

# Section VIII: Student Behavior Expectations



## Tecumseh Success Traits: Expectations For Student Behavior



<u>Making a Difference</u>	<u>All Instructional Settings</u>	<u>Hallways</u>	<u>Restrooms</u>	<u>Cafeteria</u>	<u>Before and After School</u>
<p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>• We make choices that keep us physically and emotionally healthy.</li> <li>• We care.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain personal space.</li> <li>• Use school furniture and equipment properly</li> <li>• Report unsafe or harmful activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Maintain personal space.</li> <li>• Report unsafe or harmful activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain personal space.</li> <li>• Flush the toilets and wash your hands.</li> <li>• Report unsafe or harmful activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Maintain personal space.</li> <li>• Report unsafe or harmful activities.</li> <li>• Make food choices that support a healthy body and mind.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Maintain personal space.</li> <li>• Report unsafe or harmful activities.</li> <li>• Communicate before and after school activities with teachers, parents, and staff.</li> </ul>
<p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>• We show up.</li> <li>• We work.</li> <li>• We tell the truth.</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time (in your seat when the bells rings), prepared, and attentive.</li> <li>• Complete all assignments.</li> <li>• Keep personal space clean.</li> <li>• Follow all classroom/library/lab rules.</li> <li>• Turn off and store all electronic devices.</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared</li> <li>• Keep track of personal belongings.</li> <li>• Take ownership for your actions.</li> <li>• Manage time in the hallway to ensure you get to class on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Observe time limit (be quick).</li> <li>• Put trash in the wastebaskets.</li> <li>• Refrain from socializing.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your area clean.</li> <li>• Know and follow cafeteria rules.</li> <li>• Put trash in the wastebaskets.</li> <li>• Sit and eat at the lunch table.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit the school in a timely manner.</li> <li>• In the morning report to the gym or cafeteria.</li> <li>• Board your own bus on time.</li> </ul>
<p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>• Our dress and words will show respect for self and others.</li> <li>• We respect ourselves, others and property.</li> <li>• We respect diversity and individuality.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen.</li> <li>• Respect all property.</li> <li>• Respect staff members and peers.</li> <li>• Follow directions.</li> <li>• Actively and appropriately participate in class work and discussions.</li> <li>• Dress appropriately for the school setting.</li> <li>• Use appropriate volume, language, and tone.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay to the right and keep moving.</li> <li>• Use appropriate volume, language, and tone.</li> <li>• Respect all peers and staff members.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others' privacy.</li> <li>• Use appropriate volume, language, and tone.</li> <li>• Keep floor and walls clean.</li> <li>• Knock on stall doors before entering.</li> </ul>	<ul style="list-style-type: none"> <li>• Use good table manners.</li> <li>• Use appropriate volume, language, and tone.</li> <li>• Respect others' place in line.</li> <li>• Say please and thank you to cafeteria staff.</li> <li>• Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate volume, language, and tone.</li> <li>• Listen to and respond appropriately to the bus driver's directions.</li> </ul>

### STUDENT BEHAVIOR AND DISCIPLINARY CODE

#### Discipline Philosophy

The Lafayette School Corporation Board of School Trustees believes that learning takes place in an environment that is safe, caring, positive, cooperative, pleasant, and challenging. It is the policy of the Lafayette School Corporation to provide students with an environment that will enable them to focus upon learning as their major goal. In order for the expected learning environment to exist, students must conduct themselves with self-control, exhibiting respect for the rights of fellow students, teachers, administrators, and other employees. Self-discipline is the controlling behavior. Self-discipline is best defined as the control exhibited in an individual's behavior so that the civil rights and dignity of others are protected. Parental involvement, guidance, and support are necessary aspects in the development of student self-discipline.

Behavior of any student that disrupts the learning environment of others or creates conditions, which jeopardize the safety of others, will cause discipline procedures to be initiated by teachers, and/or administrative personnel. School personnel will use discipline procedures throughout the corporation in order to maintain the expected learning environment.

