

Series 500

## **Student Personnel**

Policy Title: Code of Conduct

Policy No.: 540.4

### **SECTION I**

#### **PHILOSOPHY**

As a Catholic educational institution, Assumption High School's mission is to prepare students academically, spiritually, and morally for the opportunities and responsibilities of the future. Students are expected to abide by all laws and to exhibit Christian behavior. Therefore, a Code of Conduct is established to set forth behavioral expectations of those students attending Assumption High School. Those expectations shall be applicable year-round, both on and off campus. All disciplinary action taken is for the purpose of educating and guiding students to make appropriate choices as they develop.

Assumption High School students are representatives at all times, whether on or off the Assumption campus. Accordingly, students are expected to model good and respectful conduct in all situations. Assumption students, whether in or out of uniform, carry with them not only personal reputations, but those of their families, the activities and teams they represent, and Assumption High School. In holding students to the highest standards of personal conduct, Assumption High School extends the educational opportunity beyond the academic realm. Assumption is committed to educating the total person.

#### **RATIONALE FOR CODE OF CONDUCT**

Creating standards of good citizenship is an important aspect of Assumption High School's philosophy of education. Respect and character are two essential components of creating citizenship and are the qualities that are expected from the students who attend Assumption. Students are held to a high standard and are expected to reflect Christian ideals.

#### **DUE PROCESS**

Due process is designed to protect both parties who are involved in an adversarial relationship. Due process is meant to ensure that investigations are thorough and judgments are rendered fairly. Whether exercised by the classroom teacher, guidance counselor, or school administrator, due process should progress through the following steps:

1. Conference with student in which concerns are expressed to the student and the student is given the opportunity to explain his/her circumstances.
2. Necessary remediation is explained to the student.
3. Parent/Guardian is contacted (depending on the seriousness of the situation).

Disciplinary cases in which the involved parties do not believe a satisfactory conclusion is reached will be referred to the Board of Discipline. Appeals of an administrative decision following appeal to the Board of Discipline will be made to the Board of Directors. In addition to assigned school consequences, members of National Honor Society may face additional consequences in relation to NHS membership status as outlined in the NHS chapter by-laws.

## SECTION II - DEFINITIONS

**ACTIVITY SUSPENSION:** An activity suspension is a period of time in which a student is not allowed to attend any school extracurricular activities, competitions, or performances. This includes, but is not limited to, athletics, speech, drama, club activities, field trips (an academic alternative will be provided), and school dances. Students will be allowed to attend and participate in practices. Activity suspensions will begin following an administrative conference.

**ADMINISTRATIVE CONFERENCE:** An administrative conference is a conference between the student, parent(s)/guardian, and administration regarding a discipline issue.

**BOARD OF DISCIPLINE:** The Board of Discipline is comprised of four faculty members plus one alternate member, all of which are appointed annually by administration. One of the faculty members will be appointed to serve as the Chair of the Board of Discipline. Members will be required to sign confidentiality statements, and the Board of Discipline will meet as cases require.

**COMMUNITY SERVICE:** Community service is service provided to either Assumption High School or outside entities and approved in advance by administration. Community service completed to fulfill a disciplinary requirement cannot be used to fulfill other Assumption High School service requirements.

**DETENTION:** Administration may assign detentions for infractions of school rules or policies. Detentions may be served as communicated by administration. Students will have the option to serve a detention on the day of issuance or on the following school day. If a student fails to serve a detention as assigned, additional consequences will be issued.

**DISCIPLINE/BEHAVIOR CONTRACT:** A discipline/behavior contract is between a student, their parent(s)/guardian, and Assumption administration. This contract outlines specific requirements that must be met for the student to remain enrolled at Assumption High School.

**EXPULSION:** Expulsion of a student is solely the responsibility of the Assumption High School Board of Directors. The decision of whether or not to expel a student is reached only after a recommendation by the principal has been heard and the student and/or parent have had the opportunity for a hearing with the Board of Directors in Executive session.

