outstanding young men and women of faith that we know they are called to be.

The objectives of the Discipline Policy are:

1. To stop the inappropriate action
2. To allow the action to be discussed
3. To teach appropriate behavior
4. To communicate with our students and their families regarding behavior trends and responsibilities

To provide a classroom environment that is conducive to learning we will:

- Encourage character development and help students build self esteem
- Promote growth in self-discipline
- Foster respect for authority and peers

The following rights and responsibilities should be seen as a guideline that will be used by our teachers to develop their classroom rules and expectations.

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<thead>
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<th>RIGHTS</th>
<th>RESPONSIBILITIES</th>
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<tr>
<td>1. To learn without interference.</td>
<td>1. To accept ownership for your learning.</td>
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<td>2. To have your work respected.</td>
<td>2. To respect the work of others.</td>
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<td>3. To be listened to when speaking.</td>
<td>3. To speak clearly and to actively listen.</td>
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<td>4. To receive help in your work.</td>
<td>4. To wait patiently for help.</td>
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<td>5. To have your property respected.</td>
<td>5. To respect the property of others.</td>
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<td>6. To work and play in a safe environment.</td>
<td>6. To be aware of your own safety and the safety of others.</td>
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<td>7. To have your opinion respected.</td>
<td>7. To express your opinions politely.</td>
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<td>8. To maintain personal space</td>
<td>8. To respect a person’s right to personal space</td>
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Classroom/Teacher Discipline Plans
The rights and responsibilities listed above will provide a framework for the discipline plans in our individual classrooms. Within each class positive discipline will be modeled and used. These will vary between grade levels and will be explained to the students by their teachers and administration. Parents will be informed of the classroom rules and consequences at Open House or they may speak directly to the teacher.

The teacher has a range of consequences for minor offenses which may include loss of a privilege, a time-out period, loss of recess, etc. Parents will be notified by the teacher or principal if the misbehavior persists. Parents will be asked to come in for a conference if the teacher notices a pattern of misbehavior. Good communication is essential for understanding the problem and shaping behavior changes.

Infractions of Discipline Policy

When a child chooses to disregard the rules that have been put in place, it is important that he/she understands that consequences will take place.

The Supervising Teacher May Issue a Conduct Referral for any of the Following Infractions:

1. Disruption of classroom learning
2. Disregard of classroom or school rules
3. Inappropriate physical contact
4. Disrespect of staff or peers

Referral slips, signed by a parent, must be returned to school the next school day. If the student fails to return the slip the student will call home from the office to let the parent know that the slip will be coming home again that night. It is important that the parents support this process and that they take time to discuss the infraction that occurred and a plan for how their child can improve his/her behavior.

*When a student has earned THREE written conduct referrals, the student will serve a detention.

Immediate Detention May Be Issued for the Following Infractions:

1. Fighting, harassment, bullying and any forms of intimidation
2. Defacing of school property
3. Dishonesty – which could include but may not be limited by the following: cheating on tests, copying someone else’s work, letting someone else copy your work, looking at a test, quiz or exam of another student’s, signing a parent’s name, etc.
4. Abusive, profane, indecent language or gestures
5. Stealing
**Detentions**

Detentions are issued immediately when serious offenses occur. A detention is also given automatically when a student receives his/her third conduct referral. Detentions will be held on Thursdays from 3:00 p.m. – 3:45 p.m. Any extracurricular activities scheduled for this day will be forfeited.

After a student has served TWO detentions, a conference may be held with the student, parents, the Principal and teachers to discuss consequences and strategies for improving the student’s conduct. A plan will be put in place for helping the student follow the discipline code; improvement in behavior must take place. If the student earns a THIRD detention the Disciplinary Committee (as defined below) will meet to determine a strategic plan for the improvement of behavior. The plan will be presented to the student and parents. If subsequent referrals are issued, the student will receive an in-school suspension. Any infractions after an in-school suspension require a mandatory meeting with the parents, and out-of-school suspension will be issued.

**Immediate Suspension and/or Expulsion May Be Issued for the Following Infractions:**

1. The use or possession of drugs, alcohol, or weapons of any kind
2. Fighting that causes or has the potential to cause serious injury
3. Leaving the school grounds during school hours without permission
4. Flagrant violation of the Acceptable Use Policy for technology
5. Flagrant inappropriate physical contact

**Suspensions / Expulsions**

Any deliberate action that is contrary to the moral climate, serious in nature, and having potential to cause harm to any student or staff member may result in a suspension of up to three days and/or expulsion. St. Raphael Catholic School has a Disciplinary Committee who serves in an advisory role to the Principal when serious infractions have occurred.

The Disciplinary Committee which consists of the Principal, the school counselor, and representative teachers from the primary, intermediate, and middle school level makes a recommendation about a course of action to follow when a student’s offense is of a serious nature.

Suspensions may be “in-school suspensions” or “out of school suspensions” depending on the seriousness of the offense. The suspended student will NOT receive credit for missed work.

Prior to any suspension or expulsion, the Principal will conduct a conference with the student, the parents of the student, and the student’s teacher. The Pastor will be informed of the incident and invited to attend the meeting. The final decision will rest with the Pastor and the Principal. The parents will then be informed as soon as possible of the decision.
**Uniform Violations**
Students will be issued a uniform violation when they are not wearing the correct uniform. After **THREE** violations the student will earn a conduct referral.

**Personal Electronic Devices**
Students may not use cell phones, iPods, radios, cameras, or any other electronic devices on school grounds. Such items if used will be confiscated and turned into the principal’s office. All confiscated items must be picked up from the Principal by the student’s parent.

**Parental Support of the Discipline Code**
Each teacher implements a plan of discipline for his/her classroom. It is the student’s responsibility to follow the behavior guidelines provided by the staff and learn what behaviors are acceptable in the classroom, at recess time, and in the cafeteria. Students will be held accountable for following rules. Parents are expected to support the Discipline Code. If any referrals are brought home, parents should take them seriously because it is an indication that the child is deviating from acceptable behavior. If a child consistently ignores rules, it becomes apparent that he or she has not embraced the school philosophy at St. Raphael Catholic School and may be asked to leave.

Please be aware that the Discipline Policy may be changed at the discretion of the administration or pastor.

Any questions regarding the Discipline Policy may be addressed to the school’s administration. Thank you in advance for your assistance in supporting our new policy.

*St. Raphael Catholic School’s Faculty and Administration*

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Please detach and return to school – keep the above document for your records

Date______________________________

We have read, discussed, and understand the 2012-2013 St. Raphael School Discipline Policy.

Student Name __________________________________ Grade _______________

_____________________________________    ________________________________

(Parent Signature)                      (Student Signature)