

Indianapolis (Indy) STEAM Academy

Discipline Policy

Discipline Philosophy

The Indianapolis (Indy) STEAM Academy will provide a safe and nurturing learning environment where students take responsibility for their behaviors to be productive citizens at school and in their communities.

Core Values

The core values of our academy are based on the Six Pillars of Character to foster a positive school climate and culture:

- Trust
- Respect
- Responsibility
- Fairness
- Caring

These core values are taught to students, reflected in behavior expectations, and modeled in all interactions among members of our school community. Building strong character is fundamental to creating a positive learning environment and school culture which is the hallmark of our academy. The following matrix defines our core values which are reinforced each day. Schoolwide activities are provided where students are able to demonstrate these attributes as they interact with peers and staff. Students are encouraged to apply these core values in their daily lives at home and in their communities.

Respect	Responsibility	Fairness
<ul style="list-style-type: none">• Treat others with respect• Follow the “Golden Rules”• Be tolerant and accepting of other’s differences• Use good manners• Be considerate of other’s feelings	<ul style="list-style-type: none">• Do what you are supposed to do• Plan Ahead• Be accountable for your words actions and attitudes• Set an example for others• Be Diligent• Persevere• Do your best	<ul style="list-style-type: none">• Play by the rules• Take turns and share• Be open-minded• Listen to others• Avoid blaming others• Treat people fairly
Trustworthiness	Caring	Citizenship
<ul style="list-style-type: none">• Be honest• Be reliable• Be loyal• Do what you say you will do• Have a good reputation• Have courage to do the right thing	<ul style="list-style-type: none">• Be kind• Be compassionate• Show you care• Express gratitude• Forgive others• Help people in need	<ul style="list-style-type: none">• Do your share to make the community better• Cooperate• Get involved in school/community activities• Be a good neighbor• Follow the rules• Protect the environment• Volunteer

Learning Environment

Indy STEAM Academy will provide a safe and nurturing learning environment where students feel capable, connected, and engaged with their peers and teachers in a positive learning environment.

School Expectations

(1) Follow directions the first time they are given; (2) Treat others with respect; (3) Keep hands, feet, and objects to yourself; (4) Walk quietly in the halls; and (5) Do your best every day.

Behavior Expectations

Indianapolis STEAM Academy has established clear expectations for behaviors within the school environment in order to support the learning community. These behaviors fall into three categories: Respect, Responsibility, and Safety. These expectations contribute to a positive learning environment where students are able to grow socially emotionally and succeed academically.

Behavior Expectations Matrix

	Be Safe	Be Respectful	Be Responsible
Classroom	Sit in your assigned seat Keep your hands, feet, and objects to yourself Handle all equipment in a safe manner Clean-up after each lesson Stay in the classroom until you are dismissed	Listen when others are talking Raise your hand to speak Share materials Keep up with your belongings Keep your hands, feet, and objects to yourself	Be prepared to learn Listen and follow directions the first time given Stay on task Complete class assignments Turn-in assignments when they are due Give your best effort
Hallways	Walk safely Stay on the right side of the hall and stairs Use the stairs handrails Watch for opening doors Keep your hands, feet, and objects to yourself	Go directly to class Take a hall pass when leaving the classroom	Use quiet voices Hold the door for the person behind you
Cafeteria	Sit at your assigned table Keep your food on the tray Keep your table clean Stay seated until you are dismissed	Wait patiently in line for your food. Empty your tray when you are done eating	Use indoor voices Keep your food on your tray Use table manners
Playground	Stay in your assigned area Keep your hands, feet, and objects to yourself	Return all equipment to the storage containers Line up quietly when it is time to return to the classroom	Follow the rules of the game Play fairly Everyone can play Share and take turns
Restroom	Flush the toilet and wash your hands One person in each stall One person at the water fountain	Use the restroom then return to the classroom Conserve water, paper, and soap.	Give privacy to others Keep the restrooms clean

Teacher/Staff Responsibilities

The teachers and staff at Indy STEAM Academy are committed to providing a sound educational community for all learners. This commitment includes providing effective instruction and establishing a positive classroom environment with clear expectations for student behavior. At the start of each school year, teachers are responsible for establishing, with the input of their students, a clear set of positively stated classroom behavior expectations. They are responsible for establishing and consistently applying a set of clear consequences for behaviors, both positive and negative in the classroom. Teachers are expected to demonstrate regular focus and attention to developing these behaviors in students. They will provide a model of appropriate behavior, as well as provide explicit instruction in the school expectations on a weekly basis by utilizing multiple teaching strategies that help students understand what is expected. Teachers will accept responsibility for guiding the behavior of ALL students within the school setting, not just the students enrolled in their classes. Teachers will promote mutual respect towards students and their parents. Teachers are expected to communicate with parents on a regular basis to discuss the performance and behaviors of students in their classrooms and document these interactions for school discipline records. Teachers will promote a sense of pride and community by creating a warm and inviting learning environment.