**REFERRAL:** Faculty and staff members may document student behavior that merits administrative attention through a written referral. Written referrals may lead to a student meeting with administration. Depending upon the severity of the behavior in question, consequences may follow in the form of written warning, detention, Saturday School, etc. A copy of the referral will be emailed to the student and his/her parent(s)/guardian. If no parent(s)/guardian email address is on file, the form will be mailed to the student's home.

**OUT-OF-SCHOOL SUSPENSION:** Out-of-school suspension is used only when the student's presence is a threat to other students or detrimental to the best interests of the school. The student's parent(s)/guardian will be notified promptly of the suspension and of the facts leading to the decision to suspend. A student or parent/guardian may appeal a suspension as per school board policy. An administrative conference must be held prior to the student being admitted back into school.

**POSSESSION:** Possession is defined as owning, having, or being in control of material either physically (on one's person) or in lockers, vehicles, bags, etc.

**RESTITUTION:** Restitution is defined as cost involved in replacing or repairing loss or damage. Determination of restitution costs and arrangement for payment will be determined by administration.

**SATURDAY SCHOOL:** Administration may assign full or partial Saturday School for severe or repeated infractions of school rules or policies. These may be assigned in full or in part per the discretion of the supervisor. Saturday School meets from 8:00–noon on the Assumption campus. Expectations at Saturday School may include working in a service capacity in the school building or on school grounds. When no school service projects are available, students may be asked to complete academic work during Saturday School. If a student fails to serve his/her Saturday school on the date scheduled, an administrative conference will be required. Additional student consequences will be determined at the time of the administrative conference.

**SEARCH AND SEIZURE:** It is the philosophy of the Diocese of Davenport to operate its educational institutions in a Catholic, orderly manner. The presence of contraband on school/faith formation program property or on the person of a student attending school/faith formation program is not consistent with this philosophy; therefore, the Diocese of Davenport has a policy related to periodic inspection, to the search of students, and/or protected areas. See Diocesan Board Policy 542.0

### **SECTION III – RESPECT AND RESPONSIBILITY**

Assumption High School educates students with major focus placed on spiritual, physical, intellectual, and social growth. The expectation for all Assumption students is to show respect for others at all times.

Rooted in Christian faith, Assumption High School teaches that each person is called upon to model and bear witness to Gospel teachings. Once a student enters Assumption High School, that student is responsible for his/her actions both in and out of school. Any serious violation of school policy and/or legal or moral laws may result in serious disciplinary action.

It is the responsibility of Assumption administration to assess individual student circumstances and assign appropriate consequences for behaviors as outlined in the remainder of this policy.

**ACADEMIC INTEGRITY** – Assumption High School is committed to teaching intellectual integrity and the highest standards of academic conduct. Maintaining ethics in learning and promoting honor in scholastic work is a priority in a Christian environment. Academic dishonesty undermines both personal and institutional integrity. A student is expected to produce his/her best work. Creating any dishonest advantage in the completion of individual assignments or exams is not an acceptable avenue to success. Promoting and maintaining a culture of academic honesty is a shared responsibility among students, faculty, staff, and parent(s)/guardian(s).

Students are expected to uphold standards of academic integrity not only for themselves but also for their peers. Students who cheat, plagiarize, or knowingly falsify information to complete expected work in a course are committing dishonest acts. To aid another student in the dishonest completion of academic work, directly or indirectly, is an act of academic dishonesty. Some examples of academic dishonesty include:

- Obtaining or providing answers through any form of communication (including but not limited to cell phones) during an exam
- Copying the work of another with or without their permission
- Submitting work that is copied (in full or in part) from the internet without properly citing sources
- Turning in work that has (in full or in part) been purchased
- Obtaining or providing information (written or oral) about a test in advance of a student taking it
- Using notes during an exam without instructor permission
- Submitting or copying (in full or in part) a class assignment obtained from a current or former student
- Collaborating with other students on assignments without instructor permission
- Altering answers on a scored test and claiming a grading error
- Accessing and altering an instructor gradebook or student transcript

*Plagiarism* is a form of cheating that involves presenting the ideas or work of another as one's own. Students are taught that when using another person's words or ideas, they must acknowledge the original source. The use of quotation marks for quoted references, as well as proper citation (within the document and through works cited), is necessary to avoid plagiarism. When a student rearranges or paraphrases the ideas of another, even when direct quotations are not used, citing is still required. A student should consult with his/her instructor with questions regarding proper citation of language or ideas.

