

CHRIST THE KING CATHEDRAL SCHOOL
DISCIPLINE MANAGEMENT PLAN AND STUDENT CODE OF CONDUCT

GOALS AND EXPECTATIONS

Christ the King School is committed to maintaining a learning environment in which students, teachers, and staff can study and work together in an atmosphere conducive to learning. Students learn best in a community that is safe and free from disrespectful and destructive behaviors and attitudes. Christ the King Cathedral School is also committed to helping students become respectful, responsible Christians who exercise appropriate self-control.

The Discipline Management Plan places responsibility for discipline at Christ the King Cathedral School on four groups: the principal, teachers, students, and parents. The principal is responsible for enforcing and monitoring the Discipline Management Plan. The principal is expected to provide teachers with adequate training and support with respect to the Discipline Management Plan.

As role models, teachers are expected to treat students with respect. We believe that caring teachers who treat students with courtesy, respect, fairness, and dignity will motivate students to behave appropriately. We also believe that positive suggestions and constructive criticism given in a warm, friendly manner are usually far more effective than punishment. We realize, however, that this approach is not always effective. A firm discipline policy that is consistently enforced is an important factor in maintaining an environment that is conducive to learning.

Students are expected to know and follow the minimum standards of behavior established in the Discipline Management Plan. The Plan encourages students to exercise self-control and make informed decisions by setting forth consequences for students who violate the standards. Through the enforcement of the Plan, students will learn that if they choose to violate these standards of behavior, they must accept the consequences. They will also learn that the consequences are directly related to the seriousness and frequency of the violation.

Although the Discipline Management Plan is an important part of encouraging students to become responsible Christians who make wise decisions and accept the consequences of their actions, we cannot instill the sense of responsibility in the students without the help of parents. As the primary teachers and caregivers, parents are expected to assist the School in teaching responsibility and discipline to their children and supporting the decisions of the teachers and the principal.

SCHOOL JURISDICTION

The school has jurisdiction over all students and activities that occur during the regular school day or during school-sponsored activities. Specifically, the school can impose disciplinary consequences on any student who violates the Discipline Management Plan:

- During the school day on Christ the King Cathedral property
- While attending or participating in any school-sponsored activity, regardless of time, place, or mode of transportation
- At any time or place, if the conduct relates to the school

The Principal has full authority to maintain appropriate discipline whenever the student is under the jurisdiction of the school.

Every student in the school is expected to abide by the laws of the State of Texas, or any state to which they may travel on a school sponsored activity, and the United States.

RESPONSIBILITIES OF THE PRINCIPAL, TEACHERS, STUDENTS, AND PARENTS

Christ the King Cathedral School recognizes that the Principal, teachers, students, and parents have certain responsibilities in maintaining discipline in the school and enforcing the Discipline Management Plan. As used in this policy, "Principal" includes the Principal's designee.

A. The Principal has the responsibility to:

1. Reasonably provide a safe school environment for teaching and learning.
2. Maintain discipline and consistently enforce the Discipline Management Plan.
3. Maintain a learning atmosphere that is free of disruptions and disrespectful conduct.
4. Provide a copy of the Discipline Management Plan to parents.
5. Secure signed statements from parents which indicate that the parents received the Discipline Management Plan and Student Code of Conduct and agree to support the Plan.
6. Promptly communicate with parents when a child has a discipline problem.
7. Provide appropriate support for teachers when the teacher sends a student to the office.
8. Provide campus in-service training for teachers related to the Discipline Management Plan.

9. Receive and review input from teachers, students, and parents as it relates to the discipline in the school and to the Discipline Management Plan.

B. Teachers have the responsibility to:

1. Review the Discipline Management Plan and sign a statement that they will abide by the plan.
2. Develop and demonstrate adequate classroom management skills.
3. Serve as a good role model to students by being in regular attendance at school, and by being firm but fair with students.
4. Maintain an orderly classroom atmosphere conducive to learning by not allowing an individual student or a group of students to disrupt the class.
5. Establish rapport and an effective working relationship with parents. Contact parents when their child is not performing up to academic standards or behaving properly.
6. Encourage students to become more self-disciplined.

