

TABLE OF CONTENTS
SECTION 6: DISCIPLINE AND BEHAVIOR

Discipline	
Goal	6-2
Parental Cooperation	6-2
Student Guidelines	6-2
Classroom Management Policy	6-3
Rules of Conduct	6-3
Penance Hall	6-4
Suspension	6-5
In-School Suspension	6-5
Out of School Suspension	6-6
Expulsion	6-6
Behavior	6-6
Cheating	6-6
Reverence at Holy Mass	6-6
Contact between Students	6-7
Passing of Notes	6-7
Normal Childhood Incidents	6-7
Bullying/Harassment	6-7
Sexual Harassment	6-8
Prohibited Items	6-8
Privacy	
Monitoring and Supervision	6-10
Right to Search	6-10

DISCIPLINE

GOAL

To maintain the Christian atmosphere of the school, students and parents must strive to attain the highest standards of conduct, courtesy and respect at all times. The Principal will institute guidelines that communicate the school's expectations and procedures to enforce such guidelines. The conduct guidelines and procedures will be consistent with applicable state law and established Diocesan policy.

PARENTAL COOPERATION

Parental Cooperation is required for continued enrollment. Parents are expected to cooperate in good faith with the implementation and enforcement of all St. Philip policies and procedure as stated in the Handbook and requested by the principal. Any student or parent who fails to comply with established guidelines for conduct will be subject to the procedures implemented by the Principal. With respect to students that fail to adhere to conduct guidelines to the point that the learning process or behavior of other students is adversely affected, such students may be subject, at the discretion of the Principal, to suspension, expulsion or other disciplinary action.

In the event parental behavior becomes disrespectful or threatening to students, staff or other parents, the Principal shall have the discretion to require such parent to withdraw his or her child from the School.

STUDENT GUIDELINES

The School wants to foster a loving and supportive environment responsive to the needs of the individual students. The School encourages students to develop strength of character and self-discipline in order for the student to grow academically as well as morally. Students must take responsibility for their own behavior, speech and actions with the expectation that will reflect favorably on them and their community.

Individual teachers will handle the maintenance of proper behavior within the classroom, but any serious or persistent problem behavior can be referred to the Principal. The teacher and the Principal may discuss the student's problem behavior with the student without prior notice to the parents. Following the interview with the student, the teacher or the Principal may request a conference with the student's parents to discuss the situation.

The School requires the students to comply with the following guidelines:

- Behave courteously and respectfully with peers, teachers and parents at all times in manner and speech.

- Obey the rules of the School.
- Dress in accordance with the School dress code.
- Respect the property of the School, teachers and classmates.
- Exercise proper care in the use of materials and equipment.
- Avoid confrontations or fights with classmates.
- Do not possess or use dangerous objects such as weapons or drugs.

CLASSROOM MANAGEMENT POLICY

Teachers are responsible for the discipline in their classrooms. Each teacher provides a set of classroom rules with positive and negative consequences that maintain discipline. Consequences include encouraging remarks, writing positive comments or notes, holding conferences, sending referral to the parent or guardian, calling the parent, providing time out or isolation from school activities and other students, detention after school or referring to the Principal's office.

Teachers are empowered to employ disciplinary action or deny privileges to students for inappropriate behavior and consistent disregard for school rules. The student is expected to comply with the disciplinary measures the teacher may impose.

Since good order is necessary to insure a learning environment, St. Philip the Apostle students are expected to practice self-discipline, both on and off the school grounds. Since good discipline originates in the home, it is the parents' obligation to develop in their children good habits of behavior, as well as a proper attitude toward school. When a student is consistently undisciplined, it will become necessary to contact the parents. Recurrent unacceptable behavior may result in suspension and possible expulsion.

RULES OF CONDUCT

The following rules of conduct are to be observed by all students:

- Students shall have respect for the law, for authority, for the rights of others and for public and private property.
- Students shall have respect for all school personnel at all times. Discourtesy to teacher or staff will not be tolerated. This behavior is subject to suspension.
- Fighting always incurs suspension. After three repeated violations, the student may be expelled from the School.
- Students are never allowed to have in their possession dangerous objects or any form of drugs. Possession of such objects automatically incurs expulsion from St. Philip the Apostle Catholic School.

- Theft of property belonging to the school, a staff member or another student may incur suspension from school.
- Students, who intentionally or accidentally destroy or damage school property, shall be required to compensate for such damage.
- Great emphasis is placed on good classroom behavior. No student has the right to interfere in the learning process of another student. When a discipline slip is given to a student for inappropriate behavior, the student is to have his/her parent sign it and return it to the teacher the following day.
- Passing notes before, during or after classes is not permitted and may incur suspension.
- Students are never permitted to leave the School grounds without written permission from their parents and the principal.
- Gum chewing is prohibited in school and on the School grounds. A \$5.00 fine will be enforced, should this rule be violated. This rule also applies to eating candy in the classroom, unless, for some reason, the teacher approves it.
- Students not complying with the regulation school uniform code will be sent to the office to call parents to bring proper items before being allowed to return to classes.
- Students will obey promptly and courteously.
- Students are responsible for their own actions and should conduct themselves in a manner becoming a Christian.
- Students are urged to take pride in their school by picking up all materials on the floor and placing waste materials in a proper container.
- Students are expected at all times to use language appropriate for a Christian. Profanity or questionable slang words will not be tolerated in oral or written language. Suspension can result.