**The following process will be followed in typical cases of suspected academic dishonesty:**

- The teacher will meet with the student to discuss the situation.
- If dishonest actions are confirmed, the teacher will determine the grade consequence for the exam/assignment in question and communicate this consequence to the student. Grading consequences may include a lessened (or zero) grade on the exam/assignment, repeating the assignment, giving an alternative assignment, or some combination of these things. The teacher will complete a referral documenting the incident and any grading consequence associated with it for submission to the Dean of Students.
- The Dean of Students will meet with the student, complete any necessary continued investigation into the incident, and assign appropriate school consequences as outlined below.

<b>ACADEMIC DISHONESTY</b>			
<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<ul style="list-style-type: none"> <li>·2 detentions</li> <li>·Parental notification</li> <li>·Educational conversation on integrity with the Dean of Students</li> <li>·Letter of apology written to the teacher</li> </ul>	<ul style="list-style-type: none"> <li>·2 Saturday Schools</li> <li>·Parental notification</li> <li>·Letter of apology written to the teacher</li> <li>·Student is required to explain actions to the Faculty Discipline Committee</li> </ul>	<ul style="list-style-type: none"> <li>·3 Saturday Schools</li> <li>·Letter of apology written to the teacher</li> <li>·Administrative Conference with student, parent/guardian, and administration.</li> <li>·30-day Activity Suspension</li> </ul>	<ul style="list-style-type: none"> <li>·Administration may recommend to the Board of Directors that the student be expelled from Assumption High School.</li> </ul>

**\*\*Incidents of Academic Dishonesty will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office.**

**ATTENDANCE** – Expectations for student attendance at Assumption High School are clearly stated in AHS Board Policy 545.7, Class Attendance. Students are responsible for completing academic work during all school days, even if they are not in attendance. A major factor in student academic success is being present and on time for class. Practicing regular and timely attendance is a life skill that Assumption High School is committed to teaching students. Students must check in and out through the attendance office if arriving late or leaving early during the school day. Assumption High School is a closed campus.

Communication of consequences regarding infractions of the Assumption attendance policy will be sent via student email accounts. Students are responsible for checking these accounts on a daily basis. The serving of detention or Saturday School is time-sensitive, and available options will be clearly stated on the electronic referral that is sent. Failure to serve assigned consequences within the allowable timeframe may result in further consequences.

Teachers will record student class tardies and absences. The overall attendance record will be kept in the office of the Dean of Students. Cumulative totals for per-class tardies and unexcused absences will be kept for each semester of attendance at Assumption High School.

**TARDIES:**

- If a class tardy total exceeds three in a semester, a student may be assigned a detention for each subsequent tardy.
- If a class tardy total exceeds six in a semester, a student may be assigned a Saturday School for each subsequent tardy.
- Excessive issues with tardies (10 or more in a class) may result in an administrative conference (between student, parent(s)/guardian, and administration), and a student behavior contract may be instituted.
- If a student is tardy due to a doctor's appointment, funeral, court date, or school-sponsored activity, he/she will need to check in to the attendance office, and he/she will be admitted to class. No tardy penalty will be assessed if the student submits a written excuse from the proper authority.
- If a student arrives late for first period, but prior to 8 a.m. and without an official written excuse, he/she should report to class and will be counted tardy. If it is after 8 a.m., the student will be counted absent for first period, and should report to the attendance office for a pass to class.