Lafayette School Corporation does not discriminate on the basis of race, sex, or national origin in regard to disciplinary actions against students who choose to violate school corporation rules and regulations.

#### Restorative Practice

While negative consequences can impact student behavior, it is often even more impactful to direct the student to repair the harm that they have done. Tecumseh strives to implement restorative practices alongside negative consequences and in some cases in lieu of negative consequences in order to repair the harm to the relationships between offenders and victims, and offenders and the community that resulted from their actions. Restorative practices allow the response to shift from strictly punishment of the offender towards a focus on positive outcomes for both parties.

### **Lunch Detentions**

A lunch detention may be assigned when a student violates classroom or school rules. A lunch detention is assigned by an administrator but individual teachers have the ability to assign their own lunch detention as well. Students receiving lunch detention will be given prior notice. Failure to serve a teacher detention will result in a referral to an administrator.

### **Teacher Detentions**

A teacher detention may be assigned when a student violates classroom or school rules. A teacher detention is assigned by a classroom teacher. The student will be given a 24-hour notice prior to serving the detention. Failure to serve a teacher detention will result in a referral to an administrator.

### **Wednesday & Friday Office Detentions**

Wednesday & Friday detentions may be assigned when a student violates classroom or school rules. A Wednesday/Friday detention is assigned by an administrator. The student will be given a 24-hour notice prior to serving the Wednesday/Friday detention. Failure to serve a Wednesday/Friday detention will result in a referral to an administrator. Wednesday & Friday detentions are held from 3:15-5:00 each Wednesday and Friday. Students serving a Wednesday/Friday detention will be released from the front office at 5:00.

### **Saturday Office Detentions**

Saturday detentions may be assigned when a student violates classroom or school rules. A Saturday detention is assigned by an administrator. The student will be given a 24-hour notice prior to serving the Saturday detention. Failure to serve a Saturday detention will result in a referral to an administrator. Saturday detentions are held from 9:00 am -12:00 pm each Saturday. Students serving a Saturday detention will be released from the front office at 12:00 pm.

### **In-School Suspension**

In-school suspension is utilized when a student's removal from class is necessary to maintain a school climate that is conducive to student learning and safety. A student may be assigned to in-school suspension for the period or the entire day depending on the level of classroom disruption they have caused.

### **Out-of-School Suspension**

Out-of-school suspension is utilized when a student's removal from Lafayette Tecumseh Junior High School is necessary to maintain a school environment that is conducive to student learning and safety. A student may be assigned to out-of-school suspension for up to ten days.

### **Possession of Tobacco**

Indiana Law prohibits young adults under the age of eighteen to possess or purchase tobacco products. If a student is found in possession of tobacco the following two things may occur:

- In school suspension or out-of-school suspension for up to five days.
- Police may be notified and a ticket issued for possession of tobacco by a minor.

### **Off School Grounds**

The school has responsibility for students while they are going to school, attending school and returning home. During these times students who violate school rules or otherwise commit misdemeanor/felony offenses will be referred to the appropriate administrator and/or police for appropriate action. Indiana law states that a student may be expelled or suspended 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.

## **DISCIPLINE**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-33-8-14, administrators and staff members may take the following actions:

### **1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**

A teacher may remove a student from his/her class or activity for a period of up to one (1) 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 ten (10) school days.

## 3. EXPULSION:

A student may be expelled for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device, or a deadly weapon listed under the Grounds for Suspension or Expulsion, which may result in an expulsion period of at least one calendar year.

## GROUND FORS 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;
- c. Traveling to or from school or a school activity, function, or event; or
- d. During summer school.
- e. Using property or equipment provided by or belonging to the school.

### A. Misconduct and/or Disobedience

Examples of student misconduct and/or 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 an 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 any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with the 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. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause 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 does not constitute a violation of this rule.
5. Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes bullying and/or racial and/or sexual harassment. Bullying includes cyber bullying which takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school provided transportation or at any official school bus stop, through the use of the district's Internet system while on or off campus, through the personal use of a personal digital device on campus, or off campus activities that cause or threaten to cause a substantial disruption at school.
6. 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.
7. 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.
8. Possessing, using, transmitting, or being under the influence of 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 before attending school or a school function or event.

Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication consistent with the provisions outlined in Lafayette School Corporation policy J700.
9. Possessing, using, 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.

10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances 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 or an educational function.
13. Falsely accusing any person of sexual harassment or violating a school rule and/or state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules and/or state or federal law.
16. 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. Disobedience of administrative authority;
  - c. Willful absence or tardiness of students;
  - d. Engaging in speech, conduct, or behavior including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, offensive, disruptive to school purposes, or interferes with the educational environment. This includes racial and/or sexual harassment. For clarification see the "Appearance" Section.
17. Using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or education function.
18. Exhibiting or participating in any behavior related to gang membership or affiliation, recruiting or furthering the interest of gangs, or possessing, using, distributing, displaying, or selling anything deemed to be evidence of gang membership or affiliation.
19. Possessing, using, transmitting, or selling tobacco.
20. 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.

## **B. Possessing a Firearm or a Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - b. The frame or receiver of any weapon described above
  - c. Any firearm muffler or firearm silencer
  - d. 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 explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - e. Any weapon that will, or that may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
  - f. Any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - g. An antique firearm
  - h. A rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
3. For the purposes of this rule, a destructive device is:
  - a. An explosive, incendiary, or over pressure 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 a device that is substantially similar to an item described above,
  - b. 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
  - c. 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, a line throwing, safety, or similar device.
4. The penalty for possession of a firearm or destructive device: suspension for up to ten (10) days and expulsion from school for at least

one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

### **C. POSSESSING A DEADLY WEAPON**

1. No student shall possess, handle or transmit any deadly weapon on school grounds.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - a. 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
  - b. 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: up to ten (10) days suspension and expulsion from school for a period of not more than one calendar year.
4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

### **D. 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 which takes place during the weekend, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **E. Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

## **SUSPENSION PROCEDURES**

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. 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.

## **EXPULSION PROCEDURES**

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

1. The superintendent (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 administrative staff who did not expel the student 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 or guardian are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent or guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At 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.
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 conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the

written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent or legal guardian. The board will then take any action deemed appropriate. The Board will not hear the appeal if the appeal meets the following criteria:

- A. The student has not been expelled or required to attend an alternative school.
- B. The expulsion officer has found the student has engaged in prohibited conduct of the type enumerated below, unless a.) the student has denied commission of the misconduct for which the expulsion has been ordered and b.) significant new evidence favorable to the student and not available at the time of the expulsion meeting has been discovered, and is specifically described in the request for appeal:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to and from, or use of the building, corridor, or room.
  - c. Setting fire to or substantially damaging any school building or property.
  - d. Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on school premises.
  - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any lawful meeting or assembly on school property.
  - f. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
  - g. Intentionally behaving in such a way as to endanger the safety of any person, except where self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person has been raised at the expulsion meeting as a defense to finding of a violation of this provision.
  - h. Threatening or intimidating any student or school employee for the purpose of, or with the intent of, obtaining money or anything of value from the student.
  - i. Except for approved school purposes, knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, or looks like a weapon.
  - j. Knowingly possessing, using, transmitting, or being under the influence of 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. Proper medical use of a prescription or non-prescription drug is not a violation of this subdivision.
  - k. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.
  - l. Possessing, using, transmitting, or selling tobacco.
- C. The student has admitted the rule violation for which expulsion has been ordered, unless the appeal is limited to a challenge to the imposition of expulsion or the length of the expulsion imposed.
- D. The length of the expulsion imposed is less than one semester or is the remainder of the current semester.

The Board may also make exceptions to these criteria if the Board deems it necessary out of fairness considerations or an extraordinary circumstance.

Legal Reference: 20 U.S.C. 8001, 20 U.S. C. 8002, I.C. 20-8.1-5.1-1 et esq, I.C. 35-47.5-2-4, I.C. 35-41-1-8, I.C. 35-47-1-5, I.C. 20-33-8-14, SEA 285