

DISCIPLINARY POLICIES AND PROCEDURES

Any violation of Diocesan Policy or Bishop Dwenger High School policy which requires the involvement of a Disciplinary Review Board hearing or disciplinary action that results in a two (2) or more day suspension will be followed by a Review Board hearing. The students and the parents of the student will receive notice regarding the alleged infraction. The Review Board hearing will be conducted according to the Bishop Dwenger Disciplinary Review Board guidelines. As a result of the Disciplinary Review Board hearing a decision will be made regarding the student's continued enrollment at Bishop Dwenger High School. If the allegation is proven and if the student is allowed to continue attending Bishop Dwenger High School they will be placed on a written behavioral contract which will include probationary status.

DISCIPLINARY REVIEW BOARD

Any disciplinary action that results in a two (2) or more day suspension will be followed by a Review Board hearing. The students and the parents will receive proper notice regarding the infraction. At the Review Board hearing the student and parents will be given every opportunity to present their side of the case to the Review Board panel (three (3) teachers and the Dean). At this time a decision will be made regarding the student's continued enrollment at Bishop Dwenger High School. If the student is allowed to continue attending Bishop Dwenger High School they will be placed on a written behavioral contract which will include probationary status.

DISCIPLINARY REVIEW BOARD GUIDELINES:

The Bishop Dwenger Disciplinary Review Board will convene a hearing with the student and parents of the students involved in severe disciplinary action cases for the purpose of establishing pertinent facts in the case and making recommendations to the Dean of Students and the Principal. The Review Board hearing will be conducted as follows:

1. The Dean of Students will contact the students, parents, and Board members to set up the hearing.
2. The Review Board shall be briefed on the nature of the allegations and possible results of disciplinary activity.
3. The students and parents shall be notified in advance of the Review Board procedures, allegations and possible results of disciplinary actions.
4. When called to order, the members of the Review Board shall have in their possession copies of the original disciplinary report, student referral, police report, student's files, and any other documents necessary to establish pertinent facts involved in the particular disciplinary incident.
5. The Review Board shall begin the hearing by stating that the purpose of the Disciplinary Review Board hearing is to establish the pertinent facts giving rise to the need for the hearing and to recommend suggested action to the Principal. The Disciplinary Review Board shall then ask for and receive either/or both oral and signed written statements by the involved student, their parents, or other witnesses.
6. Pertinent facts will be submitted to the Disciplinary Review Board.
7. Questions may be asked at that time relating to the facts involved in the allegations.
8. Upon completion of the hearing, the student and parents involved will be thanked for their participation and allowed to leave.
9. The Review Board will remain in session until their recommendation is finalized and delivered to the Dean of Students and the Principal. Copies of all documents involved in the hearing are to be made and placed in the student's file in the office of the Dean of Students.
10. After consideration of the recommendation of the Disciplinary Review Board the Principal shall take appropriate action and advise the student and parents thereof.

TEACHERS AS DISCIPLINARIANS:

Because Dwenger is an extension of your home, the teachers, whose work is to educate you, stand in the place of your parents and require the same respect that your parents deserve. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Insubordination to teachers or staff members will not be tolerated and will result in suspension of the student.

Within the classroom:

1. Teacher identifies misbehavior and asks student to stop. Future misbehavior is not to be tolerated.
2. A student who displays repeated misbehavior is to be sent to the Dean's Office for the rest of the period. A student/teacher conference is held to document the repeated misbehavior and how it will cease.
3. A student who persists in the misbehavior will result in the parent being contacted by phone or a parent/teacher conference.
4. Further misbehavior will result in the completion of an Office Referral Form to the Dean for disciplinary action.

DISCIPLINARY GUIDELINES:

Detentions may be assigned for the following:

1. Use of foul language.
2. Public displays of affection such as holding hands, embracing, hugging or kissing when school is in session.
3. Having food or drink in the academic halls.
4. Students in halls before the morning bell without a pass.
5. Students must have their handbooks with them any time they are in the halls during class time. The handbook should be signed on the correct pages by the instructor who has granted permission for a student to be out of class. Students who are out of class without the student handbook pass signed by a teacher will be given a detention.
6. Any disrespectful, un-Christian, or improper behavior or treatment of others in the halls.
7. No book bags are allowed in the halls after arrival or in the classrooms.

Detentions will be served after school in a room that has been appointed for that purpose. A teacher will be assigned to monitor the detention room. Students who are assigned a detention must bring appropriate classroom materials to be worked on during the detention period.

Students must serve a detention within three (3) school days of its issuance. Failure to serve a detention will result in an additional detention. Three (3) dress code detentions or three (3) conduct detentions in a quarter will result in a suspension.