**ABSENCES:**

- Parent(s)/guardian(s) must call the attendance office to verify when a student will not be in class. If a student has an unverified absence from class, but the student can be accounted for within the school building, the absence is considered a **class cut**. Two detentions will be assigned for each class cut.
- An unverified absence in which the student leaves the school building is considered a **truancy**. Saturday School will be assigned for any truancy.
- All unexcused absences, including those verified by a parent or guardian, are counted toward a student's per-class cumulative total for the semester. **A student may not exceed a cumulative total of 10 unexcused absences in any class in a semester.**
- The only way for a student to remove an absence from his/her cumulative total is to have the absence excused. **Excused absences** include absences due to school-sponsored activities, an extended illness or hospitalization confirmed in writing by a physician, a doctor/dentist

appointment with an authorized signature from the doctor/dentist, a court appearance with an authorized signature from court personnel, or a death in the family. (Each semester, seniors will be allowed two days for college visits and juniors will be allowed one day for a college visit which will be considered excused. The attendance office has guidelines for approval of these visits.) **Absences will be recorded as excused only if supporting documentation is submitted to the attendance office.**

**EXCESSIVE ABSENCES** - For each semester course, any class cut or truancy in excess of three (two in Religion or P.E.) or unexcused absence in excess of 10 (5 in Religion or P.E.) will result in an administrative conference (between the student, parent/guardian, and administration) to discuss the following options:

- If the student is enrolled in seven classes, the student may withdraw from the class and be placed in a permanent study hall.
- If the student is enrolled in six classes, the student may be assigned a failing grade for the course and be placed in a permanent study hall.
- A student may submit a written appeal to remain in the course under the agreement that no further absences of any kind will occur for the remainder of the semester. Any violation of this agreement may result in the student being assigned a failing grade for the course and being placed in a permanent study hall.

**DRESS CODE** – Assumption High School students are accountable for a school-appropriate standard of dress as described in AHS Board Policy 504.0, Dress Code. Communication of consequences regarding infractions of the Assumption dress code policy will be sent via student email accounts. Students are responsible for checking these accounts on a daily basis. The serving of detention or Saturday School is time-sensitive, and available options will be clearly stated on the electronic referral that is sent. Failure to serve assigned consequences within the allowable timeframe may result in further consequences.

Some violations of the dress code will result in a student being sent home to change into proper attire. Dress code infractions will typically result in an assigned detention. Repeated infractions of the dress code policy may result in Saturday School, an administrative conference (between student, parent(s)/guardian, and administration), and/or a student behavior contract.

**RESPONSIBLE USE OF TECHNOLOGY** - Assumption High School promotes the availability of technology as a valuable educational tool. All users shall conduct their online activities in an ethical and legal fashion consistent with educational objectives, Christian principles, and appropriate State/Federal laws. The use of technological resources at school is a privilege, not a right. School guidelines for appropriate use are noted in AHS Board Policy 605.0, Acceptable Use/Internet Safety Policy (AUP). When students make inappropriate choices that conflict with the AUP, they put themselves, others, and the computer systems at risk.

Faculty and staff will address issues of the misuse of technology immediately with the student. They will then document the incident on a referral to be sent to the office. (In a case of unauthorized cell phone use, the teacher/staff member will immediately confiscate the device and turn it in to the office.) The Dean of Students will meet with the student, complete any necessary continued investigation into the incident, and assign appropriate school consequences as outlined below.

<b>UNAUTHORIZED CELL PHONE USE</b>		
<p><b>AHS Board Policy 504.1 prohibits use of cellular telephones during class time unless approved by the teacher for educational use. Cell phones may not be used during Masses or assemblies. Cell phones may be used in the hallways during passing time and in the cafeteria during a student's assigned lunch. Students are expected to mute devices during the school day.</b></p>		
<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<ul style="list-style-type: none"> <li>·1 Detention</li> <li>·Parent/Guardian may pick up the cell phone any day during school hours.</li> </ul>	<ul style="list-style-type: none"> <li>·2 Detentions</li> <li>·Parent/Guardian may pick up the cell phone any day during school hours.</li> </ul>	<ul style="list-style-type: none"> <li>·1 Saturday School</li> <li>·Administrative Conference with student, parent/guardian, and administration before phone is returned to parent/guardian.</li> </ul>

