

## **Behavior Expectations and Disciplinary Consequences/Policies**

### **Philosophy**

Providence's primary goal is the Christian education of our students. In order to achieve an environment conducive to academic achievement and spiritual growth, Providence maintains a high level of discipline throughout the school. We place high expectations on our students to conduct themselves in a manner consistent with our school mission and philosophy, and we emphasize self-discipline, honesty, and healthy lifestyle choices within the context of Catholic moral and social teachings. Whenever possible our disciplinary actions are meant to correct the behavior and get the student refocused on our mission and philosophy. However, actions by students that place themselves, other students, and/or faculty and staff in danger or compromise the mission of the school may result in immediate suspension and possible expulsion pending fair process. Students who repeatedly do not conduct themselves according to our values and standards may jeopardize their continued enrollment.

### **Cooperative Behavior and Civility**

Students are expected to follow the directions of faculty and staff, as long as the request is reasonable and appropriate in nature. In addition, students are expected to treat all faculty, staff, and volunteers with courtesy and respect. Students who refuse to do this are in jeopardy of being suspended, excluded, or expelled.

### **Disciplinary Consequences**

Whenever a student does not meet the behavioral expectations of classroom teachers, the teachers may require students to serve either 30 minutes before or after school with them in the classroom. This is an informal type of detention and records of these are not kept by the school. Teachers also have the option of assigning a student to morning detention which is outlined in the following section.

For more serious disciplinary concerns, the Director of Students will investigate. The administration reserves the right to question the students involved, as well as those that may have knowledge of the situation, without parental notice or consent. Parents and students may request an investigation, however, the request must be made in a reasonable amount of time from the occurrence of the situation. The decision as to whether or not to investigate will be made by administration.

### **Morning Detentions (blue slips)**

Morning detentions are given for any violation of school rules or policies. This includes, but is not limited to dress code, tardies to school or class, being unprepared for class, inappropriate classroom behavior, inappropriate behavior in common areas of the school, at liturgies, other assemblies, and not following the school's rules and routines. In such a case the student is presented with a blue detention slip. Detention is held in room 216 every Wednesday through Friday. Students must report by 7:20 to morning detention hall within two days, excluding Monday and Tuesday, of being issued the detention. Those who do not report on time within the window of time will receive a Saturday school, which is outlined later in this section. Upon receipt of six morning detentions within a semester, a student will receive a demerit. Upon receipt of an additional 6 morning detentions, the student receives a demerit, is placed on probation and the student and a parent must conference with administration. Morning detention will be held in room 216 beginning at 7:20 and ending at 7:45. Students are expected to bring schoolwork or appropriate reading material with them. They will not be allowed to sleep, talk, use their ipad, or play games during the detention. If students do not follow these guidelines, they will be asked to leave and be subject to the penalties for not serving a detention. **Note: Detentions cannot and will not be excused by the Assistant Principal, Director of Students.**

## Demerits

A demerit is a serious mark against a student's behavioral record. It includes but is not limited to significant misconduct or behavior, extreme or repeated violations of school policies, continued infractions for the same behavior, unwillingness to cooperate with faculty and staff members, extremely inappropriate comments or actions towards faculty, staff, and students, stealing, truancy from class, being in an unsupervised or inappropriate area, cheating, damaging or defacing school property, and smoking at school or any school-related function.

Parents are always notified of the receiving of a demerit. The number of demerits issued for any offense will be between 1-5 and will be at the discretion of the administration. A student must serve a Saturday school for each demerit issued. A student with three demerits will be suspended for one day. Upon the fourth demerit, a student will be suspended for two days and placed on probation. At this time a behavioral plan will be written. If a fifth demerit occurs, the student will be placed on a three-day suspension, given fair process, and may be expelled.

Demerits typically do not carry over from year to year. Fourth quarter demerits may, however, be carried forward at the discretion of the administration. In cases of serious offenses or where the student was suspended along with receiving the demerit(s), demerits may be carried into the next school year and the student placed on probation and/or a behavioral plan.

