

Code of Conduct

"Seek first His kingdom and His righteousness and all the things will be given to you as well."

Matthew 6:33

Certain rules are necessary to maintain a safe learning environment. Violations of these rules must be dealt with firmly, or the school does an ultimate disservice to the majority of the students who have shown their good faith in following the rules. While it is rarely necessary to remove a student from the school, the school has an obligation to look out for the welfare of all persons on the St. Clare campus.

Because we recognize that students will make mistakes, the school has a responsibility to be clear in its statement of the rules and fair in its enforcement. Consequences for rule infractions will always be assigned with consideration for the individual circumstances of each incident and the student's past conduct.

This guide for students and parents was prepared as a Code of Conduct policy and adopted by the St. Clare of Montefalco Catholic School Commission and approved by the St. Clare of Montefalco Catholic School Administration.

This document covers the conduct of students, parents, guardians, staff, administrators, volunteers, and all other individuals on school property, property adjacent to the school and school sanctioned functions and field trips. The implementation and interpretation of this Code shall be determined at the discretion of the Principal.

RESPONSIBILITY FOR STUDENT CONDUCT

Many people share the responsibility for student conduct. Each student is primarily accountable for his or her own conduct and this obligation increases as students grow older and mature.

Discipline within the school is the responsibility of the school staff and administration. With the cooperation of students, parents, and others, the staff seeks to maintain an environment that is safe, orderly, and conducive to learning.

STUDENT RESPONSIBILITY

Students are expected to:

1. Reflect Christian values and behavior
2. Attend school regularly and be punctual
3. Devote their energies to learning under the direction of the total school staff
4. Respect the health, safety and rights of others
5. Follow the rules contained in the School Handbook

PARENT/GUARDIAN RESPONSIBILITY

Parents and guardians are expected to:

1. Assume responsibility regarding conduct of their children at school
2. Assure regular and punctual attendance of their children
3. Establish and maintain appropriate communication with the school
4. Assist in resolving behavioral and academic problems
5. Provide positive encouragement to students and reinforcement to the school
6. Maintain students in proper uniforms as set forth in the Dress Code
7. Follow the rules contained in the School Handbook

SCHOOL STAFF RESPONSIBILITY

Teachers, administrators, custodians, and other school employees have the obligation to:

1. Provide a safe environment conducive to learning
2. Help maintain and encourage proper student conduct
3. Make efforts to stop misconduct and report serious persistent violations
4. Assist students in following the Code of Conduct
5. Establish and maintain appropriate communication with the parents
6. Follow the rules contained in the School Handbook

THE ADMINISTRATION

1. Carries out the policies of the Pastor and the St. Clare of Montefalco Catholic School Commission
2. Initiates procedures for the proper establishment, maintenance, management and operation of the school
3. Supervises all staff and operations of the school
4. Establishes and maintains appropriate communication with the parents and staff
5. Exerts control for the protection of the school programs, school environment, health, safety, and due process
6. Follow the rules contained in the School Handbook

CATEGORIES OF MISCONDUCT

The administration may determine and invoke suspensions, and may take other steps intended as disciplinary or corrective action, regarding cases of misconduct on school premises, in school vehicles or at school functions.

Misconduct shall be regarded as those actions which may interfere materially or substantially with the operation of the school by endangering the health and safety of any person, by infringing on the rights of others, by causing disruption of educational programs or discipline, by causing loss or destruction of property, and actions which are otherwise in violation of laws, school policies and regulations, and school or classroom rules.

Acts of misconduct in any of the following categories will result in disciplinary, corrective and/or legal action against a student. Severity of the consequences will be determined based on the child's age and grade.

