

## SECTION E: DISCIPLINE AND GUIDELINES

### **Discipline**

Discipline in the Catholic school 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 and Christian values.

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. Students are representatives of the school at all times.

### **Maintenance of Effective Discipline**

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

### **Disapproved Disciplinary Measures**

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

### **Rules and Regulations**

All students are expected to demonstrate:

- Daily practice of Christian virtue and the Ten Commandments
- Respect for everyone, adults and fellow students, no matter the age
- Obedience to classroom and school order and organization, such as silence in certain places and at specified times. This is necessary for the learning environment.
- Attention and participation in all lessons and class activities
- Respect for the belongings of others; care of one's own property
- Courtesy and manners in responses to teachers, other adults, other students
- Following class procedures and routines

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- Obeying game / sports rules and playing with good sportsmanship
- Keeping hands off one another and respecting personal space
- Any type of mischievous behavior, property damage, inappropriate language and nonconformity to rules will not be tolerated. *“Play fighting” is not allowed and will be treated as real fighting.*

This list is not all inclusive. The Administration and Teachers use various routines and procedures as is age appropriate; these are explained and practiced at the beginning of the year, and at various times when needed.

If an action is serious enough, such as fighting, cheating, bad language, stealing, vandalism, etc. as determined by the teacher and the principal, more immediate and direct measures will be taken, in accord with Archdiocesan policy. It is also the policy, here at St. Joseph School, to notify the parents and, if needed, require that they come to school immediately in response to a discipline situation.

### **Cheating**

Cheating is a form of stealing – it is taking the work or thoughts from another. Students often feel the pressure to cheat because of parental, peer, or teacher expectations. Students may also feel the need to cheat because they have not taken the proper responsibility to be prepared for exams on their own. We want our students to do their own individual best. **Anyone caught cheating, copying homework, class work or exams, or giving such material to other students, will receive a "0" (zero) grade to be averaged into the subject involved, regardless of the assignment.** No make-up opportunity will be given. Cheating will also affect the Conduct grade, which in turn may affect Honor Roll or eligibility for other honors and privileges.

### **Parties**

The children in all grades are allowed a classroom party just before the Christmas holiday. Each family pays a fee at registration to cover the costs of this party. The lunch will be ordered by the school with drinks and desserts provided by the Room Mom and parents. The style of the party should be simple, reflecting the true spirit of our Christmas celebration that God took on flesh to dwell among us. Any other parties would be with the permission of the principal.

Off-campus mixed parties involving the students of the intermediate and upper grades are not permitted or blessed by the school. Parents are asked to cooperate with this regulation, even though strictly speaking, this matter of parental-sponsored parties is one primarily involving parental control and not that of the school.

There are good reasons for this policy involving the recognition of the psychological and social growth levels of children. Most students at this age are not comfortable with early socializing in mixed company, but prefer their own gender groups. In addition, the effects of these events have a direct and often negative result on school attention and behavior.

If families decide to offer a mixed party anyway, they take direct responsibility for the behaviors that may occur. In addition, off campus parties, no matter the occasion, may not use the school

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or class name in any manner. Invitations, monies, etc. are not permitted to go through the school, class, or any of its personnel. This is a liability issue and the school must be protected.

### **Birthday Treats**

We truly enjoy celebrating the gift of each child's life in a simple way here at St. Joseph School. Treats are by no means mandatory, but for those who would like to treat the class on their child's birthday, cookies, donuts, fruit snacks, juice boxes, stickers, etc. Please **DO NOT** send cupcakes with lots of frosting. Please **DO NOT** send anything with nuts due to allergies. Also due to allergies, we ask that all food be store bought so that we can review the label. The treats will be given on the way to recess, lunch or at dismissal at the discretion of the teacher. Treats must be delivered to the school office and not taken directly to the student's classroom. Please **DO NOT** send lunches. Please **DO NOT** send toys, balloons, flowers, etc. Small groups may not celebrate individual students at school.

If you are having a Birthday party for your child, invitations cannot be passed out at school unless everyone is invited.

### **Articles Brought to School**

Only those items needed for classroom use should be brought to school. Items that are hazardous to the safety of others, interfere with school procedures, or are unnecessary for class will be collected. These items will be returned to the parent upon request.

Skates, skateboards, rollerblades and the like are not allowed at any time at school. We also do not allow rubber balls, basketballs, volleyballs, softballs, bats, etc., brought from home.

