



## *St. Clare Catholic Academy*

### *Code of Conduct*

### *2024-2025 School Year*

St. Clare students are committed to our mission, which is to promote Christian values to enhance morality and to develop self-respect for others. We strive to create a safe and compassionate environment where each student is encouraged to recognize his/her place in God's plan as set forth in the message of the Good News. We ensure our students take advantage of every opportunity to learn, achieve and succeed.

At Clare's Catholic Academy, our students:

- Create an atmosphere that is conducive to learning, free from bullying, intimidation and harassment.
- Respect and accept the rights, beliefs and feelings of others.
- Demonstrate honesty, trustworthiness, compassion and treats others in a respectful manner at all times.
- Speak respectfully to teachers, staff, adults, and classmates using appropriate language in all places including in school, on the playground, and on the bus.
- Wear the proper uniform to school daily. The uniform policy is attached.
- Care for their environment and all school property, including but not limited to their books, desks, chairs, physical education equipment, technology, and bathrooms.
- Play in designated areas during designated times. The students should never leave the designated area without permission.
- Use recess time to engage in friendly conversations with their classmates and play safe games.
- Will not engage in any forms of violence or harassment. St. Clare students will not physically or verbally fight during school, do not play fight or engage in any activity that could harm others or themselves, while in school uniform, or on school property. St. Clare students do not threaten to harm one another.
- Respect personal boundaries.
- Report any unacceptable behaviors, injuries or incidents to teachers or staff members.
- Practice 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.
- Follow 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.

- Refrain from using personal electronic devices including but not limited to I-pads, cellphones, apple watches while in the school building.
- Turn off their personal cell phones/devices and place them in their book bag upon entering the school building. The school will not be responsible for any missing or damaged personal electronic devices.
- Will refrain from taking pictures and/or video-taping 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, TikTok, 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.
- 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.
- Will not bring anything that could be deemed a weapon by any member of the faculty and staff to the school.
- Will not take items that do not belong to them.
- Will not smoke cigarettes, vape, or indulge in any drug or medication while on school premises. All doctor prescribed medication will be provided to the nurse, if necessary for a student to take during the school day.

#### CODE OF CONDUCT FOR REMOTE INSTRUCTION

If, for any reason, St. Clare Catholic Academy needs to go remote due to inclement weather, school emergency or any other reason, students are to:

- Turn their cameras on and wear their school uniform during the duration of class.
- Be respectful and responsible during virtual meetings. The chat is for discussion about the lesson taking place.
- Complete assignments in a timely manner.
- Follow all the policies and procedures of St. Clare Catholic Academy.

St. Clare students who adhere to the Code of Conduct are invited to return the following school 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 and 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. It may also be considered educational neglect.
- Safety Policy- Parents are responsible to ensure the safety of ALL STUDENTS. Make sure to escort your child safely to the entrance of the facility. PLEASE 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.
- St. Clare Church, PS 38 and/or 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 1<sup>st</sup> and 3<sup>rd</sup> 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, understood 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 by 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.

I have read and my child/children understand and agree to abide by the St. Clare 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 \_\_\_\_\_