SUSPENSIONS & EXPLUSION:

Students suspended in or out of school may submit class work during the time in which they were suspended at a 25% penalty. Students expelled from Bishop Dwenger are not permitted to attend any school function on or off of school property until readmission to Bishop Dwenger is granted or the expulsion period has expired. Students will be asked to leave if present at a school event. Failure to cooperate will result in parents being contacted and possibly local law enforcement.

PROHIBITED ITEMS:

1. Materials or items which are offensive to what is considered good taste at Bishop Dwenger High School will be confiscated and turned over to the parents or guardians of the student who was in possession. Disciplinary actions depend upon the severity of the offense and may result in suspension and Review Board procedures.
2. Radios, tape decks, earphones and other sound system materials are not permitted anywhere in the building because of their disruptive influence. These items will be confiscated and may be picked up at the end of the year.
3. Pagers, cellular phones, and other electronic devices which would serve the same purpose as pagers and cellular phones are not permitted to be used during school hours. Students using such devices during school hours will face immediate one (1) day suspension. The second offense will result in a two (2) day suspension and Review Board hearing.
4. Any device (lighter, matches, etc.) functioning to start a fire is prohibited in the school. Such devices will be confiscated and a \$10 fine assessed.

DISCIPLINARY ACTIONS

SEXUAL HARASSMENT

Sexual harassment is strictly forbidden. Sexual harassment is any unwelcome word or action which in any way makes a distinction because of one's sex or implicitly or explicitly invites or suggests sexual activity. The keys to a determination of whether a circumstance constitutes sexual harassment are: (a) it is unwelcome; and (b) the circumstance highlights gender. Actions and words which may be considered harassment are: (1) jokes which have sexual connotations either explicit or implied; (2) remarks which demean a person based on gender; (3) any touching of the privates of others; (4) any other unwanted touching prompted by gender; and (5) any verbal contact prompted by gender. This list is not exhaustive. For those of you who would harass or annoy another based upon gender, the law will not be concerned whether you thought the words or actions were offensive. Rather, the law looks at it from the point of view of the person harassed or annoyed. Appropriate action will be taken in a case of sexual harassment, including suspension and/or expulsion.

FIGHTING

Fighting is not allowed at Bishop Dwenger High School. Students starting or finishing a fight will be dealt with in the same manner. Should a student be involved in a fighting situation, he/she should immediately find someone in authority and report the incident. The student should not hit, punch, shove, etc., but simply walk away.

1st Offense: Two day out of school suspension and a Review Board hearing.

2nd Offense: Expulsion.

TOBACCO

Possession and/or use of tobacco in any form is not permitted on school property, including the parking lot or at a school sponsored event or activity. This includes chewing tobacco, smokeless tobacco, or other tobacco or tobacco derivative products.

1st Offense: \$100.00 fine and a one day out of school suspension.

2nd Offense: \$200.00 fine and a 2 day out of school suspension.

3rd Offense: Suspension plus Review Board hearing which could lead to expulsion.

*Fines must be paid before a student will be allowed to return to class.

ALCOHOL AND DRUG

Any student found under the influence, possessing, using, or dispensing an alcoholic beverage (this includes products commonly known as near beer and non-alcoholic beer), drugs (for the purposes of this policy, drugs include controlled substances and unauthorized prescription drugs) or inhalants on school grounds or at a school activity, function or event (this includes all off campus activities) or traveling to and from school or a school activity or event will be suspended immediately until a hearing by the Disciplinary Review Board is held to resolve the case. Following the hearing, a student may be excluded from school for the balance of the semester or school year. In addition, the local police agency may be notified when students are suspected of possessing, using or dispensing drugs and/or drug paraphernalia.

In all drug and alcohol cases, the student's parents will be notified and students will be asked to remain on school property or at a school event either on or off campus until the parents or other responsible adult arrives. The BDHS disciplinary review board will be used in all drug and alcohol cases. It should be noted that in all cases, students found possessing, using, or dispensing drugs have been expelled from Bishop Dwenger High School for a period ranging from one semester to the rest of their high school career.

As in the past, any student self-disclosing that he or she has an alcohol or drug problem will be helped without penalty. Obviously, this must take place outside of any incident in which the student has been accused of being in violation of this policy.

BDHS reserves the right to utilize dogs in an effort to detect drugs brought into BDHS and kept in lockers or automobiles.

VANDALISM/DESTRUCTION OF PROPERTY/SAFETY VIOLATIONS

Stealing, vandalism and/or the destruction of property belonging to the school, another student or a faculty member is a serious offense. Such behavior will be dealt with accordingly. A tenet of our faith is to respect others and their property. A student may be asked to withdraw from Bishop Dwenger for blatantly disregarding the rights of others. **Students who vandalize the property or homes of school staff members will be removed from school for the rest of the semester.** Involvement in any conduct on school grounds or during a school function which violates local, state or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students, teachers or other employees or visitors, will bring about immediate suspension and the likelihood of expulsion and the involvement of local law enforcement agencies.

