

# St.Odilia School Policy and Information Manual

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## Discipline

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### Background/Rationale

The essence of Christian discipline is growth in formation of a sense of personal responsibility. A desirable school atmosphere will be more easily maintained if students understand and appreciate the virtues of justice and charity. The rules of the school must be directed to safeguard freedom and aid in developing personal responsibility. Students should understand that observance of the rules fosters thoughtfulness and consideration of others and brings happiness to all. The world today requires such traits as originality, courage, and flexibility. Schools must guard against unconsciously developing conformity, timidity and rigidity. Discipline is something we do with children, an interaction, not something we do to children.

### Policy

The principal, along with the teachers and parents, bears the responsibility for maintenance of discipline in the school. The principal should be aware that each teacher is the most effective agent for establishing and maintaining discipline with pupils. Discipline procedures should be reviewed and discussed before the opening of school and whenever and occasion warrants it.

The principal has the responsibility and the authority to utilize the agencies and the services within the school, the school system, the social agencies, and the community in dealing with discipline or behavior problems.

Disciplinary records shall not be placed in a student's file.

### K-5 Procedure

Discipline procedure for grades K-5 is established in writing by the individual teacher and communicated to the student and parent in the beginning of the school year. The School Administrator reviews and approves the discipline procedure in grades K-5 on an annual basis.

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### Middle School Procedure:

Refer to attachment.

### Suspension/Expulsion

**Suspension:** Suspension means the temporary exclusion of a student from a class or school. Reasons for suspension may be: vandalism, fighting, disrespect warranting “time out”, chemical misuse, and other inappropriate and disruptive behavior interfering with a positive learning experience or contributing to a harmful environment.

**Expulsion:** Expulsion means the permanent exclusion of a student from a school. This may be recommended for serious or repeated acts such as those listed under “suspension”/ Since expulsion is a serious matter, the school should attempt to correct the student’s actions through conferences with the parents before resorting to expulsion.

The principal must notify the local public school authorities of the withdrawal of any student who falls into the age category for mandatory school attendance.