

## **E. DISCIPLINE**

### **DISCIPLINE**

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

### **CONDITIONS OF SUSPENSION**

- Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:
- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- In no case will a teacher on his/her own authority suspend a student.

### **Expulsion**

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student.
- Bullying or harassing school personnel or other students.
- Open, persistent defiance of the authority of the teacher.
- Continued willful disobedience.
- Use, sale or possession of narcotics, drugs or any other controlled substance.
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
- Smoking or having tobacco.

- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.
- Habitual truancy.
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
- Actions in or out of school which are detrimental to the school's reputation.
- Violation of the Electronic Communications Policy policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

### **Procedure for Expulsion**

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

### **Written Record**

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the elementary supervisor at the Department of Catholic Schools.

Name of Student: \_\_\_\_\_

Offense or situation: \_\_\_\_\_

Date: \_\_\_\_\_

Parents notified by: \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

First Meeting:

Place: \_\_\_\_\_

Time: \_\_\_\_\_

Persons present: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Second Meeting:

Place: \_\_\_\_\_

Time: \_\_\_\_\_

Persons present: \_\_\_\_\_

Remarks: \_\_\_\_\_

Outcome: \_\_\_\_\_

Signature(s): \_\_\_\_\_

### **Cases Involving Grave Offenses**

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

### **Time of Expulsion**

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

### **Reporting of Expulsions**

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.
- The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

### **Right to Make Exceptions**

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

## **HARASSMENT, BULLYING AND HAZING POLICY**

(Name of School) is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Bullying** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

**Hazing** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.

- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

### **STUDENT THREATS**

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

### **SCHOOL SEARCHES**

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

## **Conduct**

In order to effectively carry out our philosophy regarding discipline and create a positive learning climate, we base our approach on assertive discipline. Assertive discipline is the basic belief that all of our students can behave appropriately in class and at school. We have established certain rules and consequences dealing with the issue of discipline in each of our classrooms. Specific classroom rules, rewards, and consequences are outlined and discussed at the beginning of the school year by each teacher.

A student enrolled at St. Genevieve School assumes the personal responsibility for his/her conduct. Each student is obliged to be considerate and respectful of classmates, teachers, and all adults. Students are asked to accept this opportunity to become a part of the school community by fully respecting the rights and privileges of all the other members of the school community. The basic attitude of respect characterizes the actions of the student toward himself/herself, other students, teachers, custodians, visitors, guests and principal.

**The St. Genevieve Elementary School student is expected, therefore, to conduct himself/herself according to the principles of Christian and civic behavior.**

In addition to adherence to the rules and consequences in every classroom each student is expected:

- To be honest in all dealings with other students, teachers and school personnel
- To cooperate positively with classmates, teachers and school personnel
- To respect the rights and the value of each individual person on the school premises or at school-sponsored events and functions
- To use appropriate language at all times
- To comply promptly with the directions of the school officials
- To be courteous, attentive and respectful when classmates, teachers, visitors, administrators or speakers address individual classes or the assembled student body
- To be responsible for the care of all materials loaned to the student for the course of studies for the year
- To follow the published dress/grooming code and to be in complete uniform while at school
- To play in assigned areas, in a manner that is safe for everyone, to keep the school environment neat and clean by using the trash cans for litter
- To complete all assigned school work

**Students are not allowed:**

- To leave school grounds at any time during the school day unless written permission and clearance from the office is given
- To ride bicycles, scooters, or skateboards on school property
- To chew gum in the classroom or on school property
- To be in the classroom without teacher supervision
- To bring to school any of the following items: lighters or other flammable materials, small pocket knives, large scissors or any dangerous items
- To fight or 'play fight'
- To bring to school radios, headsets, electronic games, PDA's (handheld), pagers, comic books, and trading cards

**The classroom teacher will primarily handle discipline.**

The following are the steps of normal disciplinary action:

- The teacher will discuss inappropriate behavior with the student
- If the inappropriate behavior is repeated by the student, a conduct referral notice will be sent to the principal and then sent home for a parent signature and must be returned to the office the next day
- Detention will be assigned when alternate disciplinary measures have proved ineffective, or when the severity of the offence warrants such an action. Detention will be held on a pre-arranged day from 6:45 – 7:30 am in room 5A. Parents will be notified by means of a detention notice.
- If a student continues receives a series of detentions, a meeting will be called with the principal, the student and the parents to determine a plan for improvement. The student will be placed on probation for one month.
- Continuing behavioral problems may result in a loss of privileges. This could be any extra-curricular activity or may lead to suspension or expulsion.