Student Responsibilities

Students at Indy STEAM Academy are expected to be familiar with all behavioral expectations, both school-wide and in their respective classrooms. Students will take responsibility for their own learning and their behavioral choices. Students will comply with all school staff member requests and make behavioral choices that contribute to their safety and the safety of others. They are expected to abide by these guidelines in all that they do on the school campus in order to create a safe and productive learning environment.

Parent Responsibilities

Parents are expected to review the Parent Handbook online at the beginning of the school year. Parents are encouraged to review the Discipline Plan with their children and discuss how the family values are aligned with the core values instilled at school. Parents at Indy STEAM Academy will be familiar with the academy's expectations for student behavior and related consequences. Parents are responsible for ensuring that their children arrive at school each morning in a timely fashion, ready to learn. The academy expects parents' support in reinforcing behavioral expectations, in communicating regularly with their children's teachers, and in receiving and reading all school related information that is sent home. When consequences for inappropriate student behavior are implemented at school, parents will follow up at home to make sure the behavior does not reoccur. Parents will participate in four (quarterly) parent/teacher conference days and attend school activities.

Parent Contacts

Teachers and parents are expected to communicate often and routinely about the progress of students in their classrooms. Teachers may contact parents during the school day. Parents may be contacted electronically, or via mail. Parents will check student folders and book bags each night for communication from school. Parents may be contacted when they bring their children to school or at pick-up.

Rewards for Meeting Expectations

The school has a variety of activities and incentives to recognize students for modeling exemplary behavior such as "Caught being Good" tickets; Stickers, STEAM Bucks; Happy Grams; Treasure Chest, Student Store, Friday Fun Days, and Student of the Month and quarterly awards assemblies.

Consequences for Not Meeting Expectations

The teacher and school administration will use a variety of consequences depending on the nature and severity of the behavior. Teachers will resolve minor infractions in their classrooms by giving a verbal warning, time out in the classroom, loss of privileges, contact the parent, send a note home to parent (to be signed and returned the next day,) or time-out away from the classroom. Major infractions require more restrictive measures including after school detention, parent phone calls, parent conferences, in-school suspension, out of school suspension, or expulsion.

Levels of Infractions and Logical Consequences

Level 1 Infractions <i>Acts of misconduct that interferes with orderly school procedures, school functions, extracurricular programs, a student's own learning process or the learning process of others:</i>	Consequences
<ul style="list-style-type: none"> • Excessive talking • Failure to follow directions • Refusal to participate or cooperate • Acts that seek unnecessary attention from others • Distracting or disruptive sounds, noise, or movement • Using the cell phone for non-education purposes • Inappropriate use of computers or other electronic devices • Chewing gum/eating candy 	<ul style="list-style-type: none"> • Time out in the classroom • In-school suspension • Loss of recess or other privileges • Reflective consequence/problem solving • Restorative consequence repair harm <p>Other Recommended Actions</p> <ul style="list-style-type: none"> • Parent Phone Call • Conference with teacher or administrator
Level 2 Infractions <i>Acts of misconduct that include, but are not limited to misbehaviors directed against persons or property, but do not seriously endanger the health, safety, or well-being of others:</i>	Consequences
<ul style="list-style-type: none"> • Persistent Disobedience or defiance of authority • Refusal to follow directions of a staff member • Repeated interference with the school's ability to provide educational opportunities to other students • Talking back to adults • Verbal, non-verbal, or written aggressive behaviors • Using profanity • Throwing objects or other behaviors that may become harmful • Late to class (during the school day) • Repeated Level 1 offenses 	<ul style="list-style-type: none"> • In school suspension • Suspension (1-5 days) • Detention • Loss of privileges, school activities • Lunch work detail • Reflective consequence/problem solving • Restorative consequence/written apology <p>Other Recommended Actions:</p> <ul style="list-style-type: none"> • Parent conference w/teacher • Parent conference w/administrator • Daily Behavior Log

