

**DISCIPLINE POLICY  
SACRED HEART MIDDLE SCHOOL  
2009-2010**

**A. Warning**

These will be handled by the individual teacher working with the student, parents and principal.

If a student exhibits behavior that warrants a WARNING the student will receive a Disciplinary Report-Warning at the discretion of the teacher.

The Disciplinary Report must be signed by the student and parent and returned to the issuing teacher or the school office the next school day between 7:15am - 7:40am.

**If the signed DR is not returned, the student will receive a Detention and the parent will be called.**

Each teacher will keep a copy of his or her Disciplinary Reports and a summary report will be kept in the office for each student per quarter. For every three (3) Warnings given the student will automatically receive a Detention. Three (3) Detentions may lead to a Suspension.

*IF A STUDENT RECEIVES THREE DISCIPLINARY REPORTS FOR WARNING ITEMS BY ANY FACULTY, STAFF OR THE PRINCIPAL DURING THE MARKING PERIOD, THEN THE STUDENT RECEIVES A DETENTION.*

**B. Detention                      Tuesday and/or Thursday 3:00pm - 3:45pm**

Step 1            Disciplinary Report: Detention is sent home with the student  
Step 2 Student to serve the next available detention after school  
Step 3 If the student fails to serve his or her detention, a 2<sup>nd</sup> detention will be given which could result in a Suspension. If a student has a re-occurring detention for same item, the Principal is notified.

***Detention takes priority over other after school activities. Parents must rearrange after school activities for another time to allow the student to serve his or her Detention. Students not picked up at 3:45pm will be checked into the Extended Care Program.***

Students serving Detention will be notified in writing via the Disciplinary Report, their parents will be contacted, and on the day the Detention is to be served the student will be reminded where to report over the loud speaker during afternoon announcements. Students serving Detention should report to that classroom/teacher at the 2:40pm dismissal bell--Detention begins at 2:45pm.

**IF A STUDENT RECEIVES THREE DISCIPLINARY REPORTS FOR DETENTION ITEMS BY ANY FACULTY, STAFF OR THE PRINCIPAL DURING THE MARKING PERIOD, THEN THE STUDENT WILL BE SUSPENDED.**

C. **Suspension**

Step 1 A Disciplinary Report is sent home with the student by the teacher.

Step 2 The teacher informs the principal. The Principal will call the parents to discuss the suspension. If requested by the parents, a conference may be set-up at the convenience of the parents, teacher, student and if requested by any of the above, the Rector. The conference should take place within 24 hours of the suspension.

Step 3 The Rector of the Cathedral and the Superintendent of Schools are notified of the suspension.

Step 4 The student is to serve the suspension immediately.

Students are expected to make up all daily assignments and tests missed during the Suspension period. If a student misses a test during the suspended time, then the student must make up that test at a time convenient for the teacher. He/She will be penalized one letter grade for all work completed during the suspension.

Academic Dishonesty of a serious nature (cheating) includes purposely giving or receiving help on any test, quiz or assignment when specific permission to do so has not been given by the teacher. Cheating will result in a zero on the quiz, test, or assignment. If the behavior continues a parent/teacher conference will be required.

**If a student exhibits behavior that warrants AUTOMATIC SUSPENSION the parents will be called to pick up their son or daughter from school. The length of the Suspension will be indicated by the Principal.**

D. **Probation** follows the guidelines on page 10 - 14.

E. **Expulsion** follows the guidelines on page 10 - 14.

**SACRED HEART CATHEDRAL SCHOOL RESERVES THE RIGHT TO DISMISS ANY STUDENT AT ANY TIME WHO FAILS TO RESPECT THE REGULATIONS OF THE SCHOOL.**