

MAJOR STUDENT DISRUPTION

A. ADMINISTRATIVE ACTION TO PREVENT DISRUPTION:

IN SITUATIONS THAT MAY RESULT IN MAJOR DISRUPTION AND/OR DEMONSTRATION, PREVENTION IS THE SCHOOL'S GOAL.

- Alert all other administrators.
- Attempt to defuse tensions by:
 - ✓ IDENTIFYING KEY PLAYERS AND CONCERNS.
 - ✓ ISOLATING KEY PLAYERS IN A NEUTRAL AREA.
 - ✓ HOLDING A CONFERENCE WITH KEY PLAYERS.
 - ✓ ALERTING PARENTS OF INVOLVED STUDENTS BY PHONE AND FOLLOWING UP IN WRITING.

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B. ADMINISTRATIVE ACTION ONCE DISRUPTION OCCURS:

**NOTIFY THE PASTOR(S).
NOTIFY THE OFFICE OF CATHOLIC SCHOOLS.**

- CLEARLY COMMUNICATE TO ALL STUDENTS (VIA ANNOUNCEMENTS OR A BULLHORN), IN THE PRESENCE OF AN ADULT WITNESS, THAT STUDENTS SHOULD EITHER ATTEND CLASSES OR MOVE TO A DESIGNATED SAFE AREA.
- INFORM STUDENTS THAT THEY WILL BE SUSPENDED OR POSSIBLY ARRESTED IF THEY DO NOT COMPLY.
- DO NOT RELEASE STUDENTS FROM CLASSES.
- IF STUDENT(S) PERSIST, AFTER A SECOND WARNING AND AFTER A REASONABLE AMOUNT OF TIME (NOT TO EXCEED TWO OR THREE MINUTES), NOTIFY STUDENT(S) OF HIS OR HER SUSPENSION AND DIRECT HIM OR HER TO REPORT TO THE PRINCIPAL'S OFFICE.
- IF STUDENT(S) DOES NOT COMPLY, REQUEST POLICE OFFICER TO INTERVENE.

C. ADMINISTRATIVE ACTION AFTER DISRUPTION:

- Announce "ALL CLEAR."
- Notify the parent(s) or guardian(s) of involved student(s).
- Secure detailed written statement(s) from student(s) and any other witnesses, including involved staff members.
- Take appropriate disciplinary action as determined by the school's handbook.

REFER TO OCS POLICY 612