

***ST. MARY MAGDALEN
CATHOLIC SCHOOL***

869 Maitland Avenue
Altamonte Springs, Florida 32701
407.339.7301



CODE OF CONDUCT

2007 - 2008

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other actions which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

*Mary M. McKiernan, Principal
St. Mary Magdalen Catholic School, a 2006 National Blue Ribbon School*

As a member of the St. Mary Magdalen Catholic School Community,

- ✓ **I do promise** to live up to the policies and practices of the *Code of Conduct*, which helps me to understand my job of being a member within this school community.

- ✓ **I do know** that I am to treat my fellow members of St. Mary Magdalen Catholic School Community with respect and dignity remembering my best manners at all times.

- ✓ **It is my job** to help my teachers to have and maintain a learning environment for my classmates as well as myself.

- ✓ **I will work together** with my principal, teachers, parents, classmates and all members of the St. Mary Magdalen Catholic School Community in order that I may perform and achieve my best in a faith-filled, loving Community.

St. Mary Magdalen Catholic School

Introduction

Every form of organization be it family, a club, or a school, needs to have a set of rules by which it conducts itself. Orderly conduct, as prescribed by rules and regulations, is needed if any organization is expected to maintain its existence, and preserve its *raison 'de' etat*, or reason for being. Here at St. Mary Magdalen Catholic School, we want our students to realize that rules are created not as a means of punishment or forced behavior, but rather as a means of providing an atmosphere that will nurture happiness, and a Christ-like peace among all people involved, be they students, faculty, staff, and even outside visitors. At St. Mary Magdalen Catholic School, we strive to create an environment of controlled and responsible freedom and safety. The school is very much dependent upon the parents to uphold and support our Code of Conduct. It is desirable and expected that each student learn to exercise self-discipline and to conduct him / herself in a Christ-like manner conducive to a scholastic, athletic and social environment.

St. Mary Magdalen Catholic School Board

STUDENT CONDUCT GUIDELINES

I. TO AND FROM SCHOOL

A. PARKING LOT

1. Students are to use extreme caution at all times while in the parking lot, mindful of the potential hazards of moving vehicles dropping off and picking up students.
2. Students must walk at all times and avoid any form of behavior such as pushing or shoving that might jeopardize their own or others' safety.

B. ARRIVAL AT SCHOOL

1. Students may be dropped off according to *Parking Lot Procedure* found in Parent and Student Handbook and Calendar.
2. Students should not be on the school premises before 7:30 am since there is no supervision provided before this time.
3. Students arriving at the classroom after 7:45 am are considered tardy and must report to the office to be signed in by an accompanying adult. A tardy pass will be issued to the student at this time. Parents will be accountable for student tardies. After 6 tardies, the Assistant Principal will contact the parent regarding a Plan of Action to eliminate tardies.

C. DISMISSAL FROM SCHOOL

1. Students will be dismissed from their classroom at 3:00 pm on Monday, Tuesday, Thursday and Friday. Students will be dismissed from their classroom at 1:30 pm on Wednesday.
2. Children should remain seated in their assigned areas while waiting for their ride home.
3. Students participating in extra-curricular activities which begin at dismissal time between 3:00 and 3:30 pm, report directly to the school cafeteria. The students will be supervised by the assistant principal until the coach/director of the activity arrives at the cafeteria to pick up the students and take them to the location of the activity. Activities starting later than 3:30 pm will be supervised by a parent who has a child participating in the activity (i.e., sports). Parents may wish to share this responsibility.

II. SCHOOL GROUND BEHAVIOR

A. IN TRANSIT BETWEEN CLASSES, TO THE CAFETERIA, GYMNASIUM, MUSIC ROOM, ART ROOM, ADULT CENTER, RECESS AREA AND CHURCH

1. Students must walk at all times.
2. Students must show consideration for others by avoiding loud, inappropriate talking, shouting or any form of unruly behavior.
3. When using the drinking fountains, students are expected to refrain from pushing others or placing foreign objects in the fountain.

