

## **SECTION 4 – STUDENT BEHAVIOR**

### **4.1 – GENERAL GUIDELINES AND EXPECTATIONS OF STUDENT BEHAVIOR**

Holy Family students are expected to display courteous, respectful, Christian behavior at all times. The Gospel message should be reflected in student behavior and should be modeled by their parents and school personnel. Holy Family students' behavior should reflect personal discipline and respect for self and others, which are home-taught values reinforced at school. Student conduct should be in alignment with traditional Catholic values and the behavioral policies of Holy Family School. The school has the right to call students to accountability when they display behaviors or conduct to the contrary of these values or policies.

In order to maintain a respectful, orderly, and safe environment for all, students and parents are expected to know and abide by all school rules and procedures which apply to them. In most situations, unwarranted behavior results in appropriate consequences designed to teach and reinforce expected behaviors and are managed by teachers.

However, a single serious infraction or repeated disregard for school expectation, in addition to blatant disrespect for students, faculty, staff, or property, may result in significant consequences. These include possible loss of extracurricular activities, field trips, and year-end activities participation to more serious consequences such as being administratively withdrawn, inability to re-enroll, suspension, expulsion or exclusion from school.

### **4.2 – GENERAL RULES OF BEHAVIOR**

1. Students are to treat each other and school staff with respect and dignity and to act as a positive role model for younger students. (Love your neighbor as yourself.)
2. Students are to display courtesy and respect in their language and physical contact.
3. Students are to fully participate in classroom activities, school Masses and spiritual activities, special events and programs offered by Holy Family School.
4. Students are to follow classroom, cafeteria, hallway, safety, playground, aftercare, and parking lot rules as defined by their teacher or supervisor.
5. Students are expected to complete all academic, attendance, and testing requirements.
6. Students are expected to be prepared for school by bringing in their assignments, books, backpacks, lunchboxes and/ or other needed items.

Teachers will have specific rules that apply in the classroom and will discuss these with students at the beginning of the year. The following rules are universal and should be practiced at all times:

- follow directions carefully
- be honest (avoid lying, stealing, or cheating)
- be respectful in your language and writing (avoid profanity, teasing or name-calling)
- keep the building and school grounds clean
- be prepared for class
- avoid chewing gum or candy on the school campus unless with permission and at the designated time and place
- be in proper school uniform or proper out-of-uniform dress code when applicable
- report problems or emergencies to the teacher or staff member
- maintain a quiet, respectful atmosphere in the hallways during class time
- refrain from running or horseplay in the building
- display proper etiquette, posture and due reverence during Mass and in the church

#### **4.3 – THE GOOD NAME OF THE HOLY FAMILY STUDENT BODY**

Students should always be mindful of the example they set and the effect it has on the reputation of Holy Family School. Holy Family students should maintain proper decorum and provide positive leadership both at school and away from school. Any student behavior of a criminal nature or serious contradiction of Holy Family and Catholic Church values may result in the student being expelled from Holy Family School.

#### **4.4 - ARCHDIOCESAN GUIDELINES FOR CATHOLIC SCHOOLS ON RESPECTING**

**PERSONS** - 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/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese 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 be 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.

#### **4.5 – SOCIAL MEDIA**

Holy Family parents and students are to be responsible users of social media when referring to Holy Family parish and school, our employees, and our families. The way in which we resolve conflicts or concerns should model the highest ideals of Christian living. Conflicts or complaints about individuals or the parish or school community should be handled directly with the individuals involved and not through Holy Family or external social media accounts. Holy Family's social media accounts are monitored by staff when possible to ensure that comments are courteous and respectful, and we reserve the right to block or remove comments that we deem as inappropriate for Holy Family social media.

#### **4.6 – PROCEDURE FOR SERIOUS INFRACTIONS**

When a student is in serious violation of school rules or demonstrating behavior in opposition to Holy Family values, parents will be contacted for a conference. These violations may be one-time offenses or repeated violations. Serious violations may include, but are not limited to fighting, threatening or extreme disruptive or immodest behavior, bullying/harassment, vandalism/destruction of property, blatant defiance or disrespect, possession of, use, or attempts to provide/sell tobacco products, alcohol, drugs or inhalers, or the possession of a weapon/firearm.

The school reserves the right to contact police in the case of illegal activities performed by students. Parents will be notified of police involvement. An internal threat assessment team may be convened whenever school employees believe there is potential for threats to others. If student behavior brings for concerns for the student's well-being, confidential reporting will be made to Child Protection Services who determine if parent contact is made.

When working through behavioral issues occurring at school and/or impacting the school environment, students may be removed from classes and placed in a supervised time out area until parents arrive (if at school) or asked to remain home. In cases of serious incidents, students may not return to class until a parent conference takes place. This will occur in as time a manner as possible, but investigations often require more time between incident and the parent conference. Parents will need to exercise patience when investigation prohibits an immediate conference. If deemed necessary by the principal, the student may be placed on administrative leave until the investigation is completed and a satisfactory resolution is attained.