GANG ACTIVITY

Gangs and gang activity will not be tolerated nor permitted at Bishop Dwenger High School. Any student involved in such will be suspended and a Review Board will be held to determine the continued enrollment of such student.

GUN-FREE SCHOOL

Students are prohibited from bringing firearms to school or school functions. Further, students are prohibited from possessing firearms en route to or from school or school activities or on school property. (IC 20-8.1-5-4(b)(1) A violation of this policy carries an automatic expulsion from school of not less than one calendar year. This penalty supersedes any penalty which may be attributed by a local school discipline policy.

WEAPON-FREE SCHOOL

Students are prohibited from bringing firearms, guns of any nature, knives, and devices designed to apply electrical energy to the body such as, but not limited to stun guns or Taser-like devices, or explosive devices of any nature to school or school sponsored events or activities. Violation of this policy will result in the convening of a Disciplinary Review Board.

This policy is in supplementation of and does not supersede Diocesan Policy 4560 relating to gun free schools.

ATHLETIC CODE OF CONDUCT AND SPORTSMANSHIP

A true Saint Sportsman:

1. will consider all athletic opponents as guests and treat them with all of the courtesy due friends and guests
2. will accept all decisions of officials without question
3. will never boo or hiss an official or player
4. will never utter abusive or irritating remarks from the sideline
5. will applaud opponents who make good plays or show good sportsmanship
6. will seek to win by fair and lawful means, according to the rules of the game
7. will love the game for its own sake and not for what winning may bring him/her
8. will "do unto others as he should have them do unto him"
9. will win without boasting and lose without excuses

Obscene cheers, throwing of objects and verbal indignities directed toward the opposing team or their followers have no place in athletics. Spectator participation at a school-sponsored event represents another type of learning experience. You either behave properly or stay home. We will not tolerate rowdy or disruptive spectators at our games, either home or away. Adult spectators are expected to abide by the same code.

ATHLETIC ACADEMIC PROBATION

To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of a maximum number of full credit subjects (or the equivalent) that a student can take. Semester grades take precedence.

ATHLETIC CODE PENALTIES

In addition to the disciplinary measures imposed on any student for violating the BDHS Code of conduct, students involved in co-curricular activities shall incur additional sanctions as described below:

1st Offense: The student will forfeit 25% of the sport season in which he or she is involved. The student will continue to practice but will not be allowed to play in twenty-five percent (25%) of the scheduled games or contests. If the student is involved in a co-curricular activity, he or she will be suspended from participation for a period not to exceed one (1) month. If the offense occurs at a time outside of the student's sport season or co-curricular activity, the student will still forfeit twenty-five percent (25%) of the next sport season or one (1) month at the time when that sport or activity occurs. Also, the student will be placed on "participation probation" for the remainder of his/her Bishop Dwenger enrollment.

2nd Offense: If, while on "participation probation" another violation occurs, the student forfeits eligibility in all the sports or co-curricular activities for the remainder of his/her Bishop Dwenger enrollment.

A student's eligibility for sports or a co-curricular activity may be reinstated after the 2nd offense if the student will submit to a substance abuse program of assessment, counseling, screening and/or indicated therapy. This program must be approved by Bishop Dwenger High School and may include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the parent or guardian. The student agreeing to participate in a substance abuse program will serve a 50% suspension from the sport in which the student is currently participating. If the student is involved in a co-curricular activity, he or she will be suspended from participating for a period not to exceed two months. If involved in a sport and co-curricular activity, the student forfeits privileges in both. A student who refuses to participate in a substance abuse program after the 2nd offense will forfeit participation in all sports or co-curricular activities for the remainder of his/her Bishop Dwenger enrollment.

OFF CAMPUS ACTIVITIES

A school sponsored or sanctioned event off campus is considered an extension of the school campus and all school rules and regulations regarding proper behavior are in effect. BDHS primary concern is that the conduct of its students while at school, on school property, traveling to and from school and while at school related activities will reflect our mission statement. This concern stems from our commitment to provide a safe environment which promotes intellectual, spiritual and co-curricular growth. While it is not the primary concern, BDHS must also be concerned with the potential negative effect on the school's reputation and climate when a BDHS student is involved in a serious criminal incident outside of the school environment. The school respects the role of parents in rearing their children and establishing their own "code of conduct" with regard to their children's activities and behavior outside of school. Therefore, disciplinary action concerning student behavior will include the parent.

GUIDELINES ON TECHNOLOGY USE

Bishop Dwenger High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer) may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, staff, or other students, offensive communications and safety threats.

