

## **STUDENT DISCIPLINE**

PSOE student discipline policies and guidelines are executed in accordance with Indiana Code chapter 20-338 et seq. Copies of the Code can be made available in the school office.

Paramount has zero-tolerance for hazing, harassment, intimidation, and bullying. Corporal punishment is prohibited at all PSOE schools.

### **Search and Seizure Policy**

1. The PSOE Board recognizes that the privacy of students and their belongings may not be violated by unreasonable search and seizure. School personnel may conduct a search or seizure as consistent with the law including in circumstances when there is reasonable suspicion to conduct the search.
2. All lockers and other storage areas provided for student use on school premises remain the property of PSOE and are provided for the use of the students are subject to inspection, access for maintenance, and search pursuant to this policy. A student who uses a locker that is the property of a school is presumed to have no expectation of privacy in that locker or the locker's contents. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
3. School personnel will not search a student involving the removal of clothing other than a coat or jacket.
4. Anything found during a search conducted in accordance with this policy, which is evidence of a violation of the student conduct standards contained in the student handbook, may as deemed appropriate by school authorities, be:
  - Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing,
  - Returned to the parent or guardian of the student from whom it was seized,
  - Destroyed if it has no significant value, or
  - Turned over to any law enforcement officer in accordance with this policy.
5. Anything found during a search conducted in accordance with this policy which by its presence presents an immediate danger of physical harm or illness to any person may be seized and as considered appropriate by school authorities may be:
  - Returned to the parent or guardian of the student from whom it was seized,
  - Destroyed, or
  - Turned over to any law enforcement officer in accordance with this policy.
6. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
  - Search any area of school premises, any student, or any motor vehicle on school premises, or
  - Identify or dispose of anything found during a search conducted in accordance with this policy.

## Core Expectations

The following directives, known as the “**Core Expectations**,” represent basic beliefs of PSOE, which all students are expected to follow. These rules always apply **when** PSOE is responsible for the students, including any off-site, school-sponsored functions such as field trips, sporting events, and overnight retreats.

1. Listen to and follow the directions of the teachers and staff.
2. Do your best, work hard, and strive to achieve.
3. Cooperate and help others.
4. Treat yourself and others with respect.
5. Respect the property and rights of others.
6. Do not disrupt the educational process.
7. Be honest in word and deed.
8. Be responsible for your actions and for what you need to do Each of the Core Expectations promotes the PSOE values –
  - Contribute More: through a commitment to outstanding moral character
  - Desire More: through a commitment to academic growth
  - Do More: through a commitment to creating a sense of community
  - Learn More: through a commitment to core curriculum
  - Expect More: through a commitment to measurable results

## Recovery

Recovery is a system of behavior and academic support. The Recovery Process supports teachers in protecting the learning environment from distractions and off-task behaviors while also providing a setting where students continue to work and be academically challenged. Additionally, students receive the support of a counselor to unpack with and provide for their emotional and social needs. Students may receive support in this classroom at any time throughout the school day depending on when they meet the criteria for entry, which includes habitual behaviors that negatively influence the learning environment. After students enter the Recovery Room, the staff strives to prepare the students to reenter the home classroom as quickly as possible, however, students must meet readiness benchmarks before returning to class. If the student does not comply with the Recovery procedures, the student could be escalated through the PSOE discipline process.

## Expulsion

The following behaviors may result in a student being expelled for a period of time as allowed by Indiana law:

- Causing serious injury to another person;
- Habitual misbehavior;
- Possession, use of, sale of, or furnishing any firearm, knife, explosive, or other dangerous objects;
  - In order to maintain a safe environment, PSOE does not recognize a discernible difference between the possession of a real firearm, knife, or explosive device and an imitation or replica of a firearm, knife, or explosive device.
- Unlawful possession of, use, or sale of any controlled substance;
- Robbery or extortion;
- Offering, furnishing, or sale of any drug paraphernalia;
- Criminal behavior;
- Threats of a terrorist nature, hate violence, or hate crimes;
- Sexual assault; and
- Battery.

This is not an exclusive list. Forms and processes for appealing expulsion are available in the school office. PSOE expects all students to conduct themselves in a civil and socially responsible manner. Disciplinary measures,

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carried out in accordance with state law, are used to maintain a safe and stable school environment. Notification of an expulsion hearing before the administration will be sent in accordance with the law. Formal findings from such a hearing will be explained in writing to the parents/guardians and the principal of PSOE with stipulations outlining the length of the expulsion. Any student who has been expelled pursuant to these provisions shall have the right to appeal to the Board of Trustees. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Head of School of PSOE shall notify the head of the receiving school of the reasons for the pupil's expulsion.

### **Procedural Due Process**

Procedural Due Process is afforded to all students, subject to discipline, and includes the following:

1. Opportunity to respond to charges in front of a qualified teacher or administrator of the school;
2. Opportunity to present witnesses;
3. Notification of all evidence;
4. Notification of formal outcome within a certain number of days of hearing; and
5. Right to appeal.

### **Procedures for all Expulsion Meetings**

1. A presentation of the evidence against the student is stated by the Hearing Officer (Head of School or Administrative designee) at the school.
2. A presentation by the student and parent/guardian or parent/guardian's designee (individual) of any defense or mitigating circumstances.
3. Submission of written statements from any person in defense of the student accepted by the Hearing Officer. The student may present witnesses and evidence in rebuttal of the school's allegation to the Hearing Officer.
4. The Hearing Officer records a summary of the facts and disputed evidence.
5. Failure of the student and/or parent/guardian to appear at the hearing without good cause constitutes a waiver of the hearing and the case is reviewed by the Hearing Officer (Head of School or designee). A decision is rendered on the evidence available.
6. On the day of the hearing, a presentation detailing the reasons for the decision is given to the student and parent or guardian. Formal findings from the hearing officer will be mailed within ten (10) days of the hearing. The decision may authorize a return to school at an earlier date and may include an alternative educational plan or an evaluation request under Chapter 76 (Article 7).

