

**DISCIPLINE GUIDELINES
CATHOLIC SCHOOLS
DIOCESE OF PENSACOLA-TALLAHASSEE
2009**

Since discipline is the regulation of one's conduct in accord with Christian principles, it is a primary concern that teachers and students work together to maintain a suitable climate for learning. Mutual respect and consideration of the needs of each individual person foster this climate.

General Guidelines

Corporal punishment of any kind is forbidden. By Corporal Punishment is meant paddling or spanking. Other physical, punitive actions may be considered child abuse and are also prohibited. For all forms of punishment:

- a. Special care should be taken to insure that the punishment is consistent and fair;
- b. In all cases, attempts should be made to get at the root of the problem, and a remedy should be sought out;
- c. The punishment should be humane and reasonable;
- d. The punishment should be meaningful and should bring about positive behavior;
- e. At no time should the student be ridiculed or caused to suffer undue embarrassment
- f. Caution and prudence must guide its use.

It is never legally permissible to leave students without direction in a classroom. If it becomes necessary for a teacher to leave a class, the teacher is responsible to make certain that another teacher or aide will supervise the students.

A student is not to be sent outside the classroom as a form of discipline unless the student, accompanied by another student, is sent to the principal or person designated to deal with discipline. The following disciplinary actions are unacceptable:

- standing outside the classroom;
- placement in an unsupervised area.

As a general rule, teachers should manage their own disciplinary problems. Minor offenses have consequences which are detailed in the rules of each school. Only exceptional cases involving a serious offence or insubordination should be referred to the principal.

SERIOUS OFFENSES

The following are considered serious violations of the accepted code of conduct:

1. Anything that seriously jeopardizes the safety of another's or one's own safety;
2. seriously impeding the learning of others;
3. serious and continued insubordination.
4. Bullying

LEVEL ONE

These are minor offenses and consequences which are detailed in the rules of each school.

LEVEL TWO OFFENSES

1. Foul and/or abusive language or gestures;
2. destruction of school property (reimbursement is required);
3. dishonesty of a serious nature.

LEVEL TWO CONSEQUENCES

Administrator, teacher, parent, student conference.
The assignment of an appropriate punishment.

LEVEL THREE OFFENSES

1. Serious and/or repeated disrespect to persons in authority (i.e. faculty, staff, volunteers);
2. disruptive, immoral or indecent behavior;
3. any actions dealing with drugs, alcohol or weapons;
4. Bullying;
5. any other infractions deemed serious by the principal.

LEVEL THREE CONSEQUENCES

After a conference with the parents, the student will be placed on probation with possible suspension or expulsion. The punishment will be determined by the gravity of the offense and the decision of the principal.

Probation is a period of trial set for a limited time during which a student must demonstrate good behavior and willingness to cooperate with the school's code of conduct.

Suspension is a serious disciplinary measure and should be used only after other actions have not succeeded in correcting the problem. Suspensions are of two kinds: in school or out-of-school. Parents or guardians should be notified by telephone of the suspension and should be requested to pick up the student unless the suspension is in-school. All concerned parties should meet to discuss the problem and seek a solution. Each school should set the policy as to the time of suspension which in ordinary circumstances should not exceed five days.

A written record of the reason for the suspension, together with the date and the date of the parent conference, should be kept in the student's file.

Expulsion is a disciplinary measure which should be used only when incorrigible behavior or conduct threatens the physical or moral welfare of other students or seriously affects the learning process. The principal will call a parent conference when such a problem is discovered. (All other avenues of assistance should be exhausted before expulsion is effected.) The principal, with the approval of the pastor, may expel a student for a grave reason.

The Superintendent of Schools should be informed prior to the parent conference.