C. Parents have the responsibility to:

1. Support the efforts of the Principal and teachers with respect to the enforcement of discipline.
2. Confer with teachers and the Principal if a problem occurs with their child.
3. Exercise reasonable control over the child.
4. Assist their child in complying with school discipline policies and attendance policies.
5. Provide the Principal with current home, work, and emergency telephone numbers and other pertinent information.
6. Sign a statement indicating that they have received and read the Discipline Management Plan and that they understand their responsibilities under the Plan.

D. Students have the responsibility to:

1. Abide by the established school policies and classroom rules.
2. Act with kindness, courtesy, and respect for others.
3. Behave in a responsible and appropriate manner.
4. Attend all classes regularly and on time.
5. Prepare for each class; take appropriate materials and assignments to class.
6. Be well groomed and dressed appropriately.
7. Respect the rights and privileges of other students, teachers, and staff.

8. Respect the property of others, including school property and facilities.

II. Factors to be Considered in Imposing Disciplinary Consequences

- A. Discipline will be administered only when necessary to:
 - protect the students, teachers, staff, and visitors
 - protect the school and personal property
 - discourage disrespectful behavior
 - maintain an environment conducive to learning
 - prevent distractions and disruptions in the classroom
- B. Teachers, staff, and the Principal will treat students fairly and equitably. They will impose disciplinary consequences based on the unique facts and circumstances of each violation. Factors that may consider include, but are not limited to, the following:
 - The seriousness of the offense
 - The student's age and grade
 - The effect of the conduct on others
 - The frequency of misconduct
 - The student's attitude
 - The potential effectiveness of the disciplinary consequences
 - The potential effect of the misconduct on the school environment
- C. Only one disciplinary consequence will be imposed for each violation of the Discipline Management Plan. For example, a student is late returning to class. When the student returns to class, the bell has rung and her class has moved on to a different classroom. The student may be disciplined for being late for class and may have sanctions imposed by one of the teachers, but not both.

III. CONDUCT OF SPECIAL CONCERN

A. DRUGS, ALCOHOL, TOBACCO, WEAPONS, PORNOGRAPHY, SEXUALLY-ORIENTED PRODUCTS, TERRORISTIC THREATS

The School has zero tolerance for any possession or use of drugs, alcohol, tobacco, weapons, pornography, sexually oriented products and the making of terroristic threats.

1. **Prohibited Items** include weapons and objects used as a weapon or in a weapon, pornography, and sexually oriented products.

No student shall possess, use, exchange, or attempt to possess, use, or exchange any Prohibited Items on school premises during any school term, or off school premises at a school-sponsored activities, functions, or events.

2. **Prohibited Substances** include:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Any alcoholic beverage
- Any tobacco or nicotine product
- Over-the-counter drugs, that when taken in excess, impairs the student's ability to function in a responsible manner.
- Any chemical substance such as glue or aerosol products, intended to be inhaled or ingested to produce a state of intoxication

No student shall possess, use, exchange, or attempt to possess, use, or exchange, or be under the influence of any Prohibited Substances on school premises during any school term, or off school premises at a school-sponsored activity, function, or event.

3. For purpose of this provision

- a. "Use" means to voluntarily introduce a Prohibited Substance into the body
- b. "Under the influence" means to have impaired mental or physical faculties as a result of the use of a Prohibited Substance; however, the student need not be legally intoxicated to be "Under the Influence" for purposes of this plan.
- c. "Possession" means to hold or have control over a Prohibited Substance or Prohibited Item. For example, a student possesses a Prohibited Substance if he or she brings it onto the school premises.

4. **Exception:** A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this policy if he or she uses the drug in the manner and amount for which it was prescribed.

5. A **Terroristic Threat** is defined as any threat (verbal, written or otherwise) involving violence to a person or property.