**\*\*Incidents of Unauthorized Cell Phone Use will accumulate throughout each school year at Assumption High School and will be kept on file in the office. Individual student totals for such infractions will reset at the beginning of each school year.**

<b>UNATTENDED LAPTOP, FAILURE TO BRING A CHARGED COMPUTER TO CLASS, CHARGING AT SCHOOL</b>		
<p><b>In accordance with the Assumption High School 1:1 Technology Initiative, students agree to bring a fully charged computer to school each day. Charging computers at school is not allowed. Students are also responsible for attending to their laptops at all times. Computers are never to be left unattended in an unlocked location.</b></p>		
<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<ul style="list-style-type: none"> <li>·1 Detention</li> <li>·Conversation regarding responsibility with the Dean of Students (laptop may be returned to student)</li> </ul>	<ul style="list-style-type: none"> <li>·2 Detentions</li> <li>·Parent Notification</li> <li>·Conversation regarding responsibility with the Dean of Students (laptop may be returned to student)</li> </ul>	<ul style="list-style-type: none"> <li>·1 Saturday School</li> <li>·Administrative Conference with student, parent/guardian, and administration</li> </ul>

**\*\*Incidents of Unattended Laptop or Failure to Bring a Charged Computer to School will accumulate throughout each school year at Assumption High School and will be kept on file in the office. Individual student totals for each type of infraction will reset at the beginning of every school year and will accumulate separately.**

<b>INAPPROPRIATE USE OF TECHNOLOGY</b>			
<p><b>Offenses in this category include but are not limited to the following: attempting to access, distribute, or record materials that are in conflict with the Christian mission of Assumption High School (i.e. pornography, hate, etc.); hacking; and intentional damage to school equipment.</b></p>			
<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<ul style="list-style-type: none"> <li>·2 detentions</li> <li>·Parental notification</li> <li>·Educational conversation on integrity with the Dean of Students</li> <li>·Written apology letter to affected parties (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>·2 Saturday Schools</li> <li>·Parental notification</li> <li>·Written apology letter to affected parties (if applicable)</li> <li>·Student is required to explain actions to the Faculty Discipline Committee</li> </ul>	<ul style="list-style-type: none"> <li>·3 Saturday schools</li> <li>·Written apology letter to affected parties (if applicable)</li> <li>·Administrative Conference with student, parent/guardian, and administration.</li> <li>·30-day Activity Suspension</li> </ul>	<ul style="list-style-type: none"> <li>·Administration may recommend to the Board of Directors that the student be expelled from Assumption High School.</li> </ul>

**\*\*Incidents of Inappropriate Use of Technology will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office.**

**STUDENT MISBEHAVIOR** – Assumption High School students are expected to carry themselves in a respectful manner at all times. In an effort to maintain a Christian environment that aligns with the mission of Assumption, teachers and administrators will hold students accountable for good behavior. Student misbehavior includes but is not limited to disregard for classroom rules, defiance of authority, obscenity, vulgarity, profanity, disrespect for peers, and insubordination.

Consequences for student misbehavior will be dependent upon the severity of the behavior as assessed by administration. Student misbehavior and the consequences of such will be communicated to students and their parent(s)/guardian(s). Consequences may include any of the following: detention, letter of apology to affected parties, Saturday School, restitution, evaluation by outside agency, in-school suspension, administrative conference, behavior contract, or any combination of such.

Records of student misbehavior will be cumulative throughout a student’s career at Assumption High School and will be kept on file in the office. Repeated instances of student misbehavior may result in administrative recommendation to the Board of Directors that the student be expelled from Assumption High School.

**UNSPORTSMANLIKE CONDUCT** – Assumption High School teaches the principles of good sportsmanship. In all activities, both inside and outside school, students are representing Assumption High School by their actions, words, and deeds. If a student spectator is behaving in an unsportsmanlike manner at a school event, consequences will follow as outlined below.