We discourage the children from bringing any kind of toys, large or small, to school. This interferes with the students' concentration and the purpose of school. However, a teacher may allow a share day, or request specific games for rainy days.

Students are not permitted to bring magazines, cameras, videos, electronic pocket games, electronic organizers, radios or iPods (any electronic devices) to school, unless requested by the teacher for the specific purpose of a classroom project.

Students' personal computer CDs, flash drives, DVs, I-pods, etc. are also not permitted unless there is an assignment and only under the direction of the teacher. Downloading items from home on to the school computers or taking unauthorized pictures at school or school function is a violation of electronic usage policies. Please see the special page on electronic/media usage.

### **Lost and Found**

Students and parents are encouraged to check the Lost & Found container for misplaced or lost articles. Items not claimed will be disposed of periodically. **All belongings are to be clearly labeled.**

### **Consequences**

Teachers may use a variety of consequences for misbehavior depending on the nature of the infraction and the age of the child. While not an all-inclusive list, consequences may include time out, prevention of

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privileges, classroom or playground chores, conduct referrals, detention, or parent notification. Serious consequences may include suspension and even withdrawal from the school. It should be remembered that each child at school, just as at home, is unique. Consequences given to one may be different from those given to another. The primary intent of consequences is to help children remember and implement their responsibilities in order to grow into self-disciplined young Christians and well-formed adults.

### Fines

Monetary consequences, called fines, will be levied for the following infractions:

Overdue library book	10¢ per day
Lost Library book	price of book
Uncovered textbook	50¢
Lost/damaged textbook	price of book
Lost/damaged play equipment – as a result of disobedience	= cost of item
Littering campus	yard clean up
Chewing gum	\$1.00 & consequence

For marked, damaged, or defaced uniforms or school property, the student will see the principal. Other fines may be imposed, but only with the permission of the principal.

### Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, etc. outside school hours so that grades can be reported.

### Detention

Purpose: Detention may be employed as an unpleasant consequence in order to deter repetitive or serious behaviors in our students that should already be under their control. It is our hope that this deterrent will bring about greater responsibility in behavior and in academics. We do not want to spend instruction time determining why homework has not been completed or constantly re-directing inappropriate behavior that is obstructing student learning.

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students shall be required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health
- Detention before or after school hours is considered an appropriate means of discipline
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who should also be informed of the reason for detention and the exact time the period of detention will begin and end

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### **Suspensions**

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or 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 or her own authority suspend a student

### **Expulsions**

#### **Reasons for 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, harassing or hazing 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 Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

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- Portraying the school, faculty/staff or yourself, as a student of the school, in a way that is morally or ethically incompatible with the teachings of St. Joseph School. This includes YouTube, Facebook, and other public media communications

### **Procedure for Expulsion**

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or 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 or 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 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: \_\_\_\_\_

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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 is 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 reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions

### **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.

### **Uniform and Dress Code**

The wearing of a uniform is an integral part of Catholic school discipline. We choose to wear a uniform and have rules around personal appearance for several reasons. The uniform helps all of us not to judge on personal appearance the value and worth of someone based on what they wear. It alleviates any pressure to have the newest fashions and simplifies the morning routine. It

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allows each student to develop their unique personality and interior beauty cultivated on the practice of Christian virtue. The use of popular hairstyles, jewelry, make-up, etc. leads to preoccupation with personal appearance and distraction during school. Simplicity should be taught and encouraged.

If a student frequently offends against school standards of dress, grooming and hygiene and has been corrected in this regard, the cooperation of the parents will be sought to correct the problem as this takes away from time that teachers should be devoting to academics. Lack of improvement is grounds for dismissal of a student during the school day.

### School Uniforms

All students are to be in full uniform each day including the first day of school. Please refer to the current uniform list. School uniforms may be purchased from True Grits Uniform Company and the PE uniform from Jalisco Sporting Goods. Please **mark** all parts of the uniform with the complete name of your child.

#### Girls –

- Grades TK-4 Round collar, white blouse (no puff sleeves)
- Grades 5-8 Pointed collar, white blouse (no puff sleeves)
- Grades TK-4 wear a jumper
- Grades 5-8 wear a skirt
- The length of the girls jumpers and skirts should be dignified and modest, no shorter than mid-knee.
- It is recommended that the girls wear shorts under their uniform jumper or skirt.
- Grades 5-8, are to wear a white tee-shirt under their blouse.
- The criss-cross tie will be worn daily for girls in Grades TK - 8.

