

PROCEDURES FOR HANDLING DISCIPLINARY PROBLEMS

The following plan will be used in dealing with any student who:

- A. Does not show Christian love and respect for his/her teacher.
- B. Disrupts the classroom routine to the extent that teaching is being disrupted and children are being short-changed in the instruction that they should be receiving.
- C. Treats fellow students in a disrespectful or harmful manner so that their physical or mental well being is jeopardized to such a degree that he/she cannot receive an education in a reasonable or peaceable fashion.
- D. Refuses to obey school rules.

1. The teacher to whom the student is responsible will take the first corrective steps. When the teacher feels that the student is no longer responsive to the disciplinary steps taken, the parent(s) will be called by the teacher to discuss and resolve the problem. If no satisfactory results are evident:
2. The teacher will refer the matter to the principal.
 - a. The principal will receive the report of the teacher and will counsel with the child. The teacher will inform the parent that their child was referred to the principal along with the reason for the referral.
 - b. If the situation is not corrected at this point the child will be referred to the principal a second time. The classroom teacher will again inform the parents and a meeting will be arranged between the parents, teacher, and principal.
 - c. If the situation still does not improve the child will be referred to the principal a third time. At this time the child may be suspended from school by the principal for a minimum of three days. The Pastor and school board will be informed. The principal will arrange a meeting between the parents, pastor, teacher and principal.
 - d. The child may return to school only after this meeting is held, during which agreeable measures are planned for dealing with the situation more effectively.
3. Should these measures fail to produce positive results, the child will be referred to the principal a fourth time. The child may be suspended indefinitely at this point. The parents will be required to meet with the teacher, pastor, principal and a school board representative to arrange an agreeable method of dealing with the problem.
4. Should these measures fail, the problem will be referred to the principal for the fifth time. The principal will call a special meeting of St. Mark Lutheran School's Board of Education to recommend expulsion.

The parents may voluntarily remove their child from school in which case no expulsion action will be taken by the Board of Education.

Expulsion or voluntary removal is in effect for the remainder of the school year. The parents at the beginning of the new school year may make an appeal for readmission. Readmission is not possible without action by the Board of Education.

SCHOOL DISCIPLINE REPORT

STUDENT _____

GRADE LEVEL _____

<u>DATE OF INFRACTION</u>	<u>INFRACTION</u>	<u>COARSE OF ACTION</u>	<u>TEACHER</u>
_____	_____	_____	_____
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Infraction

- A. Bully
- B. Cheating
- C. Disrespectful
- D. Disobedient
- E. Doesn't accept discipline
- F. Disruptive in class
- G. Drugs/Alcohol
- H. Fighting
- I. Foul Language
- J. Mockery
- K. Picks on others
- L. Playground Problems
- M. Smart Talk/Sassy
- N. Stealing
- O. Tobacco/Smoking
- P. Uncooperative
- Q. Vandalism
- R. Tardiness
- S. Other

Course of Action

- 1. Counseled by teacher
- 2. Counseled by principal
- 3. Counseled by Pastor
- 4. Call Home
- 5. Meeting with Parents
- 6. Detention-recess
- 7. Suspension-In school
- 8. Asked to leave classroom
- 9. Suspension-at home
- 10. Other

