

Conduct Code/Discipline

The following policies are in effect on all school grounds, on transportation to and from school and at all school sponsored functions:

Expected behavior of all students

- Be courteous and respectful of all adults and peers
- Follow all rules of the school which includes bus behavior
- Maintain a safe and clean environment throughout the premises
- Students are expected to be prepared and be responsible for all academic work.

We expect honesty and integrity from all of our students in all situations. Discipline is an important factor in the education of children. Children need structure and boundaries to become self-disciplined and self-directed individuals.

The discipline committee views discipline in two areas, behavior and academics. Behavior deals with students' actions; academics deals with attitude and work ethic. In order for students to reach their maximum potential, the discipline committee has set up action plans as follows:

1. **Behavioral Warning/Detention** – Students may receive a behavioral warning or detention for any infraction against the conduct code. An infraction of a serious nature may constitute an immediate detention and/or suspension.

Behavioral detention will be held once a week on Wednesday from 2:00 p.m. to 3:00 p.m. Parents must come into the building promptly at 3:00 p.m. through the main school entrance to sign their child out.

The discipline committee has set up specific guidelines for behavior in the various areas of the school. Rules and regulations will be posted in each classroom. These areas include:

- School-wide hallway rules
- Lunch room and playground rules
- Bus rules

2. **Academic Warning** – Academic warnings are given for coming to class without homework, books, supplies, signed papers or absentee work.

Bus Rules

If a student is a resident of Orland School District #135 and consolidated School District #146, the student is eligible for free bus transportation on the school buses that serve District #135 and #146, provided the student lives beyond 1 ½ miles from 143rd Street and Highland Ave. Bus rules must be followed by all students. These rules include but are not limited to:

- The bus driver and students must be respected at all times.
- Students must remain in their seats at all times.
- Fighting or use of improper language will not be tolerated.
- Bus property and that of other students must be respected at all times.
- Eating on the bus is not permitted at any time.
- **No student may ride another student's bus.**
- **Car riders and walkers may never ride District #135 or #146 buses.**

When safety rules are not observed, the following procedures will be followed: The bus driver will submit a written report when a violation of one of the regulations set forth above occurs. When a student is reported by the bus driver, the student will meet with the principal and a copy of the report will be sent home with the student. Parents will be asked to discuss the matter with the child, sign the report, and return it to school the next day.

If an offense is deemed serious by the principal, a student may be given a detention or a suspension from the bus for a given period of time. If a student continues to misbehave on the bus, he or she will lose all riding privileges for the remainder of the year.

Probation

Probation is a period of time given to the student to improve or correct inappropriate behavior. Teachers, students and parents will work together to help the student make a positive change. When there is close cooperation between home and school, discipline problems do not reach the point where more serious action must be taken.

Suspension

Suspension is an exclusion of a student from the classroom on a temporary basis. Suspension may be designated for a period of time determined by the administration. Parents will meet with the principal to discuss the terms of the suspension. Student work will be available at the school office. The student will be responsible for all class work. During suspension, the student is not to be on school property and should be supervised by his or her parent/guardian at home. **He/she may not participate in sports or other extracurricular activities sponsored by St. Michael School and St. Michael Parish while on suspension.**

Expulsion

Expulsion is the termination of the student's right to attend St. Michael School. It is invoked in extreme cases when all other available means of discipline have been exhausted and have failed. Archdiocesan policies regarding expulsion will be followed. Serious offenses that may warrant suspension or expulsion include but are not limited to the following:

- possession, solicitation, use, distribution or sale of weapons, drugs, harmful materials, and illegal substances
- chronic disobedience or disrespect toward faculty members, administration or adult supervisors at school
- chronic fighting or provocation of fights
- chronic violation of school rules
- cheating or falsification of school records
- truancy
- inappropriate sexual behavior/harassment
- tampering with computer equipment, inappropriate use of computer equipment in school, or any inappropriate use of technology
- tampering with protective fire equipment, emergency equipment, or sprinkling system (Student/parent/guardian will be responsible for any cost incurred to repair damage caused by the student's actions with regard to this.)
- public scandal involving students

Bullying

St. Michael School will not accept or tolerate any form of bullying. Serious action will be taken by the administration. Bullying actions in any form, including use of internet and other electronic communication devices are unacceptable in the school community. St. Michael School faculty and administration view bullying as destructive. Bullying is a conscious, willful, deliberately hostile behavior by one or more people, which is intended to harm others.

Bullying may be physical, verbal, emotional or sexual in nature. For example:

- **Physical bullying** includes, but is not limited to punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching, etc.
- **Verbal bullying** includes, but is not limited to name calling, teasing, taunting, gossip and threats, whether in person or through any form of electronic communication.
- **Emotional bullying** includes, but is not limited to rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulating friendships, isolating, ostracizing, and peer pressure.
- **Sexual bullying** includes, but is not limited to many of the actions listed under emotional bullying as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

Cheating

The administration and faculty view cheating as a very serious infraction of school rules. Cheating comes in many forms, including but not limited to:

- viewing or copying other student's work
- using any form of cheat sheets including writing on body parts, articles of clothing, or school property
- plagiarism
- talking during assessments

Harassment and Threats

The Pastor, administration and staff of St. Michael School believe that all students and employees are entitled to work and study in school related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of **any type** will **not** be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Examples of harassment include by are not limited to:

- verbal or written taunting
- bullying
- offensive, intimidating, hostile conduct
- ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

Sexual Harassment

Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

Search and Seizure

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

Weapons

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, taser or laser items, bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

Public Scandal Involving Students

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to

disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school.

School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal. Students will be subject to disciplinary action for:

- actions gravely detrimental to the moral, spiritual and physical welfare of other students
- actions which are detrimental to the school's reputation
- grave offenses which may include a violation of criminal law
- actions so outrageous as to shock the conscience of behavior of the community