Many acts listed are violations of state law and city ordinances as well as school regulations. Police assistance will be called for as needed in serious matters. In the event police are contacted, parents will be notified immediately and must be present with their child before any contact or questioning occurs with the police

THE FOLLOWING GENERAL CATEGORIES ARE NOT INTENDED TO BE ALL-INCLUSIVE:

MINOR INFRACTION

1. **Uncooperative with school personnel.** Students will do assigned class work and obey instructions of school personnel.
2. **Failure to return parent/guardian signed documents.** This applies to all documents that require a parent or guardian's signature upon return to the classroom. This includes such items as tests, planner, report card, conference request, progress reports, notice of concern, detention, etc.
3. **Improper Dress and Appearance.** Students must follow the dress code as outlined in the School Handbook.
4. **Dishonesty**

- a. Lying
 - b. Cheating (this applies to all parties involved – the ones who let others have their work and the ones who copied it)
 - c. Plagiarism
 - d. Forgery
5. **Excessive Tardiness.** Students will be punctual in attending scheduled classes or academic activities.
 6. **Violation of Classroom Rules.** Rules are established by teachers and posted in the classroom to ensure the proper atmosphere for learning. Each grade level's discipline program is age appropriate, falling under the general school guidelines: "Keep your hands and feet to yourself" and "Think before you say or do anything."
 7. **Violation of General School Rules.** Policies, regulations and school rules are established to assure the proper atmosphere for teaching and learning, for health and safety, and for the maintenance of the rights of others.
 8. **Gum chewing.** Students are not allowed to chew gum on school premises.
 9. **Violence.** Students may not use violence at any time. This includes at play, in their speech, writing or art.

POSSIBLE CONSEQUENCES FOR MINOR INFRACTIONS

1. Verbal warning, teacher/student conference, parent notification through Notice of Concern (NOC) or planner, etc., parent/teacher conference, detention

Three (3) detentions in 1 Quarter, will result in a ONE DAY IN-SCHOOL SUSPENSION

2. Repeated minor infractions may result in any or all of the following:
 - a. all or part of Number 1 above
 - b. one day suspension with parent conference
 - c. suspension or exclusion from all or part of the school program, ceremonies, or activities
 - d. probationary status with written terms

Three (3) suspensions in 1 School Year automatically results in EXPULSION from St. Clare School.

SERIOUS INFRACTIONS

1. **Disrespectful conduct or insubordination.** Acts of disrespect, insubordination, persistent disobedience, disorderly behavior, and inhibiting the rights of others.
2. **Cell phone** use during the school day to contact another person within/outside school building.
3. **Acts of Misconduct.** Behavior which can clearly be interpreted to be in defiance of school authority which occurs immediately before, after, or during school hours, on school property, on property adjacent to the school premises or at school-sponsored events.
4. **Bullying** (see Bullying Policy on following pages).
5. **Possession of Pornographic or Explicit Materials.**
6. **Use of Profane, Indecent or Immoral Language.**
7. **Malicious Misconduct.**
8. **Leaving School Premises without permission or authorization.**
9. **Stealing.** Theft of any nature, be it a large amount of money, a pencil, or a computer file or disk from someone else's locker or classroom, is unacceptable.
10. **Gambling.** Playing games for money.

11. **Coercion.** Obtaining money or property by violence, making someone do something against his or her will by force or threat of force.
12. **Smoking or possession of tobacco products.**
13. **Fighting** – striking of other persons. There shall not be fighting or other similar aggressive behavior on the campus, in the vicinity or under the jurisdiction of the school. The school firmly believes that fighting will not solve problems, but will instead create new ones.

POSSIBLE CONSEQUENCES FOR SERIOUS INFRACTIONS

1. Teacher/student conference, teacher/parent conference, in school suspension.
Three (3) detentions in 1 Quarter, will result in a ONE DAY IN-SCHOOL SUSPENSION
2. Principal/parent conference
3. 1 – 3 day suspension (either in-school or out) with 1 year probation
4. Exclusion from all or part of the school program, ceremonies, or activities
5. Not eligible for re-enrollment

