



ROMAN CATHOLIC
DIOCESE OF ROCHESTER

Procedure: **Disciplinary and Corrective Action Procedure**

Related Policy: **School - Administration Policy**

Issued by: The Very Reverend Joseph A. Hart
Revised by: Superintendent of Schools

Date Issued: September 1, 2004
Last Revised: March 19, 2019

Purpose of Procedure

The purpose of the Disciplinary Penalties and Corrective Action procedure details the types of disciplinary penalties including suspension and expulsion, criteria requiring disciplinary action or corrective action and the due process. Also refer to the School - Student Bullying and Harassment Policy ([Link](#)).

Disciplinary and Corrective Action Procedure

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the:

- student's age,
- nature of the offense and the circumstances which led to the offense,
- student's prior disciplinary record,
- effectiveness of other forms of discipline,
- Information from parents, teachers and/or others, as appropriate, and
- Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lesser penalty than subsequent violations.

The principal is responsible for creating a code of discipline and as well as determining necessary corrective action. Physical and/or demeaning punishment is forbidden.

Disciplinary Procedure

Rules concerning student conduct and designated sanctions for major infractions will be clearly stated in writing and distributed to students and parents/legal guardians at the beginning of each school year or at the time of entrance to a school, as part of the Student Parent Handbook ([Link](#)).

The code of disciplinary penalties and corrective action process and revisions are the responsibility of the principal.

Suspension

- Short term suspension of a student is the responsibility of the principal and is employed only in cases of serious infractions of school policies., after consultation with the Superintendent of Schools.
- The principal is responsible for establishing objective criteria to be used in decisions relative to suspension of a student.
- In any use of suspension, parents/legal guardians are to be notified.
- Parents/legal guardians have a right to an informal conference at which the student shall have an opportunity to be heard. At this conference, the student's parents/legal guardians may ask questions.
- All conferences should be documented and signed by the parent/legal guardian. Such documentation becomes part of the school's written due process records.

Expulsion

- The principal should use every means available to discover the cause of the problem and should exhaust all appropriate remedies such as referral to an appropriate guidance clinic and/or health professional.
- Expulsion of a student is to be implemented by the principal only in consultation with the Department of Catholic Schools.

Corrective Action Criteria

- A student is insubordinate or disorderly, or their conduct endangers the safety, morals, health, and welfare of others.
- A student's physical or mental condition endangers the health, safety, or morals of themselves or that of others.
- Due process records validate the student has refused or is unable to cooperate with the school's discipline policy.
- The student and parent/legal guardian must receive written due process notice.

Due Process

- The principal will establish procedures that ensure the student and parents/legal guardians understanding of the situation and provide for due process.

Diocesan Procedure

- Parents/legal guardians have a right to appeal the decision by contacting the Department of Catholic Schools. Parents/legal guardians must be informed in writing of their right to appeal an expulsion.
- A record of the incident(s) leading to the expulsion and the communications relative to the decision are kept in the students permanent file.
- Appropriate notification will be given to the student and the schools administrations team, including the Pastor/Pastoral Associate.