<b>UNSPORTSMANLIKE CONDUCT</b>	
<b>Sportsmanship is a priority of Assumption High School and the Iowa High School Athletic Association. Care will be taken to ensure that any guidelines set forth by the Iowa High School Athletic Association are followed by participants and spectators at Assumption High School events.</b>	
<b>First Offense</b>	<b>Second Offense</b>
·A student dismissed from a school event due to inappropriate or unsportsmanlike conduct will be prohibited from attending the next event in that activity. -Parental notification	·A second dismissal for inappropriate or unsportsmanlike conduct will result in the student being prohibited from attending events in that sport/activity for the remainder of the season. -Parental notification

**\*\*Repeated incidents of Unsportsmanlike Conduct throughout a student’s career at Assumption High School may lead to a longer activity suspension as determined by administration.**

#### **SECTION IV – SAFE SCHOOL ENVIRONMENT**

Maintaining a safe school environment is a priority at Assumption High School. Student safety is an essential component of providing quality education. A Christ-centered environment is only achieved through prioritizing safety and educating students to avoid harmful and illegal behaviors.

**INITIATIONS, HAZING, BULLYING, AND HARASSMENT** – Initiations, hazing, bullying and harassment are violations of Assumption policies, Christian culture, student expectations, and, in some cases, may also be a violation of criminal or other laws. Assumption has the authority to report students violating this

policy to law enforcement officials.

**Students who feel that they have been harassed or bullied should:**

- Communicate to the harasser or bully that the student expects the behavior to stop. If the student needs assistance communicating with the harasser or bully, the student should ask a counselor, dean or principal to help.
- If the harassment or bullying continues, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - tell a counselor, dean or principal; and
  - write down exactly what happened, keep a copy and give another copy to the counselor, dean or principal including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when it:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon conduct other than sexual harassment includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

**\*\*Assumption High School refers to Diocese of Davenport Policy 430 in claims of bullying or harassment made by Assumption students. Incidents of Bullying and Harassment will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office.**

Consequences for bullying or harassment will be dependent upon the severity of the behavior as assessed by administration. Behaviors and the consequences of such will be communicated to parent(s)/guardian(s). Consequences may include any of the following: detention, letter of apology to affected parties, Saturday School, restitution, evaluation by outside agency, in-school suspension, administrative conference, activity suspension behavior contract, or any combination of such. Repeated instances of bullying or harassment may result in administrative recommendation to the Board of Directors that the student be expelled from Assumption High School.

**PHYSICAL ALTERCATION** – Assumption High School students are expected to carry themselves with respect at all times. It is never acceptable for an Assumption High School student to choose physical aggression against another person. Even in cases of self-defense, students are expected to make any and all attempts to avoid physical aggression against another individual. All cases of physical altercation will be referred to administration. After a thorough investigation of the incident, administration will determine student responsibility and assign consequences as outlined below.

<b>PHYSICAL ALTERCATION</b>		
<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<ul style="list-style-type: none"> <li>·Student is immediately removed from the educational setting, if applicable</li> <li>·Administrative Conference with student, parent/guardian, and administration before student can resume school attendance.</li> <li>·20-day Activity Suspension</li> </ul>	<ul style="list-style-type: none"> <li>·Student is immediately removed from the educational setting, if applicable</li> <li>·Administrative Conference with student, parent/guardian, and administration before student can resume school attendance.</li> <li>·30-day Activity Suspension</li> <li>·Student Behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>·Student is immediately removed from the educational setting, if applicable</li> <li>·Parental notification</li> <li>·Administration may recommend to the Board of Directors that the student be expelled from Assumption High School.</li> </ul>

**\*\*Incidents of Physical Altercation will be cumulative throughout a student’s career at Assumption High School and will be kept on file in the office.**

**WEAPONS** – AHS Board Policy 570.1: To help assure the safety of our students while on the property of Assumption High School, the following guideline has been adopted: Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, or displays any object in a manner as to place another person in fear for his or her safety, will be subjected to discipline, including suspension or expulsion for up to a year. Confiscation of weapons or dangerous objects will be reported to law enforcement officials. *(See Handbook of Policies for Diocesan Catholic schools, Weapons Policy 570.0).*

### **SECTION V – CRIMINAL ACTIVITIES**

Serious misconduct or criminal activity will not be tolerated. At any time, if a student’s presence causes a continuing danger to the physical safety of other students, the student may be suspended or recommended for expulsion from Assumption High School.