MAJOR INFRACTIONS

1. **Fire Alarm, Extinguisher and Automated External Defibrillator (AED) Misuse.** Fire equipment and AEDs are present for the safety of all members of the school. Misuse of the fire alarms (false alarm), fire extinguishing equipment or an AED is a very serious offense, as it endangers all members of the school body. There is of \$500.00 fine mandated by state law.
2. **Arson.** The intentional setting of a fire
3. **Assault.** Physical threats or violence to persons
4. **Destruction of Property.** This includes writing on walls or desks, carving into woodwork, unauthorized entry into and/or altering of computer management systems or files and equipment, or other abusive behavior. Such actions are unacceptable.
5. **Burglary/Larceny.** Breaking and entering; concealing or selling of stolen school or personal property.
6. **Explosives.** Possessing, using, bringing to school or placing on school property.
7. **Weapons.** Possession or use of dangerous or potentially dangerous objects. (See Archdiocese Weapons Policy)
8. **Vandalism.** Destruction of property.
9. **Trespassing.** Being present in an unauthorized place or refusing to leave when asked.
10. **Initiating a Bomb Threat.**
11. **Drinking or Possessing Alcoholic Beverages/Using, Selling, or Possessing any and all Controlled Substances.**
12. **Violating Sexual Harassment Policy.**
13. **Threats.** A threat is anything written or verbal that indicates harm, whether real or perceived, to a person or property. Words like "I'll kill you." "I could strangle you." "I'm going to beat you up." "We'll take care of this problem outside of school/on the playground, etc." are some examples of statements that are considered threats.

POSSIBLE CONSEQUENCES FOR MAJOR INFRACTIONS

1. 1 – 3 day suspension (either in-school or out) with 1 year probation
2. Principal/parent conference

3. Contact appropriate law enforcement
4. Expulsion
5. Not eligible for re-enrollment

MEDIATION PROCESS FOR STUDENTS AND PARENTS

The following is a guideline to be used to address an issue or concern within the school community:

1. The issue or concern should be first discussed with the person(s) most directly involved. (Classroom concerns with teacher; school policy with principal, etc.)
2. If not satisfied with this response, an individual may contact the next level of administration (Principal, if teacher contacted in step #1 or Pastor, if Principal previously contacted.)
3. A joint meeting of all persons involved may be beneficial if the issue or concern is not settled in step #2 (parent, teacher, and Principal or Parent, Principal and Pastor.)
4. If contacted, a staff person from Archdiocesan Officer of Catholic Schools may serve in a consultative manner.
5. The Pastor makes the final decision.

PROBLEM SOLVING AT ST. CLARE SCHOOL

STEP #1: Consult your handbook.

STEP #2: Engage in *constructive dialogue* with the appropriate person(s), with the *proper perspective* that the School is, should, and will always be operated in the *best interests of ALL the children, staff, and programs*.

*It is important to: stay calm; focus on the problem-not the person involved; listen carefully; look for common ground and the opportunity to work in collaboration and, be positive!

*Remember: complaining to or gossiping with other parents—*especially in front of children*—may prevent both a constructive dialogue and an ultimate solution!

Below are some examples of methods that could be used in dealing with situations of concern:

PROBLEMS/QUESTIONS WITH THE CURRICULUM

Speak *privately* (outside of class and children) with Teacher(s). If dissatisfied, speak with Principal. If not satisfied at this level, speak with the pastor.

PROBLEMS/QUESTIONS RE: SCHOOL POLICIES, RULES, ETC.

Speak with Principal. If necessary, contact the Chairperson of the School Commission. If *appropriate*, the matter will be placed on the agenda for the next School Commission.

PROBLEMS/QUESTIONS RE: YOUR CHILD'S BEHAVIOR OR ANOTHER CHILD'S BEHAVIOR IN CLASS INCLUDING DISCIPLINARY ISSUES

Speak *privately* with the Teacher(s). If dissatisfied, speak to Principal.

PROBLEMS/QUESTIONS RE: RELATIONSHIPS WITH THE TEACHER(S)

Speak first with Teacher(s) in *private*. If dissatisfied, speak with the Principal.