**CONSEQUENCES OF VIOLATION OF POLICY ON
DRUGS, ALCOHOL, TOBACCO PRODUCTS, WEAPONS,
PORNOGRAPHY, SEXUALLY-ORIENTED PRODUCTS AND
THE MAKING OF TERRORISTIC THREATS**

A student who makes a terroristic threat or who uses, possesses, exchanges, or attempts to use, possess, or exchange, or is under the influence of, a Prohibited Item or Prohibited Substance on school premises or at a school-sponsored function will be placed in In-School Suspension until a conference can be held with a Disciplinary Committee consisting of parents, teachers, the Principal, School Board members and / or the pastor or associate pastor to discuss consequences. As required by Section IV.B, the Disciplinary Committee will impose on the student a disciplinary consequence from among the following:

- Counseling
- Outside counseling for substance abuse
- Psychological evaluation or counseling
- Admission to a substance abuse treatment center
- Demerit
- Suspension
- Expulsion

A second offense may be grounds for expulsion, depending on the factors listed in Section IV.B above.

B. HARASSMENT-FREE ENVIRONMENT FOR STUDENTS

Christ the King Cathedral School does not condone harassment of any kind. All students are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees, and volunteers.

Sexual harassment must be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.

- Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

Verbal harassment must include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

(Excerpted from the Archdiocese of San Antonio Policy Manual – 2003)

D. MORALITY

Pregnancy

A primary purpose of Catholic Education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is a temple of the Holy Spirit and that the sanctity of family is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support of the pregnant student and/ or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner. In order to insure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

1. When school personnel know of the pregnancy by whatever means, the Principal and Pastor must meet with the pregnant student and both parents.
2. The student must be required by the school to receive appropriate professional counseling consistent with Catholic teaching.
3. If the father-to-be is identified and if he is a student in a Catholic School the same guidelines will be followed.
4. The school will assist the pregnant student and/or the father-to-be to find appropriate alternative education.

Abortion

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic School and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. Therefore, the involvement of any student in procuring or assisting in the

procurement of an abortion is cause for such student to be dismissed from school. If it becomes know to any member of the school community that a student is contemplating or planning an abortion all reasonable encouragement must be given to the student to save the life of her unborn child. (*Excerpted from Archdiocese of San Antonio Policy Manual*)

TARDINESS

While everyone occasionally experiences difficulty getting to school on time, habitual tardiness is a serious problem. Promptness shows respect for the learning process and should be encouraged and modeled by parents and teachers. Students who consistently arrive late are unable to take full advantage of the education offered by Christ the King Cathedral School. Also, students who are tardy distract other students from their work. For these reasons, **habitual tardiness will not be tolerated.**

CONSEQUENCES OF TARDINESS

A student who has been tardy three times in a nine-week academic period will receive an after-school detention.

TARDY PROCEDURE

All students who arrive late to school must report to the office before going to class. A student or parent who wishes to claim an exception must submit a written request or doctor's excuse slip to the Principal **before** the student enters the classroom. Only the Principal has the authority to determine whether a tardy is excused.

E. TRUANCY

A student who is absent for one or more periods of class or for other scheduled school activities without prior permission by parents and the Principal will be considered to be truant. Truant students will not be allowed to make up work missed due to truancy. In the event of truancy, the school will promptly contact the student's parents or guardians.

CONSEQUENCES OF TRUANCY

Truancy is a Level III violation. Consequences for truancy are listed in Section VI below

IV. OTHER MISCONDUCT

Teachers and staff will treat students impartially and equitably. Discipline will be based on careful assessment of the circumstances of each case. The discipline policy will be enforced in a fair and consistent manner.

Level I: Examples of Level I Violations

- Gum chewing
- Throwing objects (spitballs, paper airplanes)
- Refusal to participate in classroom activities
- Failure to bring appropriate materials to classroom
- Failure to be prepared for class
- Failure to bring required school documents
- Talking out of turn
- Sleeping in class
- Minor damage to textbooks
- Misbehavior when student is not in classroom
- Eating or drinking in classroom
- Selling any product in the classroom

Consequences for Level I Violations: The classroom teacher will select an appropriate consequence using the factors described in Section IV above. Consequences may include, at the teacher's discretion, but are not limited to:

- verbal warning
- written warning
- reprimand
- temporary confiscation of disruptive items
- private meeting with the student
- extra assignment
- brief suspension of privileges
- detention

