

St. Clare Catholic Academy
Code of Conduct
2023-2024 School Year

Please read carefully and sign.

- *St. Clare students help to create an atmosphere that is conducive to learning, free from bullying, intimidation and harassment.*
- *St. Clare Students respect and accept the rights, beliefs and feelings of others.*
- *St. Clare students demonstrate honesty, trustworthiness, compassion and treats others in a respectful manner at all times.*
- *St. Clare students speak respectfully to teachers, staff and classmates using appropriate language in all places including in school, on the playground, and on the bus.*
- *St. Clare students wear the proper uniform to school daily. The uniform policy is attached.*
- *St. Clare Students will care for all school property including but not limited to their books, desks, chairs, physical education equipment, technology, and bathrooms.*
- *St. Clare students are to play only in designated areas. St. Clare students should never leave the designated area without permission.*
- *St. Clare students use recess time to engage in friendly conversations with their classmates and play safe games.*
- *St. Clare students respect personal boundaries, do not play fight or engage in any activity that could harm others or themselves.*
- *St. Clare students are to report any unacceptable behaviors, injuries or incidents to allow a teachers or staff member to address the situation accordingly.*
- *St. Clare students have table manners while eating lunch. Students will not share food, snacks or drinking vessels. St. Clare students do not throw food or objects, talk quietly during lunch, and clean up after lunch and dispose of their trash properly.*
- *St. Clare students respect the guidelines of the Technology Acceptable Use Policy related to computer/internet access. Students only explore search engines and websites that are assigned. Students will not misuse the use of technology.*
- *St. Clare students must refrain from using personal electronic devices including but not limited to I-pads, cellphones, apple watches while in the school building.*
- *St. Clare students turn off their personal cellphones/devices and place it in their book bag upon entering the school building, The school will not be responsible for any missing or damage to personal electronic devices.*
- *St. Clare students will refrain from taking pictures and/or video tapping other students, teachers, and events. Students that have websites or post information to a website such as but not limited to, YouTube, Vine, Twitter, Tumbler, Tik Tok, Snapchat, Instagram, Discord, facebook and/or ratemyteacher will not portray the school, parish, or any member of the Parish/Academy community in a negative light or threaten any individual.*

- *St. Clare students will not engage in conduct, whether inside or outside the Academy that is detrimental to the reputation of the Academy. St. Clare students, especially while in school uniform are recognized as a member of the community and therefore are expected to behave in a manner that does not tarnish the Academy's reputation.*
- *St. Clare students will not bring anything that could be deemed a weapon by any member of the faculty and staff to the school*
- *St. Clare students will not take items that do not belong to them.*
- *St. Clare students will not smoke cigarettes, vape, or indulge in any drug or medication while on school premises.*
- *St. Clare students will not engage in any forms of violence or harassment. St. Clare students will not physically or verbally fight during school, while in school uniform, or on school property. St. Clare students do not threaten to harm one another.*

CODE OF CONDUCT FOR REMOTE INSTRUCTION

(Should instruction go remote due to inclement weather, school emergency or any other reason, the following Code of Conduct is expected to be followed.

- *St. Clare student, when working remotely, are expected to turn their cameras on and wear their school uniform.*
- *St. Clare student, when working remotely are expected to be respectful and responsible during virtual meetings. The chat is for discussion about the lesson taking place.*
- *St. Clare student, when working remotely are expected to complete assignments in a timely manner.*
- *St. Clare student, when working remotely are expected to follow all the policies and procedures of St. Clare Catholic Academy.*

St. Clare students who adhere to the Code of Conduct is invited to return the next year

Students who violate any of the above listed rules may face disciplinary action depending on the facts of the situation, severity of the situation and number of occurrences the situation has taken place. This could mean a warning, reprimand, exclusion from activities, detention, suspension or expulsion. Cellphones and other electronic devices misused will be confiscated and a parent or guardian will be called for it to be picked up.

Please refer to the handbook for further information regarding the Policies listed below.

- **Academic Policy** - Since it is our aim to educate students to their fullest potential, it is expected that each child complete all homework and class assignments. Students are expected to study and earn passing grades (70%) for each subject and meet standards in conduct & personal growth in order to be promoted to the next grade level. Should a student not earn an average passing grade of 70% in each subject or not meet standards in conduct and personal growth, he/she may not be invited to return for the following year.
- **Cell Phone Policy** - Students are not permitted to use cell phones in the school building or on school grounds. The Academy is not responsible for lost or damaged cell phones. Any cell phone turned on or visible in the building will be confiscated; and a parent must come to the school office to retrieve the phone.
- **Technology Policy** - Technology devices are permitted when used for educational purposes instructed by a St. Clare Catholic Academy Faculty or Staff member. Students are prohibited from exploring other search engines and websites other than those assigned. Students who misuse the use of technology will be prohibited from using technology devices in the future. The Academy is not responsible for any lost items or broken items. Students that have websites or post information to a website such as but not limited to, YouTube, Vine, Twitter, Tumbler and/or facebook.com or ratemyteacher.com that portray the

school, parish, or any member of the parish/Academy community in a negative light or threatens any individual is subject to disciplinary action and may lead to dismissal.

- **Attendance Policy-** *Regular attendance is expected of all St. Clare Catholic Academy students. Arriving to school late is a distraction to both the teacher and the students. Excessive absences/lateness's may result in detention and or denial of acceptance the next school year.*
- **Safety Policy-** *Parents are responsible to ensure the safety of ALL STUDENTS. To ensure safety, do not double park or block driveways in all streets surrounding St. Clare Catholic Academy. In addition, do not park on 241st Street blocking the bus route for our students who get on and off the bus or in the school yard regardless of the weather. For the safety of all students, no one other than a Faculty or Staff member may go beyond the main office without an appointment or being escorted. All students will be dismissed from the building regardless of inclement weather.*
- *PS 38 and the Brookville Park will be used as evacuation sites for St. Clare Catholic Academy students as stated in our Crisis Management Plan. St. Clare Catholic Academy reserves the right to take students to a safe environment in the event of an emergency.*
- *As a precaution, St. Clare Catholic Academy uses insecticides for pest control. In order to maintain an environment free from pests, a company comes in every 1st and 3rd Friday of each month to spray. This is done after normal school hours. If you wish to be notified 48 hours before a treatment, please send a written request.*

I have read, understand and have discussed the St. Clare Catholic Academy Contract with my child/ren. In signing this contract, I as well as my child/children, agree to abide to the Code of Conduct, and all policies listed in this contract. I am also aware that the Parent Handbook is available on the SCCA website. Please list all names of your children attending St. Clare Catholic Academy.

My child/children and I have read, understand and will abide by the Code of Conduct.

CHILD'S NAME: _____ ***CHILD'S SIGNATURE*** _____

CHILD'S NAME: _____ ***CHILD'S SIGNATURE*** _____

CHILD'S NAME: _____ ***CHILD'S SIGNATURE*** _____

CHILD'S NAME: _____ ***CHILD'S SIGNATURE*** _____

PRINT Parent/Guardian Name: _____

SIGN Parent/Guardian Name: _____ ***Date:*** _____