PROBLEMS WITH PRINCIPAL RE: "OFFICIAL ACTS"

Speak *privately* to the Principal first. If dissatisfied, speak privately with the Pastor.

Bullying Policy

The bullying policy of St. Clare of Montefalco Catholic School is based on Roman Catholic principles and ideals, and recognizes the dignity and worth of each student. St. Clare of Montefalco Catholic School will encourage compassionate behavior between students and all others. When it is necessary to use corrective measures, the action taken is to be based on an understanding of the student and the particulars of the situation as well as on school guidance procedures. Bullying will not be tolerated under any circumstances nor will the school tolerate retaliatory action against any employee, student or other person for making a bullying complaint.

What is “Bullying”?

1. Name calling
2. Saying or writing nasty things about another person, including electronic communication such as social media outlets including, but not limited to, Facebook, Twitter, etc.
3. Excluding others
4. Threatening others
5. Making others feel uncomfortable or scared
6. Taking or damaging another’s belongings
7. Hitting or kicking
8. Making others do things they don't want to do

Some people think bullying is just part of growing up and a way for young people to learn to stick up for themselves. However, bullying can make young people feel lonely, unhappy and frightened. It makes them feel unsafe and think there must be something wrong with them. They lose confidence and may not want to go to school any more. It may even make them feel sick.

What will happen if a Charge of Bullying is made?

- There will be a prompt investigation by the teacher and/or the administration based on the seriousness of the allegation.
- Appropriate discipline of the student(s) shall occur if the allegation is found to be valid as determined by the teacher and/or administration.

Consequences for Bullying

St. Clare of Montefalco Catholic School will impose consequences for students who are determined by the teacher and/or administration as having bullied another student. Our progressive discipline regime is intended to deter future bullying and encourage compassionate behavior towards others.

Philosophy: Deterrence of bullying is best achieved when discipline is based on the following elements:

- **Certainty.** If a student bullies another, then it is certain that the student shall receive a consequence.
- **Immediacy.** The student’s consequences will occur swiftly after the bullying occurs.
- **Severity.** The student’s consequences will be appropriate to the seriousness of the bullying and/or the frequency of that student’s bullying behavior.
- **Types of Discipline.** The type of discipline can vary from informal admonishment to expulsion based on the seriousness of the bullying event and/or the frequency of that student’s bullying. (See Handbook - Code of Conduct Page 17 for Possible Consequences for Serious Infractions.)

Electronic Devices Policy

An electronic device is any cellular phone, tablet computer, laptop, e-reader, iPod, iPhone, music device, or any other device that is electronic and can be used for communicating, connecting to the internet, network capable and/or has the ability to download files.

CELLULAR TELEPHONES

- Written parental permission required and will be kept on file
- Cell phone must be turned in to Home Room teacher by 8:00 a.m.
- Cell phone will be returned at the end of the day.
- If a student is reporting to Extended Day, the cell phone must be given to an Extended Day staff member.
- Failure to comply will result in the cell phone being confiscated and held in the School Office. Cell phone will only be released to the parent after a fine of \$25, first offense; \$50 second offense and each additional confiscation.
- If a cell phone has not been turned into the teacher and it is used to call or text another person in/out of the school, there will be automatic in-school suspension.

CAMERAS/DIGITAL CAMERA/CELL PHONE CAMERAS:

- Students may not use cameras, digital cameras or cell phone cameras at school unless specifically sanctioned in writing by a teacher or the Principal.
- Photos, videos, audio recordings, or any other type of recording taken by students of fellow students, activities, staff, building etc., cannot be published on the Internet. This applies to all recorded images, sounds, video or any other recording taken in or out of the school.

MUSIC PLAYERS, PAGERS, TWO-WAY RADIOS AND VIDEO GAMES ARE NOT PERMITTED ON SCHOOL PROPERTY without permission.