## Saturday School

Saturday school is assigned for each demerit a student receives or for not serving a morning detention. Saturday school is from 7:30 - 8:00 on Saturday morning and will take place one Saturday per month. Students must be in uniform and will not be allowed to serve if they arrive more than 10 minutes late and they will be subject to the penalties for not serving which are outlined below. Students are required **to stand in silence during the entire thirty minute period**. Any student who receives a demerit will be assigned to the next time in which Saturday school takes place. Students will be required to rearrange work schedules or other activities in order to serve these detentions. The only exceptions for not serving a Saturday school will be a family emergency or other conflicts approved by administration. If a student does not show up for Saturday school he/she will be suspended from school until a meeting has taken place between the parents of the student and the Director of Students.

## Suspension – Probation – Loss of Privileges

In addition to multiple demerits, situations involving serious offenses against school rules and regulations, or expected student behavior, may also result in suspension, probation, or loss of student privileges. Student privileges may include all extracurricular activities, field trips and end of year activities. Suspension is a serious matter and requires a parent conference with an administrator, typically the Director of Students. Students are not allowed to attend school or any school-related co-curricular or extra-curricular activity while on suspension. A meeting, either directly before or after the suspension, usually takes place between the parents and the Director of Students. The school reserves the right to expect that an outside assessment occur before the student can return to school. Parents are responsible for any costs of the assessment, and continued counseling may be part of the agreement upon the student's return to school.

A student will be suspended upon receipt of four demerits or if serious offenses occur. These include but are not limited to fighting other students, demonstrating a serious breach of academic integrity, truancy from the school campus, endangering the safety and security of themselves or others, threatening the lives of others, significantly destroying school property, using or possessing alcohol, tobacco, and/or illegal drugs at school or school functions, and contributing to behavior that is in direct opposition to the morals and values of the Catholic church and Providence Junior-Senior High School. The school reserves the right to call law enforcement, to suspend students and to expel them pending fair process for serious offenses even if no other demerits or suspensions have been issued. Extracurricular clubs, organizations, and athletic teams may suspend and/or expel from participation as described in their written organizational rules.

Students and parents are notified by a school administrator, usually the Director of Students, when the school intends to suspend a student for one day. One day suspensions do not require a parent meeting, but parents may request a meeting to voice concerns with the Director of Student prior to the day of suspension. In some cases, the student may be asked to leave school immediately and placed on administrative leave until the conference can take place.

When a student is suspended for more than one day, administration will provide the student and at least one parent (or guardian) with fair process. This process provides the student and a parent with an opportunity to hear what rule(s) have been violated per the school's investigation and the opportunity for the student to tell his/her side of the story and speak against the proposed penalty. Parents will receive verbal or written notice of the decision to either suspend or provide an alternate penalty. Following this notification, the family may request the opportunity to have the decision reviewed by another school administrator.

For each day of suspension, students will receive a demerit. One to ten days of suspension can be issued for any given action depending on the seriousness of the incident. Students and parents should expect consecutive days of suspension for more serious infractions. Students will be allowed to make-up missed school work in a reasonable amount of time to be determined by the teacher for no more than fifty percent credit. However, no student's quarter grade should drop more than a letter grade due to each incident of suspension. In addition, students are suspended from all school activities during the suspension. Exceptions to this are rare and will only be made for a unique and unusual circumstance with approval by administration. In rare cases when an infraction occurs at the end of the school year, the suspension may be carried over to the beginning of the next school year.

When suspensions are given, parents are expected to provide the proper environment at home conducive to the seriousness of the suspension. Upon return to school, the student may be placed on a probationary behavioral plan depending on the seriousness of the behavior that caused the suspension. The school reserves the right to immediately expel or to deny students readmission at the end of the school year if the inappropriate behavior continues.

## **Expulsion**

Expulsion means long term or permanent dismissal for the remainder of the school year and/or denial of continuous enrollment. The principal may place the student on suspension until fair process can occur and the expulsion is official. Fair process provides for notification of the nature of the offense, an opportunity to meet with school officials, and an opportunity to have the decision reviewed by the school president. Neither the parents nor the student has a right to have an attorney present during the fair process conference. The student is placed on administrative leave from school until the process is completed and a final decision is made.

