

**SUBJECT:** Student Conduct/Discipline – PS, SS, RE  
**NUMBER:** 5141  
**SUPERSEDES DATE:** 1/06  
**EFFECTIVE DATE:** 9/1/2011

## **I. POLICY**

It is the policy of the Diocese of Green Bay for students to model appropriate behavior and to maintain discipline.

## **II. PURPOSE**

It is the purpose of this policy to establish a code of conduct of appropriate behavior, on campus and off campus.

It is also the purpose of this policy to establish a procedure for disciplining students, and when it is appropriate to suspend a student.

## **III. RESPONSIBILITY**

It is the responsibility of the administrator to review the conduct/disciplinary situation to determine the level of discipline, including suspension if appropriate, and to follow the proper procedure.

It is the responsibility of the local board to ensure that an appeal policy is in place for suspensions and expulsions.

## **IV. PROCEDURE**

- A. Establish a code of conduct that is distributed to parents and students which is enforced.
- B. The discipline policy should be age appropriate and progressive.
- C. A student may be suspended for serious misconduct occurring on campus, during school/religious education related activities off campus, and for continued misconduct.
- D. Only the principal/director of religious education has authority to suspend a student. Notification must be given to the pastor/parish director or system president, where applicable.
- E. A student shall not be suspended for more than five consecutive school days or one religious education session.
- F. In disciplinary situations the administrator may hold conferences with parents when appropriate.
- G. The student and parents/legal guardians shall be informed of the reasons and decision for the suspension before the student is removed from the school. A conference shall be held with the parents/legal guardians of the student.
- H. The student is entitled to know the reason for the suspension. The student must be given an opportunity to present his/her side of the story before the suspension.

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- I. A written record including date of the suspension, reasons, and notes relating to the conference with the parents/legal guardians shall be kept in a file separate and apart from the student's permanent record. A copy shall be provided to the parents/legal guardians.
- J. The student's pastor/parish director or system president must be informed in confidence of any suspension, including an explanation of facts and circumstances.