Bring your own Technology Policy

As technology continues to evolve, St. Clare of Montefalco (SCM) shall allow students to bring their own technology and use it for the purpose of educating the students as it fits into the curriculum of the school and at the teacher/administrators discretion.

- Students must comply with the Electronic Device Policy as set forth in the Student/School Handbook.
- Access to St. Clare of Montefalco's (SCM) network is a privilege not a right. The school reserves the right to revoke privilege pursuant to this policy.
- While connected to the SCM network all acceptable use guidelines still apply regardless if the device is personal or property of SCM.
- All electronic use will follow the anti-bullying policy and sexual harassment policies as set forth in the Student/School Handbook.
- Devices may only be used when permitted by the teacher and only used in a classroom setting. No device may be brought to lunch, recess, assemblies or any other extracurricular activity.
- Devices will not be used to make personal phone calls, texts, social media or any other of its kind.
- Students may not use the device to record any audio, video or still pictures of any other students, staff members, objects.
- Each teacher has the right to regulate the use of technology in her/his curriculum.
- While connected to the SCM network all CIPA guidelines and filters will be in use at all times.
- Each device must be accompanied by a parent permission slip from the parent and turned into the teacher at 8:00 AM. Devices will be distributed if and when the teacher requires their use and returned at the end of the day, pursuant to the Electronic Device Policy.
- Each user is responsible for his/her own device and should use it responsibly and appropriately. St. Clare of Montefalco takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help

students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

- Failure to comply will result in loss of device following the Electronic Device Policy.

Sexual Harassment Policy

Policy 4003 of The Archdiocese of Detroit - It is the policy of the Archdiocese of Detroit and St. Clare of Montefalco Catholic School to make every effort to provide an educational environment, free from all forms of harassment. This policy applies to the actions of all Faculty, staff and students at St. Clare of Montefalco Catholic School, as well as others who may be in a working relationship with the school. Both the Archdiocese of Detroit and St. Clare of Montefalco Catholic School are open to and respect the complaints brought under this policy.

St. Clare of Montefalco Catholic School will neither tolerate sexual harassment nor will it tolerate retaliatory action against any employee, student or other person for making a sexual harassment complaint. Any supervisor or Faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment. Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at Faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

What is sexual harassment?

- Sexually inappropriate behavior that is not welcome, is personally offensive, and fails to respect the rights of others.
- Harassment can be either conduct or communication.
- Sexually inappropriate behavior means inappropriate touching, gestures and language of a sexual nature directed at Faculty, staff or other students.
- Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.

The school will investigate all complaints of harassment in a prompt and confidential manner and will take appropriate corrective action when warranted. Any Faculty, staff member, student or other person in a working relationship with St. Clare of Montefalco Catholic School, who is determined to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Retaliation in any form against a person for exercising his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Archdiocese of Detroit – Weapons Policy

Students are prohibited from bringing weapons to or having weapons in school, on the school premises or in the immediate vicinity of the school.

Definitions

A weapon is any object, which can be used to threaten or injure another. It includes, but is not limited to: guns of any kind, nature or description; knives of any kind; chains; karate sticks; brass knuckles; sling shots; sharpened instruments of any kind; ammunition...etc. A "firearm" means any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

School premises include the school building and the adjacent grounds, e.g. parking lots and playgrounds and student lockers.

Immediate vicinity of the school means within a one-block radius of the school.

Any student discovered to be or suspected of carrying, possessing, concealing or transferring a weapon on school premises or in the vicinity of the school shall be immediately excluded from classes pending an investigation. Any teacher, school employee, or school volunteer who has any information regarding a violation or suspected violation of this rule shall report all such information to the Principal who will take appropriate action including the application of policies and rules relating to expulsion and suspension.

Any student found to be in violation of this policy and rule is subject to permanent expulsion.

A student who interferes with or otherwise obstructs the search and questioning in this policy and rule shall be subject to disciplinary action including the possibility of expulsion.