Consequences for criminal activity will go into effect immediately upon administration’s awareness of a student’s legal citation or admission of guilt. If administration suspects illegal behavior, they have the right to require assistance of law enforcement. If a student refuses or avoids such assistance,

administration may determine such action to be an admission of guilt. Anonymous allegations about student behavior will not be investigated.

Faculty and staff will refer issues of on-campus criminal activity to administration as immediately as possible. Priority will be placed on overall student safety. Administration will meet with the student, complete any necessary continued investigation into the incident, and assign appropriate school consequences as outlined below. Parent(s)/Guardian(s) will be notified of any school-specific consequences assigned in relation to the incident.

**ALCOHOL/ DRUGS** – The consumption, use, possession, or transmission of illegal drugs and alcohol and the misuse of prescription drugs or inhalants by Assumption High School students is against the law. Students who are found in violation of this body of law will face consequences as outlined below.

<b>ALCOHOL/DRUGS (Offense occurs off-campus and not at a school function)</b>			
<p><b>In cases of off-campus violations, a student may reduce Activity suspension by 10 days for self-reporting. In order to qualify for a self-report reduction, within 48 hours of the incident, the student must email the Dean of Students or Principal to request a meeting. A student may further reduce the activity suspension through documented community service. A reduction of 5 days may be granted by administration for documenting and completing a plan for 10 hours of community service. In order to resume activities, proof of a student’s agency evaluation must be filed.</b></p>			
<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
<ul style="list-style-type: none"> <li>·1 Saturday School</li> <li>·Parental Notification</li> <li>·Student is evaluated by an outside agency and follows their recommendation.</li> <li>·30-day Activity Suspension</li> </ul>	<ul style="list-style-type: none"> <li>·3 Saturday Schools</li> <li>·Administrative Conference with student, parent/guardian, and administration.</li> <li>·Student is evaluated by an outside agency and follows their recommendation.</li> <li>·45-day Activity Suspension</li> </ul>	<ul style="list-style-type: none"> <li>·5 Saturday Schools</li> <li>·Administrative Conference with student, parent/guardian, and administration.</li> <li>·Student is evaluated by an outside agency and follows their recommendation.</li> <li>·Student Behavior Contract</li> <li>·90-day Activity Suspension</li> </ul>	<ul style="list-style-type: none"> <li>·Administration may recommend to the Board of Directors that the student be expelled from Assumption High School.</li> </ul>

<b>ALCOHOL/DRUGS (Offense occurs on campus or at a school function)</b>		
<p><b>In cases of on-campus violations, no option for self-report is available. A student may reduce the activity suspension for an on-campus violation through documented community service. A reduction of 10 days can be granted by administration for documenting and completing a plan for 20 additional hours of community service. In order to resume activities, proof of a student’s drug/alcohol evaluation must be filed with the Dean of Students.</b></p>		
<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>

<ul style="list-style-type: none"> <li>·5 Saturday Schools</li> <li>·Administrative Conference with student, parent/guardian, and administration.</li> <li>·Student is evaluated by an outside agency and follows their recommendation.</li> <li>·60-day Activity Suspension</li> </ul>	<ul style="list-style-type: none"> <li>·5 Saturday Schools</li> <li>·Administrative Conference with student, parent/guardian, and administration.</li> <li>·Student is evaluated by an outside agency and follows their recommendation.</li> <li>·Student Behavior Contract</li> <li>·120-day Activity Suspension</li> </ul>	<ul style="list-style-type: none"> <li>·Administration may recommend to the Board of Directors that the student be expelled from Assumption High School.</li> </ul>
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**\*\*Student incidents dealing with Alcohol/Drugs will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office. On-campus/ school function incidents will be tracked separately from off-campus/non-school function incidents.**

**MISCELLANEOUS CRIMINAL ACTIVITY** – An Assumption High School student involved in any criminal activity may be subject to Saturday school, activity suspension, out-of-school suspension, or recommendation for expulsion. Specific action will be determined by administration, and will depend upon the results of an administrative investigation or available legal citations. Parent(s)/Guardian(s) will be notified of intended school consequences in association with any criminal activity.

