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## **DISCIPLINE** (Diocese of Little Rock Policies and Regulations Manual)

One of the assets of a Catholic education is the opportunity for students to learn the value and practice of self-discipline. The meaning of self-discipline is: a person's ability to wait, think, and delay personal gratification for the good of the individual, other persons, or a group.

In contrast to self-discipline, persons in authority through consequences and/or rewards define discipline as the direct control of behavior. Discipline is imposed when a student chooses not to be self-disciplined.

The purpose of discipline is to develop personal responsibility, to communicate rules and regulations, to teach courtesy and respect for self and others, to establish order, and to instill in student's self-discipline.

Reasons for rules should be clearly understood by adults and students. Rules are designed to uphold the purpose and mission of the school, to ensure the safety of each person, and to build an environment where learning occurs.

Below are **SCHOOL RULES** that affect the daily living of the school community:

1. RESPECT YOURSELF, OTHERS, AND ALL PROPERTY
2. CONTRIBUTE TO THE LEARNING ENVIRONMENT
3. FOLLOW SCHOOL AND CLASSROOM PROCEDURES
4. PRACTICE SELF- DISCIPLINE SKILLS

During the school year, fifteen self-discipline skills will be emphasized to students. Selected skills will receive direct attention and will be taught by direct instruction, modeling and infusion.

### **SELF-DISCIPLINE SKILLS**

1. Can listen
2. Can follow instructions
3. Can ask questions when something is not understood
4. Can share
5. Can be trained in the essentials of social skills
6. Can work cooperatively with others
7. Can understand and explain the reasons for rules
8. Can select and develop procedures for accomplishing an objective
9. Can be trained to be a leader
10. Can learn the essentials of good communication skills

11. Can set their own schedules and time limits
12. Can work together to resolve problems
13. Can take the initiative to resolve problems of mutual concern
14. Can distinguish fact from feeling
15. Can sacrifice from a motive of love

### **SCHOOL DISCIPLINE CYCLE**

The School Discipline Cycle will be used if a student:

1. Seriously or continuously violates classroom/school rules and procedures.
2. Must be removed from the group in order to protect a student and/or to ensure the learning environment of the school.
3. Is in physical or psychological danger or puts another in danger, is irrational or unreasonable, or pushes beyond the limits of respect in speech and/or actions.
4. Has clipped down to parent contact more than once in one day.

**Step One:** The student begins the discipline cycle by attending an intervention meeting with the Principal.

**Step Two:** The student will meet with the Principal and/or the School Disciplinary Board. The School Disciplinary Board will consist of the principal, the teacher involved, and two rotating staff members. Parents will be invited, but not be required to attend.

1. Students will appear before the Principal and/or School Disciplinary Board.
2. Addressing the inappropriate behavior, the student and the Principal and/or School Disciplinary Board will develop a plan of action.
3. The student will be held responsible for the plan of action.
4. Parents will be notified in writing of the actions taken by the Principal and/or Disciplinary Board.

Step Two of the Discipline Cycle can be repeated as long as the student is able to demonstrate that learning from mistakes is occurring and shows a willingness to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Three of the School Discipline Cycle.

**Step Three:** In extreme cases when the principal determines the seriousness of the action warrants starting at Step Three:

1. The student will receive a detention and may meet with the School Discipline Board. Parents will be notified in writing of the reason for the detention and the day it will be served.
2. If there is a previous behavior plan, it will be reviewed and modifications made or

- a new plan of action will be developed if necessary.
3. The Principal/Discipline Board may recommend in-school suspension, which the parent must pay the substitute salary, or an out-of-school suspension. All school work must be completed while in in-school or out of school suspension. Students will receive grades on work completed while at in-school suspension and will not be counted absent. Students in out of school suspension will be required to complete all assignments given and will have them ready to turn in to their teacher the day they are reinstated. The student will receive grades for these assignments but will be counted absent.
  4. Parents will receive written notification of the Principal's/Board's decision if the student is assigned in or out of school suspension.

### **Dentention**

1. Detention will be served on the day scheduled by the principal.
2. Detention will begin at approximately 3:15 p.m. on the assigned day, allowing the student time to use the restroom and to get a drink of water before reporting. In some instances, detention will be held during the students' lunch and recess.
3. If a student fails to serve the detention on the assigned day, further consequences will be incurred. Only previously scheduled doctor or dentist appointments will excuse a student from serving a detention on the assigned day.
4. Detention consists of either standing or sitting quietly at a desk. No work, talking, or reading is allowed. If a student talks or is disruptive during detention, an additional day of detention may be given.

**Step Four:** In extreme cases, the School Disciplinary Board may recommend expulsion.

1. The decision to expel a student rests with the principal and the pastor.
2. If expulsion is the decision, the student's parents will be notified in writing, the reasons for the expulsion given, and the right to request a hearing explained.
3. The principal and the pastor may reconsider the expulsion when a parent makes a written request for a special hearing.

**A very few serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate move to Step Four.**

### **A. Conduct**

- (1) Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- (2) Corporal punishment is contrary to diocesan policy and is not to be used as a means of student control.
- (3) Emphasis is placed on positive values rather than negative. When

violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, the teacher, and all who have been offended by the student's misconduct.

- (4) Means of coping with problem situations are to deny privileges to misbehaving students, to talk to students in private, to inform parents or guardians, to seek positive help for the students from the Principal and/or Pastor.
- (5) Serious or continuous disciplinary problems will be referred to the principal, and parents will be notified of the infractions and of the disciplinary action taken.
- (6) If a student cannot be helped through any of the above means, the principal will follow the procedures for suspension or expulsion as outlined in policy 2.18, SUSPENSION, 2.19, EXPULSION.
- (7) Conduct not tolerated:
  - a. Any disorderly conduct or destruction of property. Students will pay for any damage to school or parish property.
  - b. Disrespect or abuse of school staff.
  - c. Possession of firearms or other weapons.
  - d. Theft
  - e. Cheating of any type. Students who choose to cheat face a failing grade, detention, suspension and/or expulsion.
  - f. Possession of or use of alcohol, tobacco or drugs.  
(See 2.21 ALCOHOL/DRUGS)

#### **B. Suspension/Expulsion** (Diocese of Little Rock Policies and Regulations Manual)

**Suspension** is defined as a temporary exclusion of a student from a school for disciplinary reasons. Suspension of a student for disciplinary reasons will be the decision of the principal in consultation with the pastor.

If a student is assigned an in-school suspension, the parent must pay the substitute's salary. All assigned work will be completed during the in-school suspension or out of school suspension. Students will receive grades on work completed while at in-school suspension and will not be counted absent. Students in out-of-school suspension will be required to complete all assignments given and will have them ready to turn in to their teacher the day they are reinstated. The student will receive grades for these assignments but will be counted absent.

1. Students may be suspended by the principal for serious reasons for a period of time not to exceed ten (10) days.
2. The principal will notify the student and the student's parent(s)/guardian(s) of the reason for the suspension, the time of the suspension, and the requirements for reinstatement.

**Expulsion** is defined as the permanent dismissal of a student from school. Expulsion, or permanent dismissal, will be the decision of the principal in consultation with the pastor.

1. Notification of the expulsion will be sent to the school board president.
2. A written report containing reasons for the expulsion will be sent to the student's parent(s)/guardian(s) and to the diocesan superintendent.
3. If parents wish to appeal the decision, they will contact the president of the school board who will arrange a hearing with the Arbitration Committee. (Refer to Diocesan "Right of Appeal" policy.)