



## Behavior Conduct Code

*The goal of discipline is self-discipline.*

Students are expected to live out Catholic Christian values by:

- 1) Praying and participate reverently in all worship and religious services
- 2) Treating others, students and staff, with respect
- 3) Being prepared and on time for class
- 4) Doing their own work with their best effort and ability
- 5) Reaching out to help others in need
- 6) Treating school & parish property and the property of others with respect
- 7) Following the uniform code and dress in a way that shows modesty and respect
- 8) Following staff instructions in a respectful, timely manner
- 9) Representing St. Patrick School of the Terre Haute Deanery in a positive way at school or in any public situation or event.

Each of the grade level groups have specific age appropriate reporting systems that are explained to students and parents at the start of each year. Positive and appropriate behavior is expected.

We believe that we all are responsible for our own behavior choices. Children must be given the opportunity to realize this by learning from their mistakes.

Children can and do misbehave occasionally and need correction. Parents are welcome to contact the teacher if there is a question or concern about a situation that occurred in the classroom. If a concern arises, it is important to begin by talking to your child about the situation **FIRST** and evaluate the situation carefully before deciding if it is necessary to contact the adult involved for additional information.

- 1) Use email to contact the teacher directly to request a phone call or meeting. Discuss the situation directly with the staff member **BEFORE** contacting administration. Approach the situation with an attitude of collaboration. Do not discuss the matter with another parent or staff member.
- 2) If you and the teacher are not able to work the problem out together, contact an administrator to schedule a meeting. This does not mean you will get the answer you hoped to get; it means we will work to reach a mutual understanding.
- 3) If further concerns still exist, the pastor may be contacted, but **ONLY** after following steps 1-2 first.

## Category 1

### All incidents handled by the classroom teacher. Repeated infractions sent to administration.

These behaviors are initially handled by individual classroom teachers or the supervising staff member. Repeated infractions will result in a referral to administration. Infractions will be documented.

- Disruptive behavior in the classroom, hallway, cafeteria, or restroom
- Insubordination/failure to follow directions as indicated by the teacher
- Disrespectful comments
- Improper use of electronic devices and cell phones
- Dress code violations
- Profanity
- Missing homework or lack of supplies
- Academic Integrity violation

## Category 2

### All incidents reported to administration

- Continuous disruptive or disrespectful behavior towards school personnel, classmates, or facilities
- Disrespect to campus, school environment, or culture
- Socially rude interactions that continue regardless of interventions or corrective actions
- Lying or dishonest behavior

### Depending on the situation, the Administration will follow the referrals below for grades 2-8:

- 1st referral: Parent/teacher/administration conversation; detention
- 2nd referral: In-school suspension (1 day)
- 3rd referral: In-school or out-of-school suspension (1-3 days)
- 4th referral: Out-of-school suspension (3-5 days)

### Depending on the situation, the Administration will follow the steps below for grades preK – 1:

- 1<sup>st</sup> referral: **Strike 1**–Student has a conversation with teacher and administrator in the office
  - Parents are notified by the teacher.
- 2nd referral: **Strike 2**–Student is removed from the classroom for a time-out in the office
  - Parents are notified by the teacher.
- 3rd referral: **Strike 3** –Student is removed from the classroom and sent home for the remainder of the day
  - A conference with parents, teacher(s), and administration will be scheduled.
- 4th referral: If a student is sent home three times in one week, they will receive a one-day suspension
  - A conference between administration and parents will occur.

