

SAINT MATTHEW CATHOLIC SCHOOL STUDENT DISCIPLINE POLICY

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school. In accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY – TEACHER:** 1) A teacher may remove a student from the teacher’s class or activity for a period of one school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL – PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. **EXPULSION:** A student may be expelled from school permanently.

GROUND FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group.
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school on a school activity, function, or event.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting and interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying the school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of the school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.

- e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administered prescribed medication for the disease or condition if the student's parent has filed a written authorization with the principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.

3. The student has been instructed in how to self-administer the prescribed medication.
4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes of an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not relaxed to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;

- d. willful absence or tardiness of students;
 - e. Engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school acceptable use of technology policy or rules;
 - g. violation of the school administration of medication policy or rules;
 - h. Possessing or using a laser pointer or similar device.
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
 27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in school.
 28. Any activity that is in unbecoming to the Christian Faith or behavior that violates the Gospel standards.

Bullying

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group.
 - B. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school on a school activity, function, or event; or
 - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

6. Saint Matthew School is encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through the PFA.

C. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property or at any school activity.
2. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - an antique firearm
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is:

an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or device that is substantially similar to an item described above.

a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device; suspension up to 10 days and possible expulsion from school. The pastor may reduce the length of the expulsion if the circumstances warrant reduction.
5. The principal or pastor shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing a Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property or at a school activity.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

a weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon is up to 10 days suspension and expulsion is possible.
4. The pastor may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds. If the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the pastor within 10 days of the receipt of notice of the action taken. The student or parent appeal to the pastor must be in writing. If an appeal is properly made, the pastor will consider the appeal unless he selects not to hear the appeal. If the pastor hears the appeal, he will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The pastor will then take any action deemed appropriate.

LEGAL REFERENCE: Indiana Code (I.C.) 20-33-8-1 et seq.
 I.C. 35-47.5-2-4
 I.C. 35-41.-1-8
 I.C. 35-47-1-5

SUSPENSION PROCEDURE

When a principal or designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,

- (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal or designee.

EXPULSION PROCEDURE

When a principal or designee recommends to the pastor that a student be expelled from school, the following procedures will be followed:

1. The principal or designee may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - A. legal counsel
 - B. a member of the school or administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the principal or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the pastor.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal or designee will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person(s) conducting the expulsion meeting to the pastor within 10 days of the receipt of notice of the action taken. The student or parent appeal to the pastor must be in writing. If an appeal is properly made, the pastor must consider the appeal unless he votes not to hear the appeal. If the pastor hears the appeal, he will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The pastor will then take any action he deems appropriate.

CLIMATE COMMITTEE

The teaching staff of St. Matthew formed the Climate Committee to create an atmosphere of consistency and continuity throughout the school in order to implement a positive, safe learning environment. Each grade level unit is represented on this committee.

K-8 DETENTION POLICY

Detentions are school-wide throughout SMS. They can be given to any student by any teacher for not following school procedures. The history, problem being reported and corrective action taken will be documented in the Saint Matthew Discipline Report. This will then be signed by the teacher, student, and parent and kept in the student's file. Our school-wide detention policy is intended to help all students at SMS become responsible for their choices and behavior.

If a parent disputes the detention that was earned by their child, the student and their parent will meet with the Climate Committee at 7:00 a.m. the following morning. If this is not feasible, a time will be set up that will accommodate the parents and Climate Committee to discuss the incident and possible resolutions.

Any major issues or causes for concern will be brought to the attention of the Climate Committee immediately. The Committee, along with the Principal, will meet as expeditiously as possible. A representative from each grade level unit will be present and available for consultation.

▶ A **serious offense** will result in an immediate detention to be served the following day.

The serious offenses include:

- Fighting
- Rough behavior
- Cheating
- Unacceptable language
- Damage to facilities
- Name calling
- Threatening behavior
- Disrespectful behavior (to adults or peers)
- Other under the discretion of the teacher

▶ A **minor offense** will be given with a warning and a detention after a second infraction.

The minor offenses include:

- Not following school procedures
- Not in assigned location
- Uniform infractions (not following the uniform procedures written out in the handbook)
- Other under the discretion of the teacher

K-3 detentions

Detentions for kindergarten-third grade will be served Tuesday-Friday from 7:00-7:30a.m. If your child should receive a detention, the date and location (K-3 classroom) will be marked on the discipline report taken home. The required activity to be completed by the student while in detention will be determined by the homeroom teacher. They may include, but are not limited to:

- Writing a letter of apology
- Reflecting on the mega skills

- Correcting their action (for example: cleaning or straightening an area of the school that was damaged)

When a kindergarten through 3rd grade student does not attend detention at the designated time, the student will attend the 4th – 8th grade detention the same afternoon.

4-8 detentions

Detentions for grades 4 through 8 will be served from 3:00 to 4:15 p.m. on Mondays, Wednesdays, or Thursdays. Students need to bring sufficient material to the detention to remain busy studying.

An additional detention will be assigned and must be served the following detention day if he/she misses the first assigned detention.

Students are expected to be on time each day. Students will serve an hour's detention for every **10** unexcused tardies. Attendance detentions are applicable to grades 5 through 8. Excluded tardies are traffic, road conditions, medical appointments, severe weather, etc., or as determined by school administration. Any student earning **5** detentions or receiving **20** tardies must attend Friday After-School program (3 p.m. to 5 p.m.) as assigned by the principal or his designee.

Monitoring, evaluation and review

The school administration and staff will review this policy as needed and assess its implementation and effectiveness. Students are expected to adhere to St. Matthew School policies/Expectations even though their parents do not agree with or sign the Discipline Policy.

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