#### **4.7 – SUSPENSION FROM SCHOOL**

**Suspension – Probation – Loss of Privileges** In addition to multiple demerits or infractions, 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 Principal. 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 Principal. 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. Reasons for suspension may 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 Holy Family 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 previous demerits or suspensions have been issued. Extracurricular clubs, organizations, and parish CYO 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 Principal, 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 with the Principal. 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. 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. *Note: The child's age and development will be considered in determining an appropriate course of action.*

#### **4.8 – EXPULSION FROM SCHOOL**

In rare and extreme cases of dangerous, criminal or other serious misbehavior, or when other measures have not corrected unwarranted behavior, Holy Family reserves the right to expel a student from school. In fairness to the students and their parents, a fair process review will be followed. The decision to expel a student or not to allow a student to re-enroll for the following year will be made only by the Principal and/or Pastor.

#### **4.9 – SECLUSION AND RESTRAINT**

Holy Family School believes a safe and healthy environment should be provided in which all children 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 Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children 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 child's behavior or action poses imminent danger of physical harm to self or others and not as a 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.

Parents can access a full copy of our school's plan by request in the school office or by visiting our school's website.

#### **4.10 FAIR PROCESS REVIEW**

In the event that a parent contests a suspension, expulsion, exclusion, administrative withdrawal, or decision not to enroll or re-enroll in the school, a fair process of review may be requested by parents. This process provides an opportunity for parents to conference with the school principal or designee to hear the rule violations and to speak against the proposed penalty. After the conference, the principal/designee will notify parents verbally or in writing of the decision. Upon notification, parents may request an opportunity to have the decision reviewed by the pastor or his designee. Neither the Holy Family School Commission and its members or the Office of Catholic Schools is involved in these types of school decisions.

#### **4.11 EXCLUSION**

A separate category of long-term or permanent removal, usually used 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.

## 4.12 HOLY FAMILY SCHOOL ANTI-BULLYING POLICY

### Bullying Prevention Program

Holy Family School's goal in prevention is to create a positive, nurturing, and bully-free environment so that our students may experience a Catholic faith-based community at its most profound – in daily life. Because of the various stages of childhood development ranging from 3-5 year-olds (Early Childhood) through 6-8<sup>th</sup> grade (Early Adolescence), the different ages and development of the children will determine both the prevention measures as well as response measures.

Prevention includes the following:

- On-going training for our faculty and staff and students on bullying prevention including the empowering of bystanders to take a stand so that the silent majority becomes the caring majority.
- Reporting and investigating procedures
- Interventions and responses to bullying incidents
- Providing parents with communication and strategies for prevention and response-to-bullying

Training:

- Faculty and staff will be trained in what constitutes bullying and their roles in preventing and their responsibilities in reporting. *A Response Guide: Taking Action Against Bullying and Harassment Anywhere on Campus* is provided.
- Students will be trained in how to report bullying incidents, how to support the victims of bullying, and how not to bully - dealing with the underlying reasons why they behave this way and understanding the social conventions expected in a Catholic school.
- Faculty and staff trainings take place at faculty and/or staff meetings or full days of faculty professional development. Students receive training through classes. Bullying prevention lessons are incorporated into the school's curriculum at all levels.

Reports of Bullying/Harassment Incidents:

Holy Family Catholic School is committed to protecting its students from bullying and harassment for any reason and of any type. Holy Family Catholic School believes all students are entitled to a safe, equitable and harassment-free school experience. Bullying, harassment or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment or discrimination, is prohibited.

The standards of this policy constitute a specific, focused, coordinated, and integrated system of support for all students, staff and families that will support positive relationships within Holy Family Catholic School. It is designed to ensure that the staff has been trained to provide awareness, intervention training and to direct follow-up when incidents are reported and/or occur.

### Reporting and Investigating:

- 1.) The informal complaint process allows the student who believes he/she has been bullied or unjustly mistreated to resolve the issue through a consultation process rather than a formal complaint process. The student or parent discusses the incident with the classroom teacher who takes steps to resolve any relationship or social behavioral concerns between the students. Additional steps may also be taken by the teacher such as disciplinary consequences, re-arranging seats or groupings, and increased supervision to ensure the victim does not experience the issue again.
- 2.) The formal complaint process also begins with the teacher who completes the Bullying Incident Reporting Form and meets with the coordinator for behavioral/counseling services. The coordinator and teacher meet with the student and investigates the alleged bullying and completes the Bullying Investigation Form.
- 3.) The coordinator makes contact with the parents of those students involved. She continues interventions by completing the Elementary School Student Safety Plan and makes recommendations for any external services for the victim or the bullying student if applicable. The coordinator meets with the principal to review the reports and procedures taken. The principal determines if further action needs to be taken, including completing a threat assessment if needed.
- 4.) Disciplinary action may result in a first-time that may include counseling, detentions and/or demerits. Repeated violations of the anti-bullying policy or a single serious incident may result in suspension or expulsion.