<p>Level 3 Infractions</p> <p><i>Acts of misconduct that may threaten health, safety, or property and other serious acts of misconduct including repeated misbehaviors:</i></p>	<p>Consequences</p>
<ul style="list-style-type: none"> • Chronic Disruptive behaviors – repeated Level 2 offenses • Fighting • Throwing Food • Intentionally triggering the fire alarm • Threatening to cause harm to another person • Bullying and/or Cyberbullying • Verbal, non-verbal, written aggressive behavior or abuse including using profanity or making threats to peers or adults • Physical aggression • Skipping class • Leaving the classroom without permission • Leaving an assigned area without permission • Leaving the building without permission' • Theft, attempted theft, or possession of stolen items • Destruction of school or private property (vandalism) 	<ul style="list-style-type: none"> • Suspension (1-10 days) Required conference with parent before the student may return to school • Loss of school privileges/activities • Community service hours • Charges may be filed by authorities • Restitution (payment of damages) • Restorative consequences that repair harm done or mend relationships (written apology, peer mediation) • Referral to the RTI Team - Develop a Behavior Intervention Plan/Behavior Plan or Behavior Contract <p>Other Recommended Actions:</p> <ul style="list-style-type: none"> • Immediate discipline referral • Immediate removal • Parent Phone Call • Parent Conference with Administrators
<p>Level 4 Infractions</p> <p><i>Acts of misconduct that threaten the health and safety, or wellbeing of others. These violations are so serious that they require notice to outside agencies and/or law enforcement:</i></p>	<p>Consequences</p>
<ul style="list-style-type: none"> • Chronic Disruptive behaviors – repeated Level 3 offenses • Repeated failure to adhere to the goals in the Behavior Intervention Plan • Possession of/carrying a weapon • Possession and/or use of drugs or alcohol • Arson, false alarms or bomb threats • Terroristic threats • Assault of staff • Sexual harassment of a student or staff member • Promiscuous or immoral acts • Inappropriate Internet or cell phone use 	<ul style="list-style-type: none"> • Long-term Suspension (10+ days) • Expulsion (up to 365 Days) • Civil authorities called • Possible charges filed <p>Other Recommended Actions:</p> <ul style="list-style-type: none"> • Immediate discipline referral • Immediate removal • Conference with administrator • Parent phone call • Parent conference • Referral to RTI Team

Zero Tolerance

There is a zero tolerance for pushing, shoving, hitting, play fighting, fighting, blatant disrespect, profanity, bullying, making threats, failure to follow the directions of staff members, theft, and destruction of school property. In almost every case of fighting, both students will be suspended. Parents will be required to come to school to pick up their children involved in the incident. Students are expected to use conflict resolution to settle disputes in a non-violent manner. Students are to report conflicts before they escalate.

BULLYING

What is Bullying? Bullying is the use of force, threat or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual.

Forms of Bullying

Physical Bullying: Punching, Pushing, Fighting, Attacked by a Gang

Verbal Bullying: Name calling, teasing, gossip, slander, put downs, mimicking others, verbal treats

Psychological Bullying: Excluding someone from the group, or from participating in activities or from making friends, and other forms of alienation or association with a person

Cyber Bullying: Using the Internet or other technology to abuse, spread lies, gossip, threaten, or posting embarrassing pictures or videos

Harassment and Bullying Policy

Indy STEAM Academy prohibits acts of harassment, intimidation, or bullying by or toward any student or staff member. Harassment, intimidation, or bullying is defined as any gesture, written, verbal, or physical act, or use of electronic or wireless communication (including telephone, cell phone, computer, or pager) that takes place on school grounds/property, at any school sponsored function or while traveling to and from school that:

- 1) Is motivated by any actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability; or
- 2) By any other distinguishing characteristics; and
- 3) A reasonable person should know, under circumstances, that the act(s) will have the effect of harming a student physically or social-emotionally, or damaging the student's property; or
- 4) Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with the orderly operation of the academy.

The following procedures shall be used for reporting, investigating, and resolving complaints of bullying.

Complaint Procedures:

Building Administrators/Designees have the responsibility of conducting investigations concerning the claim of bullying. The investigators shall be a neutral party with no prior involvement in the complaint presented. Any student, employee, or third party who has knowledge of conduct in violation of the Bullying Policy or feels s/he has been a victim of bullying in violation of this Policy is encouraged to immediately report his/her concerns. All complaints will be promptly investigated in accordance with procedures identified in the Grievance Policy.

Due Process and Appeals

Students have the right to due process in the event they are accused of an infraction identified in Code of Conduct. The student must be informed of the charges, and evidence should be presented to support the claim. Students will be provided an opportunity to present his/her side of the story and any supporting evidence related to the matter. Parents have the right to appeal the decision or disciplinary action taken. If the School Principal believes that the student is a present danger to himself/or others or is likely to be disruptive or destructive, the School Principal will not allow the student to remain at school. This appeal/complaint process is identified in the Grievance Policy.