**Note: Students can receive demerits, be placed on probation, suspended, and/or expelled for behavior both on and off our campus, and at school activities and non-school related activities when those behaviors are viewed as a reflection on the school. Should Providence become aware of behaviors that endanger a student's own physical or emotional health, or those of another's, even when the student is not directly under the jurisdiction of the school, Providence Junior-Senior High School reserves the right to inform parents of what is known. Should the actions of the student negatively affect the operation and climate of the school, or are seriously against the values and mission of the school, Providence may take disciplinary action including expulsion after a fair process of review.**

## **Exclusion**

A separate category of long-term or permanent removal, usually for non-disciplinary reasons, is termed exclusion. Examples of reasons for exclusion are: communicable disease, infestation with parasites, failure to comply with compulsory immunization laws (IC 20-34-4-5), failure of the student to meet minimum academic standards, inability of the school to meet the educational needs of the student, mental illness (i.e., for the protection of fellow students), non-payment of tuition by the family, failure of the parents to support the school in its enforcement of discipline, religious and other policies, and other similar reasons. Long-term or permanent removal may also be for disciplinary purposes. Exclusion takes place after a fair process of review.

## Student Parking

Students may park on campus during the established school hours as long as the following conditions are met:

All students must register their cars and properly display a Providence parking tag. Additional tags can be purchased through the main office for \$5.00 per tag. In the event that a student drives another car and forgets the assigned parking tag, a temporary tag can be issued through the main office for a period of one day. Students must park only in their assigned locations: Seniors in the blue-lined areas and underclassmen in the other student spaces in the front and at the side of the building. Students may not park in the following areas: faculty parking in the back of school, visitor, handicapped, yellowed-lined areas, in the front circle, or in the areas immediately in front of the Aquinas Center.

Students and guests may park on campus if they are involved in a Providence extracurricular at the time. Students returning for extracurricular activities may park throughout the lot in any designated space. However, at no time should students sit in parked cars, congregate in the parking lot, or park in handicapped, yellow-lined areas, or the front circle. No car should be left parked on our campus past 11:00 p.m. without special permission from the administration.

Students who do not follow the above guidelines, do not drive responsibly, or endanger the safety of others while driving on campus may receive disciplinary consequences and may lose campus driving/parking privileges. The administration reserves the right to inspect any cars on the Providence campus at any time.

## Hall Passes

During school hours, students may not be in the hallways, restrooms, lobby, or other common areas of the building without a signed pass from a staff member except during passing periods. Students must always report to the scheduled class, study hall, or lunch period at the assigned time and present or request a pass to go elsewhere in the building. Students must sign in and sign out of the classroom as well as receive a pass in order to leave the classroom or study hall. Passes will be needed if students wish to leave the cafeteria and go upstairs for any reason and can be obtained from the cafeteria proctor. Any time students are in the halls, they are expected to be quiet and not disrupt those around them.

## Cafeteria/Food and Drink

**The cafeteria is the only place where students may have food and drink during the school day, including the hallways and lockers.** The only exceptions to this would be bottled water and special projects that are tied to the curriculum of a particular class; these are at the discretion of the teacher. Students may purchase breakfast and lunch items from the cafeteria or bring food for themselves from home. Breakfast is served daily from 7:15 until 7:45. No student, parent, or staff member may order food and have it delivered to the school at any time during the day without permission from the main office. Students are expected to line-up without cutting line, clean up their trash, and return trays and dishes before leaving the cafeteria. The cafeteria proctor may hold students past the bell if necessary.

Students use a debit account system for lunch where they first deposit money in the account before purchasing lunch. Any student with a negative balance of \$15.00 dollars or more will only be allowed a 3-day grace period to purchase a plate lunch only. After these three days, students may not purchase any items on credit from the cafeteria until additional funds are deposited in their lunch debit account. Student's will be provided with a meal regardless of a negative lunch account.