B. CAFETERIA

1. Students are expected to wait on line in an orderly manner.
2. While in the lunchroom, the students are expected to show respect and be courteous to other students and all adults.
3. Students are expected to use proper manners while eating (i.e., not throwing food, keeping area clean).
4. Students are required to ask permission to use the restroom.
5. Students are expected to leave the lunchroom in an orderly manner.

C. RESTROOMS

1. Loitering in the restroom is not permitted.
2. Students must use the restroom located in the area of the building where they are in class.
3. Students are to properly dispose of paper towels. Vandalism is prohibited.
4. Students using restrooms during class time are required to follow the procedures of the individual teacher.

D. OUTDOOR RECESS

1. Students are required to behave in such a manner that their actions are not harmful to themselves or others.
2. Body contact sports are not permitted (other than tag type games): no pushing, tackling, piling, etc.
3. Unnecessary roughness is forbidden along with teasing, harassment, bullying or making mean comments.
4. Proper use of the playground equipment is expected.

E. SCHOOL GATHERINGS (ASSEMBLIES)

1. Students will enter and exit assemblies in an orderly manner under the supervision of a teacher.
2. Booing, yelling, whistling or talking during assemblies is not permitted.
3. Kicking the bleachers in the gymnasium is not permitted.

F. CHURCH

1. While at Mass or other times of worship, students are expected to show respect for the Blessed Sacrament. Talking and / or fooling around with classmates are prohibited.

OFFENSES

There are two types of offenses:

- **PROHIBITIVE OFFENSES:** These are offenses which affect oneself or other people in the learning environment.
- **UNACCEPTABLE OFFENSES:** These are offenses which are of a less serious nature but need to be addressed to the student or students in helping to form moral Christian-Catholics.

PROHIBITIVE OFFENSES

- Disrespect for teachers and / or other adults assisting in the school.
- Disruptive classroom behaviors. [This includes all subject areas such as homeroom, BEST, morning meeting, art, music, PE, Spanish, guidance, computer, library, electives, clubs, assemblies, church and study hall.]
- Stealing / cheating or any other form of copying from another student, books or other materials and plagiarism.
- Foul language either spoken or written.
- Sexual harassment in the form of inappropriate verbal or physical conduct.
- Physical or verbal abuse or violence of any form including fighting.
- Mean behavior towards another student(s) / making fun of an individual, name calling, put downs, invading personal space, spreading rumors, intimidation.
- Possession of intoxicants.
- Possession or use of any weapon, or any device or instrument that could be used as a weapon.
- Use of electronics, cell phones without the permission of and supervision of a faculty member.
- Inappropriate use of technology - internet, and cell phones.
- Forgery of another person's name.
- Defacing property / books / materials.

Consequences: The teacher / school will determine the severity of the offense based on the particular situation and one or more of the following consequence(s) will be assigned.

1. Teacher discussion with the child; apology to the offended; note to the parents in the student planner.
2. 1-day after-school detention.
3. 2-day after-school detention.
4. Saturday School.
5. Conference with the parents to discuss a behavioral improvement plan.
6. Suspension.
7. Expulsion.

1-day after-school detention is equal to an N in conduct on progress report / report card and the student will attend but will sit out for one game if he /she participate in a sport.

2-day after-school detention is equal to a U in conduct on progress report /report card and the student will attend but sit out for two games if he /she participate in a sport.

If a third after-school detention is issued to a student, the student will be assigned to a Saturday School and will no longer participate as a member of the particular sport's team for the duration of the particular sport's season.

UNACCEPTABLE OFFENSES

- Gum chewing.
- Failure to follow the dress code.
- Tardiness to class.
- Snacks may not be eaten after school in the dismissal area.
Consequence: For each offense listed above, the student will pay \$1.00 which will be credited to the school endowment fund.
- Failure to take proper care of books and materials / lost books.
Consequence: The student will be expected to pay a fee towards the replacement of the book / cost of the book.
- Failure to be prepared for class (materials, homework).
Consequence: The student will receive a "O" each time this offense occurs. Parent will be notified in the student planner / email.

Items taken away from students will be returned to the parent(s) / guardian(s) on the last day of school.

**School (Administration and Faculty)
reserves the right to amend this policy
dependent on circumstances.**