

Sacred Heart Catholic School Discipline Policy

The goal of the SHCS Discipline Policy is to provide a safe and cooperative environment under which the students can grow to Christian maturity and complete self-discipline. Whenever possible, restorative justice practices will be used to help students repair any harm that they may have caused, whether intentionally or inadvertently. Restorative justice practices are non-adversarial and provide those involved with the opportunity to learn about the consequences of their actions and to make appropriate amends. All staff are familiar with restorative justice practices including the use of restorative language, classroom groups, mediation, and forums. Use of any of these practices requires that students accept responsibility for their actions and are willing to work together to come up with appropriate consequences. All minor infractions will be initially dealt with using restorative practices. Individual classrooms will have their own rules and procedures that are based on and connected to our discipline policy, but are tailored to specific class needs.

Minor Infractions include:

- not following school rules
- misuse of playground equipment
- rough or unsafe behavior
- vulgar language
- fooling around in the building
- derogatory comments and gestures/put downs towards others
 - taunting and teasing
 - disruptive behavior
 - disrespect/ rudeness towards or arguing with staff.

Consequences for minor infractions will be jointly determined by all those involved and will focus on making restitution for the infraction (i.e. natural consequences that help to fix what was broken and/or make things better). These mutually agreed upon consequences may include:

- scheduled times for the student(s) to help in/around the school (during what would otherwise be free time)
- time-limited loss of privilege
- time out in a supervised area
- detention at school (parents will be notified of any after school detention prior to it being served)
- other appropriate consequences

In situations where students choose not to take part in restorative practices, the teacher and/or supervisor and/or principal will decide on consequences (i.e. the ways that restitution might be made).

Regardless of the specifics of an incident or its consequences, a Minor Infractions Report will be completed and a copy will be sent to the parents, teacher, and office. Three minor infractions within two weeks will add up to a major offense.

Major Offenses include:

- use of drugs or alcohol or weapons
- theft or dishonesty
- gross insubordination or willful disobedience or defiance
- verbal abuse including gestures
- intentional physical violence
- irresponsible actions causing bodily harm (e.g. spitting & biting)
- truancy and leaving the school grounds without permission
- vandalism
- three minor infractions within a 2-week period

A Major Offense Discipline Report is completed for each major offense. Major offenses are recorded from September to June and accumulate during the school year. Consequences for major offenses are as follows:

1. First incident:

After the first offense, the student is reported immediately to the Principal who meets with the student and contacts the parents. The student is sent home for the remainder of the day. Prior to the student's return to school, there will be a meeting with the student, parent(s) and Principal to create an action plan, which may include a restorative justice forum. This forum will determine appropriate consequences for making restitution and suggestions for what will happen if a second offense occurs. If the student is not willing to participate in a forum, consequences will be at the discretion of the school staff and may include up to five days of at-school detentions. All students who are disciplined for a first offense will receive the warning that a second major offense will result in a suspension.

2. Second incident:

The second time the student is reported for a major offense, the parents will be called to take the student home and the student will be suspended for three days. While suspended, the student may not participate in any school events. Prior to returning to school there will be a meeting with the student, parent and Principal to create an action plan, which may again include a restorative justice forum. This forum will determine appropriate consequences for making restitution and will include a consideration of those recommendations that arose from the first forum. If the student is not willing to participate in a forum, consequences will be at the discretion of the school staff and may include up to five days' loss of free time and/or five days of at-school detentions. All students who are disciplined for a second offense will receive the warning that a third major offense will result in an expulsion.

3. Third incident:

A third offense will result in expulsion where parents will be called to take the student home and a meeting will take place with the student, parent and Principal. Expulsion means that the student will be removed from the school permanently; they may be appealed to the School Council.

In extraordinarily serious situations, the Principal may summarily suspend a student and parents will be notified to pick up the child at the school. Prior to returning to school there will be a meeting with the student, parent and Principal to create an action plan. Appropriate consequences will follow.

Bus line Expectations

Please note that after dismissal, all bus students must go promptly to the bus line at the sidewalk on the upper field. When the bus line bell rings there is a supervisor to lead the students to Marie Sharpe school bus pick up area. Students walking to Marie Sharpe on the bus line are expected to: walk in twos, stay together, walk on the sidewalk only, and follow the instructions of the supervisor. These rules are for the safety of all students who are walking to Marie Sharpe School to catch their bus home or students who are walking down to join the Rec and Roll program. Failure to follow these rules can result in the student being suspended from traveling on the bus/bus line.

I have read and acknowledge the above Discipline Policy of Sacred Heart Catholic School.

STUDENT NAME: _____

Date: _____

Parent/Guardian Name: _____

Signature: _____