### **GENERAL SCHOOL RULES AND POLICY**

PSOE facilitates the development of disciplined individuals toward fostering a "community of learners" attitude and environment. PSOE celebrates the development of our students and recognizes positive growth in all areas, while at the same time correcting negative choices and teaching the proper way. Policies and consequences consistent with our mission are necessary to ensure a safe learning environment for every child.

### **Inappropriate Behavior**

Examples of inappropriate behavior include, but are not limited to:

- Disrespectful or inappropriate talk and actions;
- Disobedience;
- Misusing school equipment, or that of others;
- Running in class, or in the hallways;

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- Littering;
- Teasing;
- Horseplay;
- Harassing or bullying students, staff members, or others on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, genetic information, citizenship status, or military or veteran status; and
- Sexual harassment of students, staff members, or others.

Teachers will discuss the above behaviors with children and will contact parents/guardians in working together to find a resolution. If the child's behavior problems continue, a referral to the office administration may occur.

## Referrals

It is at the discretion of the teacher to refer a child to the administration for the intervention of behaviors. The administration will talk with the child, as well as others involved, to understand the circumstances surrounding the incident.

PSOE uses a two-level referral system. Level 1 referrals are referrals where students have mildly disrupted the school or educational environment. These referrals result in a written message, face-to-face discussion with the parent/guardian, or a parent/guardian phone call, along with an intervention/redirection of the student. Level 2 referrals are referrals where students have severely impacted the safety or academic environment of the school. In these cases, the student will face a suspension and/or expulsion, and the parent/guardian will be notified. Habitual Level 1 offenses will escalate to Level 2 suspensions.

Depending on the circumstances that caused the referral, a student may receive a brief "time out" period or may receive another form of consequence. These may include removal from the classroom, temporary time in Recovery, all-day time in Recovery, out-of-school suspension, or expulsion. Conflict resolution, individual, and/or group counseling may be involved as a component of PSOE's intervention strategies.

Upon each referral to the administration, an attempt to contact the parent or guardian will be made to inform the parent/guardian of the incident as well as the consequences. **It is a shared responsibility of the parents/guardians to teach and model PSOE's Core Expectations.**

## Suspension

The following behaviors may result in immediate Level 2 suspension:

- Fighting;
- Biting/spitting;
- Forgery;
- Harassment/bullying others (including all forms of cyber-bullying);
- Disrupting the educational environment or otherwise willfully defying the valid authority of staff, teachers, or other school officials;
- Causing, attempting to cause, or threatening to cause physical harm to another;
- Causing or attempting to cause damage to school property or private property;
- Stealing or attempting to steal school property or private property;
- Possessing or using tobacco, alcohol, or controlled substance;
- Committing an obscene act or engaging in habitual profanity or vulgarity;
- Sexual advances, request of sexual favors, or other verbal, visual, or physical conduct of a sexual nature;
- Causing or attempting to bring harm to another through hate language or threats of violence;
- Habitual Level 1 misbehavior; and
- Excessive tardiness or absenteeism.

Suspensions may be in-school or out-of-school as specified in the notice of referral letter that accompanies each suspension. Parents/guardians may be required to return to school with their child to meet with members of the

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school staff and administrative team as specified in the notice of referral letter.

### **Threats, Attempts, and Acts of Violence Against Staff Members**

PSOE is committed to maintaining a safe learning and working environment. Given the increasing violence in society in general, PSOE has adopted the following guidelines to address intimidation, harassment, or other threats of (or actual) violence against staff members by students and students' family members:

- All staff members shall be treated with courtesy and respect at all times.
- Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the premises of PSOE without prior express authorization.
- Conduct that threatens, intimidates, or attempts to coerce a staff member at any time, including off-duty periods, will not be tolerated and may result in immediate referral to law enforcement. This prohibition includes all acts of harassment, including harassment on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, genetic information, citizenship status, or military or veteran status.
- Any direct or indirect threat, attempt to inflict or act of unwanted physical contact or violence upon a staff member will not be tolerated and may result in immediate referral to law enforcement.

Examples of "unwanted physical contact or violence" include, but are not limited to, hitting, kicking, shoving, slapping, grabbing, striking, battering, using a weapon or other object to commit battery, striking with bodily fluids or waste, or any other form of unlawful or non-consensual physical contact made in a rude, angry, or insulting way, regardless of whether the conduct resulted in injury or the severity of any injury caused.

Any student determined to be responsible for a threat, attempt, or act of violence or other conduct in violation of this policy may also be subject to prompt disciplinary action, up to and including immediate suspension and/or expulsion.

PSOE strongly encourages students and their families to bring any disputes or differences with staff members to the attention of the principal before the situation escalates, per its Conflict Resolution and Parent/Guardian Complaints Policy below. PSOE is eager to assist in the resolution of any such disputes.

### **Family and Student Support**

A family and student support network works with school personnel, students, and families to assist students who are having difficulty adhering to expected attendance or behavior policies, who are experiencing other crises or concerns in their lives, or who are struggling with academics. Generally, referrals are made after interventions by the teacher and lead teacher were not successful. Parents/guardians may also request intervention by contacting the principal. Response to Intervention is one approach used when strategies are needed to support our students academically and/or behaviorally. Information is available in the school office.

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