



Code of Conduct

ST. DAVID'S SCHOOL

Please review, sign and return the last page to the appropriate Division Office by August 1, 2010.

Code of Conduct

St. David's School seeks to be a community where grace and love abound, not a school of rules and regulations. The student expectations and policies are anchored to the premise that God has created every human being in His image. Therefore, we expect students to treat everyone, faculty members and students alike, with love and respect.

In order to create a cohesive community among students and faculty, all members are expected to uphold the following general guidelines:

- Be Reverent
- Be Respectful
- Be Responsible
- Be Honorable

Expectations and Policies

In an attempt to more precisely define our expectations, we must define behaviors that violate these general guidelines.

Classroom Expectations for Behavior

Though each teacher may provide the students with additional classroom responsibilities, there are certain expectations in each classroom:

1. Students should be on time and fully prepared for class. This means that students should not need to go back to their lockers for a book, notebook, pen/pencil, homework assignment, etc.
2. Proper respect should be shown to other students and adults. Students should listen without speaking when another person is speaking and never belittle another student for an opinion, question, or answer.
3. Students should refer to all adults with the proper title: Mr./Mrs./Ms./Miss/Dr. Students should respond respectfully to questions from adults with "Yes, sir," "Yes, ma'am," "No, sir," or "No, ma'am."
4. Students should show proper respect for all property. Whether it is a student's personal property or the school's property, proper respect should be paid to everything that does not belong to them. Students should also show proper respect for the facilities and never write on desks, tables, walls, lockers, etc. They should not adjust thermostats, windows, blinds, etc., without being directed by a teacher. Students should pick up papers and trash both in the classroom and anywhere on the school grounds, taking pride in their school and all of its facilities.
5. No food or drink, with the exception of water, is allowed in the classroom during classes.

Bicycles

Students are allowed to ride bicycles to and from school. Bicycles are to be stored in the designated area during school hours. Under no circumstances may students ride bicycles on campus between the beginning and end of the school day. The use of skateboards or scooters is not allowed on the school property.

Campus Boundaries

Other than leaving for approved reasons, all students must remain on campus during the school day. During the school day, Middle and Upper School students may not go into the wooded areas, the parking lots, the Lower School playground, or athletic fields without faculty supervision or pre-approval.

Chewing Gum

Chewing gum is not permitted on campus as gum can have a tendency to damage school property if not disposed of properly as well as cause unsightly and difficult litter to remove.

Computer Use

All campus computers are the property of St. David's School and students are expected to follow the St. David's School computer use and technology acceptable use policies. (*see Computer Use Policy in the Family Handbook*)

Dress Code

All students are expected to follow the St. David's School dress code during school hours. Students are to dress in the "spirit of the dress code" during all St. David's sponsored events and activities including, athletic events, dances, concerts, symposiums, etc. (*see the Dress Code entry in the Family Handbook*)

Timeliness

All students are expected to come to school and be on time for all classes. Students who come to school late or arrive late for class without a note will be marked with an unexcused tardy. (*see Late Arrivals*)

Skipping Class

Skipping a class is strictly prohibited. Arriving to a class later than 15 minutes after the class begins without a valid written excuse is considered skipping class. A student skipping class will receive demerit(s). If the student skips a class in order to avoid a project deadline or test, he or she will receive a zero on the assignment. A student will be brought before the Discipline Committee in the event of a second class cut and this may result in a behavior contract or other disciplinary action.

Anti-Bullying and Harassment Statement

St. David's School is committed to giving each member of the school community the full measure of dignity and respect to which he or she is entitled. St. David's School has a diverse array of God given gifts and talents among our student body and faculty.

In addition, the school strives to maintain a learning environment in which everyone can develop to his or her fullest potential without feeling fear or intimidation. To this end, St. David's School will not tolerate bullying or harassment. We consider unacceptable all forms of bullying, which we define as conscious, willful, malicious and/or deliberate activity intended to exclude, harm, induce fear through the threat of further aggression or create terror. Unacceptable behavior includes, but is not limited to, verbal abuse, physical bullying or the threat of physical bullying and the use of technology/cyber-bullying (including but not limited to the Internet, cell phones, e-mail, instant messaging, blogging, web sites and photography) to affect any member of the community's comfort level, behavior or performance in school.

Furthermore, we will not allow harassment of any sort based on race, color, gender, sexual orientation, national origin, religion, age, physical ability, economic status, personal qualities or learning differences. Harassment of students by other students or by employees of St. David's School is contrary to Biblical teaching and violates federal law. Harassment is defined as speech or conduct that is severe or pervasive enough to create a hostile or abusive environment. Examples of harassment include: Obscene or suggestive remarks or jokes, verbal abuse, insults; display of explicit, offensive or demeaning materials; physical or verbal hazing; threats; comments which are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, class, age, or disability. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, or making improper sexual comments, thereby creating an intimidating, hostile, or offensive educational environment.

