

Discipline Code

The purpose of the Discipline Policy for The Guardian Catholic Schools is to ensure that proper order is maintained in a manner that is in keeping with the philosophy established by the Diocese of St. Augustine. All disciplinary action is directed toward the child's growth in self-knowledge, in self-discipline and in understanding of his/her Christian responsibilities. Administrators, teachers, staff members and parents work together to teach appropriate and Christian behavior.

Students are subject to the Discipline Policy at all times while on school grounds and when representing the school at functions such as sporting events and field trips. The Guardian Catholic Schools reserve the right to discipline a student whose actions, whether on campus or off, reflect discredit to The Guardian Catholic Schools.

Nothing in the Discipline Code precludes The Guardian Catholic Schools' administrators, teachers, staff, and volunteers from alerting law enforcement authorities when violations of federal or state law are discovered.

LEVEL 1

Level I misbehavior includes, but is not limited to, such things as minor disruptions, not completing assignments or homework, not following directions, teasing, minor disrespect, failing to be in the proper school uniform, running in the hall or other rule infractions in common areas. Classroom teachers and staff members assign consequences for misbehaviors at the first level.

LEVEL 2

When any Level 1 misbehavior is repeated frequently, it becomes chronic and moves to Level 2. For Level 2 offenses, teachers complete a **Behavior Incident Report and send it to the office.** This behavior is recorded in the student's school behavior record; school wide interventions are applied. Level 2 misbehavior includes any Level 1 infraction that becomes chronic, and these or similar behaviors: severe disruption, disrespect, slapping, chronic non-completion of assignments or homework, late completion and submission of homework, rude or indecent behavior, forging a parent's signature, name-calling, put-downs, profane language or gestures, repeated teasing, and behavior that might be gender or racially based. Teachers and staff members assign consequences that may include any Level 1 consequence as well as lunch detentions, recess detentions, and after-school detentions. Teachers will contact parents regarding the offense.

It is the student's responsibility to give the After School Detention notice to the parents. The detention must be signed by the parent and returned upon arrival at school on the next school day. The parent's signature indicates to the principal and the teacher that the parent is aware of the disciplinary incident involving the student and will be sure that the student serves the detention. Failure to return the signed detention the next school day, or failure to appear for a detention on the assigned day(s), may result in another detention.

LEVEL 3

Level 3 offenses include any severe misbehavior; the student is sent to the office immediately. A Disciplinary Referral will be issued for any student involved in these or similar incidents:

1. Fighting / hitting
2. Sexual harassment
3. Bullying / harassment
4. Stealing
5. Physically dangerous behavior
6. Defiance
7. Gender, racial, or other gross teasing
8. Cheating

9. Repeated forgery
10. Destroying property
11. Obscenity
12. Flagrant disrespect to a person in authority (e.g., cursing at a staff member)
13. Consistent non-conformity to the dress code
14. Possession of pornographic material

Violations at this level always include a conference with the principal, parents, and involved staff members. Consequences are determined by the principal and administrative staff and may include suspension and/or expulsion. Other corrective actions may be assigned at the discretion of the principal.

After the fourth referral has been issued, the principal and administrative staff will determine whether the student should remain enrolled at The Guardian Catholic Schools.

LEVEL 4

Level 4 offenses include potentially illegal behavior:

1. Alcohol – the possession, transfer, use or sale of any alcoholic beverages
2. Drugs – the possession, transfer, use or sale of drugs or drug paraphernalia
3. Tobacco – the possession, transfer, use or sale of any tobacco product
4. Firearms – the possession of any firearm (including starter guns or parts thereof), or of any similar, destructive device
5. Weapons – the possession of any knife, metal knuckles, tear gas gun, chemical weapon, stun gun, BB gun, or other instrument or device that demonstrates the intent to go armed
6. Assault – any serious assault resulting in bodily injury
7. Sexual activity – consensual sexual activity between students

When the violation occurs, the student's parents/guardians will be called and informed of the violation and will be required to immediately pick up the student from school. Students and parents will be informed either orally or in writing of the school rules that have been violated and of the specific grounds for disciplinary action. A conference will be scheduled with the principal, parents, and involved staff members. The student will thereafter be suspended from school until a decision is reached on the consequences of the violation. Upon the recommendation of the principal, these and similar major violations may result in extended suspension, required counseling or expulsion.

A student may be expelled from school at the discretion of the principal because of incorrigible or unacceptable behavior or conduct that affects the physical or moral welfare of the school or students.