## **Electronic Devices**

Radios, headphones, MP3 players, or other electronic devices are not to be brought to school. Because of concerns over academic integrity cellular phones should not be seen, used, or turned on during the school day unless it is a school-related emergency. Any teacher or staff member who sees or hears a cellular phone may take it from the student and issue a morning detention. If a cell phone is taken from a student three or more times, a parent may be required to come to school to pick up the phone. Before and after school, students may not play music loudly in the halls, parking lot, lobby, and other common areas of the school or campus. Students needing to use a phone during the day may only use the phone on the counter in the main office. This phone may be used for emergency-like purposes, to call a parent on an important matter, or to make arrangements for a ride home.

## **School/Faculty & Staff Property**

All Providence students are expected to keep the school and campus clean and free of litter. Any damage to school property, faculty and staff property on and off campus, and student property while on campus will be taken very seriously. Students may not be on our campus after the official campus hours unless they are under the supervision of a teacher or staff member. Any pranks or actions that vandalize, damage, deface, or create unnecessary work for our maintenance and building crews may result in disciplinary action to include detentions, demerits, suspensions, and expulsion and may involve legal authorities.

## **Public Displays of Affection and Inappropriate Behavior**

While we encourage positive relationships and a culture of care and concern for others, students must maintain behavior that is expected of a Catholic educational institution. Inappropriate public displays of affection on our campus or at our school activities will result in disciplinary consequences.

In addition, when students are observed making inappropriate statements and/or gestures, engaging in sexually-explicit dancing, wearing clothing or symbols that do not reflect our philosophy, or any other actions contrary to our Catholic values and morals, they will face disciplinary consequences and may be removed from school or the activity.

## **Behavior at Other Schools**

Providence students are not allowed on the campus of other schools during their school day unless they have permission of the school's administration. If Providence students are attending school activities at another school outside of the school day, they are expected to maintain the appropriate behavior of that institution and those as defined by Providence's behavioral codes. We reserve the right to take disciplinary action if Providence students do not abide by the rules and regulations of the school's handbook or the expected behavior as defined in our own handbook.

## **Harassment, Bullying, and Hazing Policy**

All Providence students are expected to demonstrate respect to faculty and staff, other students, and guests. Providence Junior-Senior High School does not tolerate any form of harassment, bullying, or hazing of its students, faculty, or staff. This includes sexual, verbal, physical, or visual/printed, and/or destruction of property that impedes the person from experiencing a safe and secure environment and instead creates an intimidating, hostile, or offensive school climate. This could be one incident, or repeated acts or gestures, including verbal or written communications, physical acts or behaviors committed by a student or group of students against another student with the intent and/or the result of a person feeling harassed, ridiculed, humiliated, intimidated, or harmed.

Threats of violence towards a faculty or staff member or a student will be investigated by the administration and a threat assessment conducted. A student deemed to have been involved in threatening behavior may be suspended or expelled from school, and the incident may be reported to law enforcement.

Allegations of any kind of harassment will be investigated by the administration. The administration reserves the right to question any Providence student concerning information he or she may have on an incident of harassment, threat, or potential of harm. This investigation does not require parental approval nor are parents present. If the administration determines that harassment has occurred, resolution of the situation may include counseling and disciplinary action including expulsion.

Providence has found that instances of harassment, bullying, and hazing often times result from escalating sequences of events that culminate in outcomes unintended by the participants. Situations often arise from what begins as minor teasing or touching that one party takes more serious than may have been intended. For this reason, students must respect each other's personal space.

## **Archdiocesan Policy on Respecting Persons and Circle of Grace**

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers, and Providence with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, iPad or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

The Circle of Grace program assists our students with education and guidance on appropriate boundaries, self respect and respect for others. This program encourages healthy relationships and teaches our children that God is always present with us. The Circle of Grace program is grounded in the richness of our faith. The Archdiocesan Circle of Grace curriculum is taught by trained personnel at every grade level.

**Note:** Students in archdiocesan schools have no rights to unlimited speech. Student speech that is considered disrespectful of others or contrary to the values of the school will not be allowed and may result in disciplinary action.

## **Seclusion and Restraint Policy**

Providence High School believes a safe and healthy environment should be provided in which all students can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a seclusion and restraint plan. The purpose of the plan is to ensure that all students and staff are safe in school, and students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for students must ensure all students are treated with dignity and respect. This environment should allow all students to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a student's behavior or action poses imminent danger of physical harm to self or others and not as routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior. Time out procedures that do not constitute seclusion are permitted.