### Category 3

**All incidents are sent to Administration.** *These behaviors are severe and warrant immediate referral.*

- Bullying or threatening another student or teacher physically or emotionally, including misuse of social media
- Fighting or causing physical or emotional harm to another student or teacher
- Sexual harassment
- Theft or possession of stolen items
- Vandalism to school or parish property or another student's property
- Inappropriate use of technology that is harmful, vulgar, misaligned with Catholic School values or damaging to the integrity of another individual

**Depending on the situation, the Administration will follow the procedures below:**

- 1st referral: Parent/teacher/administration conversation; out of school suspension up to three days
- 2nd referral: Conference with parent, teacher, administration, and the pastor in addition to an out-of-school suspension up to five days

### Category 4

**All incidents are sent to Administration.** *These behaviors are severe and warrant suspension or exclusion.*

- Possessing, passing, using or being under the influence of drugs, alcohol and/or tobacco products on school or parish property or at school functions
- Physical action or threats with malicious intent toward a student, staff member, or any other person at school
- Possession of a gun, knife, or any other weapon on school or parish property or at school functions

**Administration will follow the procedures below:**

- Out-of-school suspension up to eight days
- Conference with parent, administration, pastor
  - Administration to determine time of expulsion/exclusion hearing

**Administration reserves the right to change or modify disciplinary actions.**

### **School-wide Consequences:**

- Restitution: Students may be required to work, clean up, repair, replace, or pay for damage.
- Before-School Detention is held from 7:15 a.m. – 7:55 a.m. *Prompt arrival is expected.*
- After-School Detention is held from 3:20 p.m. – 4:00 p.m. *Prompt pick-up is expected.*
- In-School Suspension is served during regular school hours.
  - The student is suspended from attending regular classes.
  - The student is expected to complete class assignments and will earn credit for work/tests completed that day.
  - The student will be suspended from all extracurricular activities for those days, including athletic events and practices.
- Out-of-School Suspension requires the student be deprived of all the privileges of attending school for the number of days specified.
  - Students receiving an out-of-school suspension are expected to remain current with class assignments to be turned in upon return.
  - The student will be suspended from all extracurricular activities for those days, including athletic events and practices.
  - The student may not be allowed to attend upcoming field trips or organized social events (i.e. class parties, school dances, etc.).
  - Students receiving such suspensions may be considered for exclusion/expulsion.
- Exclusion/Expulsion: If deemed necessary, parent(s)/guardian(s) may be given the option of withdrawing the student from school.

**St. Patrick School of the Terre Haute Deanery will follow steps outlined by the Archdiocese of Indianapolis *Policy on Student Suspension, Expulsion, Exclusion and Fair Process* when handling situation that warrant removal from school greater than one day.**

### **Academic Integrity:**

At St. Patrick School of the Terre Haute there is a non-negotiable expectation of academic integrity. A student with academic integrity is not involved with the following behaviors that outline academic dishonesty. Academic dishonesty includes, but is not limited to:

#### **Cheating**

- Copying from others
- Using information or technology to assist on an assessment without teacher permission
- Giving or receiving improper assistance on assignments or assessments

#### **Plagiarism**

- Turning in any assignment for credit that is not based on your own research and writing.
- You may not copy part or all of another person's paper or an online resource and turn it in as our own work.

**Illegal Actions (Alcohol/Drug Abuse, Weapons):**

A student shall not possess, use, transmit, or be under the influence of any drug, hallucinogenic drug, alcoholic beverage, tobacco or intoxicant of any kind on the school grounds at any time, off the school grounds at any school activity, or when traveling to or from school sponsored activities.

Possession or use of weapons of any type (i.e. guns, explosives/fireworks, knives, etc.) is forbidden and may result in a eight-day, out-of-school suspension pending exclusion/expulsion at the administrator's discretion. Any illegal materials will be confiscated and turned over to proper authorities. A teacher or school administrator, if deemed necessary, can search any property on the campus.

**Bullying or Harassment Policy:**

Students are to respect all students and staff. Harassment in any form by a student of St. Patrick School of the Terre Haute Deanery during school hours or at school-sponsored activities is strictly prohibited. **All reports of unwelcome, offensive or inappropriate conduct will be promptly and thoroughly investigated if reported to the school administrators in a timely manner.** The parents of the suspected offender and reported victim will be notified. Consequences will be determined.