#### Boys -

- TK & Kinder may wear full elastic navy blue pants
- TK-8 elastic back twill, value line flat front or flat front, athletic cut navy blue pants
- Grades 1-8 must wear a black belt. This is optional for TK & Kinder.
- Are to wear a plain white tee-shirt under the uniform shirt.
- TK-6 wear an oversized light blue shirt daily.
- 7 & 8 grade boys will wear button-up, oxford shirt daily.
  - The shirt should remain tucked in all day.
  - A belt should be worn with the pants.
  - A tie will be worn on Mass days or for other special days as directed by principal.
  - The tie should remain on all day when worn.

### Cold Weather

- Jackets are for outdoor use. School jackets **must** have the school emblem and be embroidered with the first initial and last name, or just the last name if you have more than one child and would like to pass the jacket down. If name is not embroidered on the jacket please mark the inside tag with your child's name.
- Navy blue sweater or v-neck vest may be worn in-door or outdoor. School sweater must have the school logo and it may be embroidered with the first initial and last name or just the



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last name if you have more than one child and would like to pass the jacket down. If name is not embroidered on the sweater please mark the inside tag with your child's name.

- SWEATSHIRTS - St. Joseph School logo sweatshirts may be worn with uniform shirts, no hoods in the classroom. NO other sweatshirts may be worn. NO Sweatshirts during Mass.
- Girls can wear white or navy tights.

### **Walking Shorts (Optional)**

May be worn during the warm weather months of August, September, October; May and June

Girls –

- TK& Kinder may wear full elastic navy blue shorts.
- K-8 elastic back or value line mid-rise Bermuda shorts.

Boys –

- TK may wear full elastic navy blue shorts.
- TK-8 elastic back twill, value line flat-front or long length flat front shorts.

### **Socks**

- White, navy or black crew socks (folds over, ankle high) or knee highs.
- No emblems, for example, Nike.

### **Shoes**

GIRLS: Shoes may be Oxford, Mary Jane style, saddle or tennis shoes. Shoes must be solid black or solid white or combination of both. NO lights, sparkles, wheels, boots, hightops/midtops are allowed. NO CONVERSE OR IMITATION CONVERSE style shoes. For safety concerns shoes must be properly laced and sized. Shoes also must be neat and clean with the laces visible, at all times.

BOYS: Shoes may be oxford, athletic or tennis shoes. Shoes must be solid black, solid white, or a combination of white and black. NO lights, shoes with wheels, boots, hightops/midtops are allowed. NO CONVERSE OR IMITATION CONVERSE style shoes. Shoelaces must also be black or white and properly laced and visible at all times. For safety concerns shoes must be properly laced and sized. Shoes also must be neat and clean with the laces visible, at all times.

### **PE Clothes**

All students are expected to have the appropriate uniform for PE. These can be bought through Jalisco Sports in Baldwin Park. If some parts of the PE uniform are forgotten, the student will remain in full uniform during PE.

- “mesh” royal blue shorts with school logo
- Light blue T-shirt with the school logo
- Plain tennis shoes. No sparkles, glitter, etc.
- In cold weather, gray sweat pants and sweat shirt with school logo may be worn over the PE shorts.

### **Hair Styles**

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- **Hair spray** is not allowed in school.
- NO use of bleaches, Lighteners, toners and/or unusual styles tends to lead to a preoccupation with personal appearance; their use is not considered in keeping with the academic atmosphere necessary in the school.

Boys –

- Are to keep their hair trimmed neatly and evenly in a simple style.
- Hair should be off the collar and out of the face and combed in the traditional style.
- No “Gel” should be used on the hair.
- No latest styles such as "tails", multi-layered styles, shaved, or any other “different” type of styles are allowed.

Girls -

- A simple style--nothing high or extreme.
- Blue, black or white hair accessories may be worn. They should be simple and match the uniform.
- NO big flowers or bows permitted.

### **Jewelry**

- May wear a simple crucifix or medal on a chain around the neck under the uniform.
- Besides what is listed below, NO other jewelry is permitted, including bracelets, watches, rings, etc.

Girls –

- May wear a single pair of simple "stud" earrings in the ear lobe.
- For safety and simplicity, dangling and hoop earrings are not permitted.

Boys –

- May not wear earrings.