PENANCE HALL

A penance hall is typically issued after repeated attempts to correct the problem. If a penance hall is administered, the penance hall is given after school from 3:30-4:30pm on Thursdays. A written notice or phone call to the parents is given to make arrangements for the child to attend. At least one-day advance notice is given. Notice of the penance hall provides date, time, student signature and parent signature indicating knowledge of the penance hall. The Teacher in charge has discretion of how the penance hall time is spent. The student may spend time reflecting on how to change his/her behavior, completing work that has not been turned in, completing current work that is due, or extra work that enriches or gives practice on what the student has learned. If the student fails to report, he/she receives an additional penance hall. Parents must make arrangement to pick up their student after penance hall. If parents are not present to pick up students at the end of penance hall, students

will be taken to After School Care and the parents will be held responsible for charges that may incur.

SUSPENSION

Suspension is a serious matter involving faculty, administration and parents. When a serious violation occurs, suspension will be necessary. In case of suspension, a telephone call and/or letter about the action will notify the student's parents. A parent conference will be set up to discuss the matter.

Students may be suspended for:

- Consistent failure to comply with the rules and regulations outlined in the Handbook.
- The willful or malicious destruction or vandalism of School property, equipment or furniture.
- Any conduct at School or School function that adversely affects the status of St. Philip the Apostle Catholic School or causes unfavorable criticism of the School by the community.
- Fighting or other types of violence.
- Lewd remarks or actions, cursing, name calling, use of abusive or obscene language or gestures.
- Throwing of any object in the classroom or hall that could endanger person or property or cause a disruption.
- Inappropriate use of the School computers, Internet or other technology.
- Disrespect to teachers, staff or volunteer workers.
- Any major disruption in the classroom such as refusal to remain seated, walking about or loud or excessive talking out without permission

IN-SCHOOL SUSPENSION

In-school suspension will be held at a location to be determined. The student will be monitored by a teacher throughout the day. The student will:

1. be alone for the duration of the day including lunch, which will be brought to the student if necessary.
2. be given 3 bathroom breaks throughout the day and must ask permission to use the bathroom.
3. will not speak to any other students throughout the day.
4. will write a 1-2 page reflection paper at some point throughout the day to help them think about their actions.

Teachers will provide the student sufficient work for that day (enrichment, if necessary) to ensure that the student will be kept busy for the entire day.

OUT OF SCHOOL SUSPENSION

Students who are serving out of school suspension will not be able to make up any minor assignments but will be able to make up any major grade assignments (i.e. major test).

EXPULSION

This is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Philip the Apostle Catholic School. The principal is the only person authorized who may expel a student. Before that decision is made, there will be a three-day suspension before the principal reaches the final expulsion decision. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

BEHAVIOR

The student is a St. Philip the Apostle student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

CHEATING

Forms of cheating include:

1. copying answers from another student's homework
2. copying an in-class assignment
3. talking to or copying from another student during a quiz or test
4. plagiarism (copying directly from a book or internet source and saying that the words and ideas are your own)

In any instance where one student copies from another student with the consent of the second student, both students will be punished. Students are expected to report any instances one sees to a teacher.

REVERENCE AT HOLY MASS

Every student and teacher at the school is expected to behave in an especially respectful and reverent manner at Friday mass. Students are to keep their attention focused on the sanctuary, to refrain from fidgeting or distracting others, and to keep their hands folded when not using a mass handout.

CONTACT BETWEEN STUDENTS

Traditional forms of greeting are permitted, but most other physical contact is inappropriate and therefore is prohibited. Expression of romantic attraction is always prohibited. Disciplinary action may be taken in case of inappropriate contact.

PASSING OF NOTES

The writing and passing of personal notes among students is disruptive to the learning environment and is not permitted, either during class or at other times. Disciplinary action may be taken in cases of note writing or passing.

NORMAL CHILDHOOD INCIDENTS

Normal childhood incidents that occur usually happen due to students being over anxious and will push and shove a fellow student. At times, those incidents can escalate to a fight. When these types of incidents occur, the following policy will be in place:

1. When an incident occurs, the classroom teacher will question those involved and see if this was a case of a purposeful incident or just an accident. If the latter, just talk to the children involved, get them to apologize and move on. In the case of something being done on purpose, the student will have no recess that day. The child will not be going to the teacher's classroom but to the front office where they will sit until the end of recess.
2. If there is a minor injury due to the incident, isolation in the back of the room will occur. The child will need to be counseled by the teacher. This can be a true learning experience for the child. Most don't know how to act and it is up to us to teach them since they are not getting it at home or getting told by his/her parents that it is OK to hit to defend yourself.
3. In the case of a fight or brawl, the child will have an ISS (In School Suspension) the following school day. For the remainder of the day of the incident, the child will be separated from the rest of the class by completing their class work in the Principal's office.