## **Computer Policy**

Students must follow all procedures for computer use as given under the section of this handbook entitled Library Media and Technology Center. Failure to follow these acceptable use policies will result in significant disciplinary action and may result in suspension and/or expulsion if illegal use is demonstrated. Illegal use includes but is not limited to the following: software pirating, hacking, copyright violations, harassment or threats, and defamation. Additional prohibited activities include using obscenities, viewing or downloading pornographic materials, sharing account information or attempting to use another person's account, file sharing or downloading file sharing programs, harming school property, attempting to bypass the school's filtering system, or participating in any other activity that is detrimental to students, the school, or school officials. Providence reserves the right to investigate and apply behavioral consequences for inappropriate computer use off campus that reflect negatively upon Providence faculty and staff and students. This includes significant disrespect, images or words contrary to the values of the school, bullying and harassment, or threats made through web pages, chat rooms, on-line journals, cell phones, text messages, etc.

## **Criminal Gang-like or Cult-like Activity Policy**

Providence students may not belong or associate with gangs involved in any illegal activities or dealings where the gang/cult's intent is to cause emotional or physical harm to another person or animal, or the stealing or damaging of property. In addition, Providence students may not belong to a gang/cult or engage in any kind of behavior that promotes beliefs or ideals in direct opposition to the mission and philosophy of Providence and Catholic moral teachings. This includes advocating or belonging to organizations that further racism or other beliefs that degrade or build intolerance for the dignity of others.

## **Search and Seizure**

Administration reserves the right to search cars on campus, lockers, back packs, athletic bags, iPads or other electronic devices, and students themselves (jackets, pants pockets, etc.), anytime there is reasonable suspicion of a serious violation.

## **Tobacco Policy**

Indiana state law prohibits smoking in all Indiana schools; therefore, Providence promotes a smoke-free and tobacco-free environment and campus. Since the use of tobacco is considered to be a serious health hazard and the use and possession of cigarettes, e cigarettes, chewing tobacco, and snuff or similar tobacco products is unlawful for individuals under of the age of 18, these products are not permitted at school, including the parking lot, or school-related activities. Students may receive the following consequences for having these products at school or any school-related activity.

First Offense:     Demerit and one day suspension  
                          Mandatory meeting with parents

Second Offense:   two day suspension

Third Offense:     three day suspension  
                          Expulsion from school possible

*Note: Possible legal consequences are separate from school consequences and may be enforced independently.*

## **Weapon Policy**

Students found in possession of, or involved with, any type of weapon or anything resembling a weapon may be subject to immediate suspension or expulsion. Weapons can include but are not limited to knives, guns, heavy chains/brass knuckles, fireworks, or chemical products, or incendiary devices.

According to Indiana state law (IC 20-8.1-5.11-10), a student who brings a firearm to school commits a felony and must be expelled, and the local prosecutor must investigate and take appropriate legal action. Any student known to have possession of a handgun anywhere on our campus or at any school-related activity will be suspended immediately from school and subject to expulsion from school pending fair process. Parents and police will be notified In addition, any adult who brings a gun onto school property or a school bus, unless otherwise legally authorized to possess a gun, commits a felony (IC 35-47-9-2). Indiana law allows enhanced sentences for certain drug (IC 35-48-4) and gun (IC 35-47-2-23) crimes committed on a school bus, on school property, or within 1,000 feet of school property.

## **Pranks**

A prank is defined as any behavior or action that causes damage to property, a disruption to the educational process, or creates unnecessary work for faculty or staff. This definition holds whether or not the person(s) responsible intended to cause the resulting issues.

The disciplinary consequences for a prank will depend upon the severity of the effects caused by the prank. If the prank is deemed by administration to be significant, the resulting consequences could include expulsion, being kept from participating in school events, which includes the graduation ceremony, and financial responsibility. For pranks deemed to be less significant, the consequences could include demerit(s), detention, and financial responsibility.

In all cases that necessitate some type of clean up, Providence will hire a professional cleaning Crew, and this cost will be passed on to the student(s) involved. Under no circumstances will students be asked or allowed to take part in the cleaning.