Writing graffiti or in a similar “tagging” style on books, book covers, book bags, notebooks, walls, is prohibited, as it is considered gang related, and therefore, dangerous.

*Any destruction, mutilation or vandalism of school property is forbidden. The parents of the offending student will assume the cost of the repairs.*

## **Principal’s Right to Amend**

The Principal, with the consent of the school staff, reserves the right to amend this handbook if necessary. Parents will be given prompt notification in writing if changes are made.

## **Suspension and Expulsion**

### **SUSPENSION**

Suspension from school is not an ordinary punishment. A student may be placed on suspension for serious misconduct on campus, during field trips or St. Genevieve School sponsored, off-campus activities, or for continued misconduct after having been placed on probation. Official suspension may assume various forms depending on the circumstances. The student may attend class but lose the right to participate in any school activity on or off campus. The student may be suspended from a particular class and required to report to a specific place on campus during that time. In unusual cases, the student may be sent home for the entire period of suspension provided that he/she is assigned academic work to make up for loss of class time.

When a student is suspended, the parents will be notified of the suspension and the reason for this disciplinary measure. **The following quotations taken from the Administrative Handbook, Archdiocese of Los Angeles, Department of Catholic Schools, will be the criteria used at St. Genevieve School for Suspension or Expulsion.**

1. Any of the reasons listed for expulsion with mitigating circumstances is adequate cause for suspension of a pupil.
2. No pupil shall be suspended from elementary school for more than two consecutive weeks.
3. Notice of suspension shall be given to the parents or guardians by telephone, mail, or other appropriate method within a reasonable time after the suspension advising of the fact of the suspension.
4. The principal shall schedule a conference with the suspended pupil’s parents to discuss matters pertinent to the suspension especially the means by which the parents and the school can cooperatively encourage the pupil to improve behavior. The suspended pupil may be present at the conference.
5. In no case will a teacher on his/her authority suspend a pupil.

### **EXPULSION**

When the reasons for expulsion are purely disciplinary, i.e. when serious moral reasons are not involved, the following steps must be taken:

1. A conference must be held with the parents or guardian, pupil, teacher, and principal present to advise the family that drastic action is contemplated unless there is immediate

- improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend, and provided a report of the discussion.
2. If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, parents or guardian. If the parents fail, without cause, to attend the conference, the pastor, principal and teacher will reach a final decision. The final decision rests with the pastor in conjunction with the principal.
  3. In no case will a teacher on his/her own authority expel a student.
  4. Full credit will be given for all work accomplished by the pupil up to the moment of expulsion.

Each of the following causes shall be sufficient for the suspension or expulsion of a student from St. Genevieve Elementary School:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying or harassing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or another controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or possession of tobacco products
- Stealing
- Willful cutting, defacing or otherwise destroying in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g. knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation.
- Possession or ignition of fire works of any type

## Dress Code

The purpose of the dress code is to ensure that each student is neat, clean and well groomed. The dress code reflects the standards and values of the Catholic School.

### **DRESS CODE FOR GIRLS**

- White uniform blouse (sport collar) - it must be tucked at all times (Grades 5-8).
  - Uniform jumper (Grades K-4) or Skirt (Grades 5-8)
  - Royal Blue Fitted Vest (Grades 5-8)
- Or
- White uniform blouse (sport collar) (Grades 5-8)
  - Royal Blue Knitted Vest
  - Uniform Skort or Skirt

- Royal Blue Sweater with school logo
- Navy Blue Jacket with school logo
- No shoes are to be worn above the ankle.
- **Black** tennis shoes or sport shoes are acceptable; however, all of the shoes should be black, including the sole and shoelaces. Velcro straps are acceptable on shoes.
- Shoes with platform or high heels (higher than one inch) are not acceptable for safety reasons.
- White socks must be worn (all white, no designs, and must go above the ankle).