BULLYING/HARASSMENT

St. Philip the Apostle Catholic School is committed to a policy of non-discrimination. Bullying of students (or by students) is forbidden at school or school events.

Bullying is a form of harassment. Harassment is defined as any words or actions from a person that causes someone to feel uncomfortable, unsafe, or threatened. Racial, ethnic, religious, or gender harassment includes, but is not limited to, oral, written, any

form of cyber-bullying, psychological, physical, and other demonstrative actions with regard to race, creed, ethnic origin, religious preference, or gender that is harassing.

Bullying includes a wide variety of behaviors, but all involve a person or a group repeatedly trying to harm someone who is weaker or more vulnerable. It can involve direct attacks (such as hitting, threatening or intimidating, maliciously teasing and taunting, name-calling, making sexual remarks, and stealing or damaging belongings) or more subtle, indirect attacks (such as spreading rumors or encouraging others to reject or exclude someone).

Any person who believes he or she has been the subject of harassment/bullying should report the alleged harassment to the Principal in writing. The Principal will investigate the complaint and document the investigation, which will be kept on file in the school office. Anyone witnessing or suspecting harassment/bullying has the obligation to report it to the administration. The principal will take whatever actions he/she deems necessary to investigate the complaint, including but not limited to interviewing the accused person, the accusing person, and any witnesses. Any disciplinary action taken will be at the discretion of the administration and will depend on the results of the investigation.

St. Philip the Apostle has addressed potential dangers and issues of various types of technology for our students through the Safe Environment Office's web safety presentations. However, home use of technology cannot be monitored by the school administration. We encourage parents to be highly involved in their child's technological education should they elect to provide them with the means for such interaction.

SEXUAL HARASSMENT

Students have a right to be treated with dignity. All demeaning behavior is prohibited. Students will not engage in conduct constituting sexual harassment toward other students or school employees. Sexual harassment is a major breach and will result in disciplinary action or dismissal. All allegations of sexual harassment will be taken seriously and promptly investigated. Notification to the Principal should be made immediately.

PROHIBITED ITEMS

The only items allowed at school are those necessary for school-related activities. Teachers may allow "show-and tell" items to be brought in, but these items are not the responsibility of the school staff or faculty. The school is not responsible for lost, stolen, or damaged personal items. Parents are asked to prevent children from bringing toys, collectibles, electronic equipment, or valuables to school.

Live Animals: Live animals are prohibited.

Personal Electronics: It is the interest of all students for a peaceful and studious environment to be maintained at school, before, during, and after class times. Accordingly, only those personal electronic items required for school work are to be brought to school. The school will not be liable for damages in the case of personal electronic devices brought to school, whether allowed or prohibited.

Memory sticks or thumb drives may be brought to school and used for data transfer between school and home computers.

Cell phones are to be turned into the school office. Cell phones will be returned to the student at the end of the day. Any phones found during the academic day will be confiscated. Parents are not to call their children during the school day. If you need to reach your child for any reason, please call the school office and leave a message with them.

Confiscated Items: Inappropriate items brought to school by a lower school student will be confiscated and held at the school office. St. Philip the Apostle assumes no responsibility for the security or condition of such items. Confiscated items will be returned to the student's parent or guardian upon their request in person. Items that are not claimed within 30 days may be discarded, sold, or given to charity as seems appropriate.

Dangerous Weapons: It is a crime for any person, student or non-student to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a campus, church, or school-sponsored bus, athletic, social, or extracurricular activity. Any person who does this should be reported to the police department.

Firearms, fireworks, weapons of any kind, or other items which cannot be purchased by minors over the counter are not allowed on campus and will be confiscated. If an item brought to school is determined by the administration to be dangerous in any way to students, disciplinary action may be taken.

Illegal Drugs, Alcohol, and Controlled Substances: No student shall use, attempt to use, possess, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. Alcohol or any alcoholic beverage;
3. Any abusive glue,, aerosol paint, or any other volatile chemical substance for inhalation;

4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited.

Students who violate this policy are subject to disciplinary action.

NO EXPECTATION OF PRIVACY

Monitoring and Supervision: In respect of the school's duty to promote personal safety and a studious environment, students should expect always to be subject to supervision and monitoring of their activities while on campus.

Right to Search: In consideration of the safety of the entire St. Philip the Apostle community, all parish and school administrators have and retain the right to search all personal effects brought onto the property including purses, backpacks, and cubbies, and to confiscate any item(s) deemed inappropriate or unsafe. These items will be turned over the parents if deemed inappropriate and, if illegal, turned over to the police.