### **Make-up/Nails**

- NO make-up or nail polish. This often leads to preoccupation with personal appearance to the detriment of academic skills.
- Clear lip balm for chapped lips is permitted.
- Nails are to be kept short (no longer than just visible from the back of the fingers), and clean.
- Girls at this age should not be getting “nail jobs”. There are no exceptions, including May Crowning.

### **Non-Uniform Days**

The purpose of non-uniform dress is to help our students to learn to dress modestly, in attire appropriate to a Christian, and befitting the circumstances for the day designated.

Because stores present so many styles of clothing and because society is freer in the styles worn for different purposes, the job for parents and teachers is much more difficult. We hope to help parents in this duty by allowing these days and specifying what is appropriate. We expect parents to provide guidance in the type and style of clothing to be worn so that time is not taken from the curriculum to correct inappropriate types of attire at school.

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### **Dressy-Dress Days**

Clothes must always conform to rules of modesty; good taste and appropriateness. T-shirts, tennis shoes and jeans or levy-type pants are not permitted on these days.

Girls are to wear dresses or skirt and jacket sets appropriate for church or a formal party. Casual clothing, pants, skirts or dress with slits, off-the-shoulder or sleeveless tops, scoop fronts or backs are not permitted. Tops must not have slogans, writing or pictures on them. Stretch, bike or ribbed knit shorts/pants sets are never allowed. Socks must be worn with shoes; shoes should be clean and in good condition. Only seventh and eighth grade girls may wear nylons and low heels (high or spike heels are not good for growing bones).

Boys are to wear long dress slacks, dress shirt and tie, and dress shoes; shirts should not have slogans, writing or pictures on them. Jeans, balloon pants or any faddish attire is not appropriate for a dressy-dress day nor is it permitted. Socks must be worn with shoes; shoes should be clean and in good condition.

Again, clothing is to be in good taste and professional looking, not following faddish trends. Children should be guided to dress appropriately for their age level and no as “mini-adults”. As children are allowed to dress so do they act.

### **Casual Dress Days**

Students are to wear long pants, shirts must have sleeves (no brand names, slogans, pictures or other writing); socks. Jeans and tennis shoes are not acceptable on these days.

On non-uniform days the students may chose to wear the school uniform.

### **“Jean” Days**

Finding denim jeans that fit appropriately is a challenge but not impossible. When we allow students to wear jeans, we expect that they are not tight fitting or low cut. Therefore, we request that they **not wear** tapered, straight leg, skinny (any type), stretchy material that is too tight. They should not cling to the calf, ankle or thigh. They are to be regular denim material (blue or black) and boot cut. Sometimes buying a pair a couple sizes bigger for your son / daughter will help.

### **Picture Day Clothing**

Regular school uniform is worn. 7 & 8 grade boys should wear their ties.

### **Volunteer/Parent Dress**

Example is the best teacher to teach Christian values. Therefore, we expect parents and/or volunteers to dress appropriately, in a manner befitting the professional school atmosphere. Following the same dress guidelines as the students can be very helpful.

### **Non-Uniform Days**

The purpose of non-uniform dress is to help our students to learn to dress modestly, in attire appropriate to a Christian, and befitting the circumstances for the day designated.

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Because stores present so many styles of clothing and because society is freer in the styles worn for different purposes, the job for parents and teachers is much more difficult. We hope to help parents in this duty by allowing these days and specifying what is appropriate. We expect parents to provide guidance in the type and style of clothing to be worn so that time is not taken from the curriculum to correct inappropriate types of attire at school.

### **Harassment, Bullying and Hazing Policy**

St. Joseph 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. 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.

Students also may be involved in cyber bullying, 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

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- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's user name to spread rumors or lies about someone

**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 are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If a student is a target of harassment, bullying or hazing, when possible, informing 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

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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.

Students do not own their desks or other school property. Desks and cubbies are made available to the student by the school. The student does have some expectation of privacy in his/her desk or cubby 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 a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or 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.

### **Disciplinary Reporting to Parents**

#### **Informal Notices**

In order to assist parents in staying informed of what is happening in school; teachers may send home informal behavior notices through notes. These notices are intended to keep parents informed of any potential problems before difficulties increase. Parents and teachers may then work more closely together for the benefit of the child.

#### **Formal Notices**

Formal behavior notices, called Conduct Referrals are given by the principal for serious infractions of behavior. Parent conferences via telephone or personal meeting will take place. These formal notices are taken into consideration when assessing students for re-registration.