**TOBACCO/NICOTINE** – In accordance with state law, Assumption High School is a tobacco-free campus. Possession or use of tobacco or nicotine products (including e-cigarettes) is strictly prohibited on school grounds or at school-sponsored activities. Students who are found in violation of this policy will face consequences as outlined below.

<b>TOBACCO/NICOTINE</b>		
<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<ul style="list-style-type: none"> <li>·1 Saturday School</li> <li>·Parental Notification</li> </ul>	<ul style="list-style-type: none"> <li>·2 Saturday Schools</li> <li>·Administrative Conference with student, parent/guardian, and administration.</li> </ul>	<ul style="list-style-type: none"> <li>·3 Saturday Schools</li> <li>·Administrative Conference with student, parent/guardian, and administration.</li> <li>·30-day Activity Suspension</li> <li>·Student behavior contract</li> </ul>

**\*\*Student incidents dealing with tobacco/nicotine will be cumulative throughout a student's career at Assumption High School and will be kept on file in the office. Repeated incidents of this nature may lead to a longer activity suspension as determined by administration.**

**THEFT OR CONSPIRING TO STEAL** – Students at Assumption High School are expected to maintain respect for the property of others. If a student is caught stealing personal or school property, consequences will follow as outlined below.

<b>THEFT OR CONSPIRING TO STEAL</b>	
<b>First Offense</b>	<b>Second Offense</b>
<ul style="list-style-type: none"> <li>·2 Saturday Schools</li> <li>·Financial restitution</li> <li>·Written apology letter to affected parties</li> <li>·Administrative Conference with student, parent/guardian, and administration.</li> <li>·Student behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>·Parental notification</li> <li>·Financial restitution</li> <li>·Administrative recommendation to the Board of Directors that the student be expelled from Assumption High School.</li> </ul>

·30-day Activity Suspension	
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**\*\*Incidents of Theft or Conspiring to Steal will be cumulative throughout a student’s career at Assumption High School and will be kept on file in the office.**

**VANDALISM/DESTRUCTION OF PROPERTY** – Students at Assumption High School are expected to maintain respect for the property of others. If a student is caught vandalizing or intentionally damaging personal or school property, consequences will follow as outlined below.

<b>VANDALISM/DESTRUCTION OF PROPERTY</b>		
<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<ul style="list-style-type: none"> <li>·1 Saturday School</li> <li>·Parent Notification</li> <li>·Financial restitution</li> <li>·Written apology letter to affected parties (if applicable)</li> <li>·20 days activity suspension</li> </ul>	<ul style="list-style-type: none"> <li>·2 Saturday Schools</li> <li>·Financial restitution</li> <li>·Written apology letter to affected parties (if applicable)</li> <li>·Administrative Conference with student, parent/guardian, and administration.</li> <li>·Student behavior contract</li> <li>·30-day Activity Suspension</li> </ul>	<ul style="list-style-type: none"> <li>·Parental notification</li> <li>·Financial restitution</li> <li>·Administrative recommendation to the Board of Directors that the student be expelled from Assumption High School.</li> </ul>

**\*\*Incidents of Vandalism/Destruction of Property will be cumulative throughout a student’s career at Assumption High School and will be kept on file in the office.**

Date Policy Approved: 6/19/00, 6/20/11, 4/21/14  
 Date Policy Reviewed: 5/20/02, 5/19/03, 4/18/05, 8/8/07, 04/21/08, 4/19/10  
 Date Policy Revised: 5/20/02, 5/19/03, 4/18/05, 8/10/07, 5/19/08, 6/20/11, 3/10/14