**Definition of Bullying & Harassment:**

Bullying is defined as any action that is:

- Repeated (as opposed to an isolated incident)
- Intentional (directly intended to humiliate or demean)
- Power over another person

Bullying and harassment may include, but are not limited to:

- 1) Overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically) **[Ind. Code 20-33-8-0.2]**
- 2) Physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment [Ind. Code 20-33-8-0.2]
- 4) Any foul or obscene behavior or communication including technology
- 5) Inappropriate or unwelcome touching of another
- 6) The display of explicit sexual visual material
- 7) The use or threat of violence, force, coercion, intimidation, or any action that makes another person uncomfortable
- 8) Inappropriate comments about race or religion
- 9) Speaking ill of or telling lies about others or encouraging others to use any of the above behaviors.

**Harassment does not include [Ind. Code section 20-33-8-0.2(b)]:**

1. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger
2. Participating in a religious event or activity
3. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults
4. Participating in an activity undertaken at the prior written direction of the student's parent
5. Respectful disagreement and dialogue between students regarding matters of national, state, and/or local news. **[Ind. Code section 20-33-8-0.2(b)]**

Harassment by means of electronic media including, but not limited to the internet, any social media platform, text messaging, or any other means of communication is subject to the same review.

It is the policy of St. Patrick School of the Terre Haute Deanery to presume that any harassment by electronic means against faculty, staff, and/or students has the effect of substantially interfering with the targeted faculty/staff member's and/or student's ability to participate in or benefit from the services, activities, and privileges provided by the school **[Ind. Code section 20-33-8-0.2(a)(4)]** and will not be tolerated.

This presumption exists regardless of location or the harassment, date/time of the harassment, or communication network used for the harassment. Should a person accused of harassment claim that the harassment did not interfere with the targeted faculty/staff member's and/or student's ability to participate in or benefit from the services, activities, and privileges provided by the school **[Ind. Code section 20-33-8-0.2(a)(4)]**, the accused person must provide proof thereof by clear and convincing evidence. This includes taking pictures or videos in the classroom or depicting students or teachers, which are then shown to others or posted on the Internet. Students are NOT allowed to carry cell phones with them in class. Such items will be confiscated and returned only to a parent.

**Method for Reporting an Incident of Harassment or Bullying:**

The administration must know about bullying situations if we are to help. All incidents MUST be reported as soon as possible to the individuals denoted below.

If the incident happens...

- 1) ...at school:
  - a. report the incident in person to a teacher, staff member, administrator.
  - b. report using box near office or the [link online](#)
- 2) ...at an athletic event:
  - a. report the incident to the coach, gym manager or Athletic Director.
  - b. report using box near school office or [link online](#)
- 3) ...at a field trip or other off-site school function:
  - a. report the incident to teacher of school staff member in charge
  - b. report using box near school office or [link online](#)

**Prompt reporting allows for prompt investigating. Do not wait or ignore! The situation will NOT get better if the "bully" thinks he/she has gotten away with it.**

## **Investigation of Bullying Reports**

When receiving such a report, the school administrator will initiate the investigation. Others who may be involved would include the School Safety Team, the School Resource Officer or law enforcement as deemed necessary. They will investigate reports of bullying using as many of the following steps necessary:

- Interviewing the alleged “victim” and the alleged “bully”.
- Taking statements from individuals involved in the incident or who witnessed the incident.
- Reviewing school records of the students involved to look for any patterns of possible bullying behavior
- Discussing the incident(s) with parents/guardians of the student(s) involved.

Upon conclusion of the investigation parties will be contacted for follow up conversations.

Possible actions following a report may involve any of the following:

- Follow up support services through counseling resources
- Initiating behavior plan strategies
- Time outs / detentions
- Restriction from school related activities
- Community service within the school grounds
- Modified schedule / passing periods
- In-school suspension
- Out of school suspension
- Request for expulsion

***\* Law enforcement will be contacted if the nature of the bullying incident rises to the level of criminal offense.***

False reporting: A person who knowingly makes a false complaint of a violation of this policy is subject to disciplinary action.

Annual training of school staff will take place in accordance with State laws.

**(Revised and Approved: 05/2024)**