Level II: When a student's behavior does not change as a result of actions taken at Level I, and the student has Repeated Level I Violations, the student is moved to Level II for discipline. Repeated Level I Violations means that a student's behavior has not improved as a result of actions taken at Level I. Level II Violations include, but are not limited to:

- repeated Level I violations
- disruptive behavior
- disrespectful behavior

Consequences for Level II Violations: Consequences will be determined from the following list at the discretion of the Principal or Counselor using the factors described in Section IV.A and B above:

- Teacher/student conference
- Detention
- ISS
- Saturday School

Level III: Examples of Level III Violations

- Cheating, plagiarism or copying the work of another
- Leaving the school grounds or a school sponsored event without permission
- Directing profanity, vulgar language, or obscene gesture toward another
- Scuffling or fighting
- Stealing
- Damaging or vandalizing property owned by another
- Disobeying school rules or the person in charge at school sponsored events
- Hazing
- Failure to comply with lawful directives issued by the school personnel, including failure to serve a detention
- Possession or use of matches or lighters
- Unauthorized distribution of petitions or other printed documents
- Two or more unexcused absences from school
- Leaving class without permission
- Gambling
- Possession of a telecommunications device not authorized by the Principal or that is not part of a class project
- Possession of a laser pen or other disruptive device
- Any student that has been repeatedly seen for Level II violations

Consequences for Level III Violations:

- Saturday School
- ISS
- Demerit
- Suspension
- Expulsion

V. SPECIFIC CONSEQUENCES

B. DETENTION: A detention is defined as a state of being detained after school, or early in the morning.

C. IN-SCHOOL SUSPENSION

A student placed in ISS will spend the day in a designated room. During the time spent in ISS, the student may be assigned work as determined by the Principal. The student will be responsible to check with teachers for work assigned while in ISS. That work will be due the next class day.

D. DEMERIT

A demerit is a mark against the student for a serious offense. Before a demerit is assessed, the Principal will immediately notify the parents and a meeting will be scheduled with the parents, student, teacher, and – if desired – the pastor. After investigation and discussion, the Principal will decide whether a demerit will be given.

A student who continues to show disrespect for the values of the school and receives a second demerit will be subject to serious disciplinary evaluation. Suspension or Expulsion may be the consequences of a second demerit.

E. SUSPENSION

Suspension is defined as a temporary dismissal of a student from school. Decisions to suspend should follow only after other means of motivation have failed or circumstances of crime, scandal, or continuous disruption necessitates this extreme disciplinary action. Consideration must always be given to the welfare and Christian development of the student and the practical common good of the entire student body. **The Principal is the only school official** that may place a student on suspension. Parents must be notified before the student is sent home on suspension. If a parent cannot be reached, the student may be kept out of class but not be sent home.

E. EXPULSION

Expulsion is defined as the permanent dismissal of a student from school. The expulsion of a student from a Catholic school is such a serious penalty that it should be invoked rarely, and then only as a last resort and only with the approval of the pastor of Christ the King. It is essential that the Principal consult with the pastor of Christ the King and at least two School Board members prior to the initiation of the expulsion process.

F. SATURDAY SCHOOL

Students who receive more than 2 detentions in a semester will be required to attend Saturday School. One teacher or administrator will supervise students in Saturday school from 7:30 a.m. until 11:30 a.m. one Saturday a month. Students will be expected to come to school in uniform and will complete a written research assignment during their detainment. Saturday School may also be assigned to any student missing excessive days of school.

VI. APPEAL PROCESS

Decisions affecting individual students – academic and disciplinary (except expulsion) – may be appealed to the school authorities under the following procedures:

- A. A student must first request that the teacher reconsider the decision that the student believes unfair.
- B. If this appeal offers no satisfactory solution, the student may then appeal to the Principal.
- C. Whenever these series of appeals are unsatisfactory, the student may then appeal to the School Board, requesting a hearing in writing, from the chairperson of the School Board. The School Board may, in its discretion, hear the student's appeal.
- D. High School students must make these appeals directly.
- E. Whenever formal hearings are scheduled, the appealing student will promptly attend such hearings at the same time and place scheduled. Failure to attend an already scheduled hearing will terminate the appeal unless the student has an acceptable reason for failing to attend.