**Hair** is to be worn away from the eyes. Light mousse, gel, or hair spray may be used to keep hair in place. No bandanas, large clips, or ties may be worn during the school day. Clean, neat, traditionally styled hair is acceptable. Students may not dye or lighten their hair or shave a part of their head. No product that changes the color of hair should be used.

**Pierced earrings** must be simple, small gold or silver studs. Students may not wear long, dangling earrings, or large hooped earrings. Only one earring per ear in the lobe is acceptable. No other jewelry should be worn to school.

**Make-up should not be worn.** Nail polish is not allowed. Nails should be trimmed short. Girls may wear plain, white short sleeve undershirts under their uniform blouse. Undershirts with colored trim or decals will not be allowed. In very cold weather, long sleeved, plain, white turtleneck shirts may be worn under the uniform blouse, and/or white tights on their legs.

### **PE UNIFORMS**

On the day that students have Physical Education, students must come to school dressed in their PE uniforms. This consists of the blue or gray St. Genevieve T-shirt and shorts, or the Royal blue sweat pants and sweat shirt with logo. All students must wear all white tennis shoes, including the sole, and white socks (no designs or logos). You may buy the school uniform at **Dennis Uniforms**.

### **DRESS CODE FOR BOYS**

- Blue Polo Shirt with school logo- **Shirts must be tucked in at all times.**
- Navy twill pants-traditional cut- nothing baggy or sized too big.
- Black or navy blue belt
- Royal blue sweater
- Navy blue jacket with school logo
- Black shoes, solid color, no stripes or designs.
- White socks must go above the ankle, no designs or logo
- P. E. Uniform: Royal blue or gray St. Genevieve T-shirt and shorts, or the Royal blue sweat pants and sweat shirts with logo (only those purchased from Crown Uniform) with all white tennis shoes and socks.
- No loafers, top-siders, moccasins, boots, or shoes with buckles or metal tips, baggy-fitting clothing of any type or clothes that are obviously too large on the shoulders, waist, hips, or legs will be allowed.

Boys may not wear earrings, chains, rings or bracelets.

Hair is to be worn away from the eyes and must not cover the ears or the shirt collar. Hairstyles that are considered to be severe or 'trendy' will not be allowed, including, but not limited to:

- Hair that is noticeably different in lengths

- Hair that has been shaved off completely (no razor cuts)
- Tails or fad haircuts or hair that is dyed or colored in any way
- Hair that is 'spiked' up high with mousse, gel, hairspray or pomade
- No wet looks

Boys may wear white short-sleeve undershirts under the school uniform shirt. Undershirts with trim or decals are not allowed. Plain, white long sleeved turtleneck shirts may be worn under uniform shirts on very cold days.

Non- uniform warmer jackets **may be worn** on very cold days on the playground only. Students will be asked to remove them in the classroom.

### **NON-UNIFORM DRESS DAYS**

When the principal has granted an out of uniform (non-uniform dress) day, the following guidelines will apply:

- No student may wear baggy clothing or loose fitting clothing of any type.
- Boys must wear a shirt with a collar. Tank tops or disorderly or torn clothes are not acceptable.
- Girls' dresses must be modest in fit, style, and length. Tank tops, backless halter-tops, short skirts, or tight fitting pants attire, are not acceptable.
- Shirts with logos or slogans must be in conformity with the school's philosophy.
- Student not wearing the correct 'non-uniform dress' clothing will be asked to return home to change into acceptable clothing.
- Students must wear shoes and socks or stockings. No sandals.

Modesty and good taste are expected at all times. The principal reserves the right to make the final decision on what is appropriate.