Bishop Dwenger High School does not, however, monitor student use of technology (internet blogs, chat rooms, etc.). While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians have the primary responsible for overseeing the appropriate and ethical use of technology, especially in the home.

Any violation of technology policies may result in loss of access to the Internet, network, and or technological equipment. Additional disciplinary action may be taken as determined appropriate by the administration or Diocese. When applicable, law enforcement agencies may be notified.

Dwenger will not be responsible for any damage users suffer; for unauthorized financial obligations resulting from Internet access; makes no guarantees for the Internet access it provides; and reserves the right to modify, suspend or terminate policies at any time, with or without notice.

Internet Usage Policy (students are asked to sign this policy in its entirety before Verification Day)

In order to support and supplement Diocesan Policy relating to technology implementation and use:

1. All digital and analog communications received from, transmitted by, or stored in Bishop Dwenger's systems are the property of Bishop Dwenger, which is part of the Diocese.
2. All equipment and software must be used for educational purposes in the support of Bishop Dwenger's Mission Statement.
3. All communication and information resources including all forms of storage media, may be subject to review by the Principal, Vice-Principal, Technology Director, or Diocesan Administrator.
4. Access to the Internet and local area network is at the discretion of school administration. Access is a privilege, not a right. Access entails responsibility.
5. Any deliberate tampering or misuse of Dwenger's network services or equipment will be considered vandalism and will be

handled as such.

6. To the extent that any revisions of the policy conflict with Diocesan policy, Diocesan policy shall control.

Prohibited activities include but are not limited to:

1. Access, upload, download, or distribution of pornographic, obscene, discriminatory, defamatory, sexually explicit, offensive, or otherwise inappropriate material.
2. Transmission of abusive, obscene, discriminatory, defamatory, sexually explicit or offensive language.
3. Use of software or hardware utilities on Bishop Dwenger's network which may compromise security or tax network resources.
4. Upload, download, or install software on school computers that is not licensed for Bishop Dwenger and approved by the Technology Director.
5. Upload, download, or installation of copyrighted materials.
6. Violation of any diocesan policy, or any local, state, or federal law, statute, rule or regulation.

Email Use: Students are allowed to check email on library computers only. Use must be in support of education and research which is consistent with the educational objectives of Bishop Dwenger.

Wireless Use: Students are not allowed to use wireless devices on school grounds during the school day unless provided by Bishop Dwenger or otherwise approved by the Technology Director. These include but are not limited to: Wi-Fi, Bluetooth and Infrared Devices, Cell Phones, PDA's and Pagers.

CO-CURRICULAR ACTIVITIES

Bishop Dwenger encourages all students to participate in one or more of the many co-curricular activities available to them. A student must attend at least three periods of a school day to participate in any co-curricular activity or sport which has a special relationship with the school. Therefore, a student's behavior, especially in the areas of alcohol, drugs, and tobacco products will be covered under the Student Code of Conduct policy. The school may have additional rules and regulations beyond those stated in this manual. These rules and regulations will be properly distributed and reviewed by all participants in a particular activity prior to the start of such activity. Students will sign a paper indicating their understanding and willingness to cooperate with the rules and regulations prior to participating in the activity. The sponsor or coach must give the Athletic Director and Dean a current list of additional rules and regulations.

DANCE GUIDELINES

1. Dates from other schools will be allowed to attend Bishop Dwenger dances under the following criteria:
 - a. the date must be signed up IN ADVANCE through the attendance office (no exceptions)
 - b. the couple must arrive together and leave together
 - c. the date must produce identification at the dance
 - d. the date must obey all Bishop Dwenger rules
 - e. the date is at least a freshman but under 21 years of age
2. Out of town guests and relatives (those who are not a date but want to accompany a Bishop Dwenger student to a dance) may attend only if:
 - a. the guest is approved IN ADVANCE by the administration
 - b. the guest arrives and leaves with the Bishop Dwenger student acting as host
 - c. the guest produces proper identification at the dance
 - d. the guest must obey all Bishop Dwenger rules
 - e. the guest is at least a freshman but under 21 years of age
3. Bishop Dwenger High School defines a couple/date as one male and one female. However, Bishop Dwenger students may attend dances individually. No non-Dwenger persons may attend as individuals.
4. Grades 9-12 are invited to all dances; however, prom is limited to Bishop Dwenger seniors. BD seniors may invite a guest from another grade or school (see above guidelines) or attend as individuals.
5. Under no circumstances may any student or guest leave and return to a dance.
6. A Breathalyzer will be present at all school dances. If cause exists to believe a student is under the influence of alcohol or drugs, a member of the law enforcement agency will administer the test. Students testing positive will be suspended immediately and their parents will be called. Refusal to submit to the test will result in the same disciplinary action. In either case, students will not be permitted to leave the dance site until their parents or other responsible adult arrives to take the student home.