Any student who feels he or she is a victim of harassment should immediately report the incident to their Advisor, Dean of Students, School Counselor, or Division Principal and his or her parents. Students should refrain from discussing such situations or complaints with other students in order to maintain the privacy of all parties involved. All such reports will be handled discretely to maintain confidentiality in order to protect the student making the report. However, it should be understood that the school is required by law to report any incidents of child abuse to the appropriate state agencies.

School authorities will investigate all such reports immediately. Should a student or employee be determined to have engaged in bullying or harassing behavior, the Discipline Committee will be convened and consequences given. Consequences include, but are not limited to, Saturday work detail, in-school suspension, off-campus suspension, behavior contract, or dismissal from school. School employees may be terminated.

Civil authorities will handle criminal charges.

Social Networking and Publishing Sites

St. David's School understands the use of Social Networking sites such as Facebook, MySpace, and Twitter are popular forms of communication among people, especially students. Publishing sites, such as YouTube, Flickr, and Picasa, allow people to post and share video and images. Therefore, St. David's students should realize the responsibility, risk, and accountability they assume due to the public nature of such web sites.

Any videos, images, and sites posted by St. David's students unavoidably are connected to St. David's School. Due to this connection, the school may monitor the content of these sites because of the impact the sites can have on the school community. The school understands every student has the right to free speech, and the student must understand that anything posted on the Internet will be held to the expectations of St. David's School code of conduct stated in the family handbook. Student's violating the school's code of conduct by posting comments, images, or video which includes, but is not limited to, defamation, slander, or offensive comments toward St. David's School, its members, or its policies shall be subject to consequences for such violations. Students and school members should have no expectation of privacy as such sites own the posted materials and can redistribute such posting at any time without the author's permission. It is advised that students who belong to such sites check each site's privacy and security policies carefully before adding content they may not wish to be viewed by others, either now or in the future.

Enforcement of the Expectations and Policies

It is the primary responsibility of the St. David's School faculty to deal with most infractions of the rules as they occur. By the faculty enforcing the discipline system in their classrooms and on campus, a successful and supportive learning environment is maintained. The Dean of Students and/or the Division Principal will become involved in the disciplinary process when attempts by teachers do not elicit proper behavioral changes or in the case of major rules violations. If necessary, the discipline committee will be convened to handle matters of enforcement. Senior Systems and infraction referral forms will be used to document all violations of school rules and policies.

Discipline Committee

The Discipline Committees consists of the grade level Grade Chair, Dean of Students and the Division Principal. These committees meet with students who commit more serious disciplinary infractions as well as students who exhibit a repeated pattern of less serious offenses. The committees investigate the facts of each case by meeting with the faculty and students involved. After deliberation, the Discipline Committee may exonerate the student, give the student a warning, assign additional demerits, institute a behavior contract, suspend the student (in-class or on-campus), or, with the concurrence of the Headmaster, expel the student. Each decision of the Discipline Committee may be appealed in writing to the Division Principal within 24 hours.

Demerit System

Violations of school expectations and policies will result in a student receiving demerits. Demerits serve as a warning to students concerning their failure to adhere to the school's code of conduct, expectations, and policies. An accumulation of demerits will result in the following:

- Working detention
- Saturday work detail
- Behavior contract

Accumulation of Demerits

A student is given one demerit for each of the following infractions:

- Unexcused tardy to class. This includes advisory period at the beginning of each school day
- Dress code violation
- Chewing gum
- Cell phone use/texting during school hours

At the discretion of the Dean of Students and/or Division Principal, a student is given 2-5 demerits for a major classroom disruptions, after attempts by faculty members does not elicit the proper behavior change.

Demerits will be reset to zero at the start of the second semester unless a student is placed on a behavior contract (*see Behavior Contract*)

Notification of Demerits

Teachers will notify a student when they are receiving a demerit for violating a school expectations or the code of conduct. After five demerits, students will be given a notice advising them of the demerits they have accumulated. This notification will be made by the student's advisor and will serve as a warning that they are five demerits away from a consequence.

Parents will also be notified via email of their child's demerits every time five demerits have been accumulated. Through this notification, it is the school's hope to partner with the parents to help deter further violations.

Notification and consequences breakdown:

- 5 Demerits – Notification form given to student and email to parents
- 10 Demerits – Meeting with Dean of Students, Working Detention (*see below*), and email to parents
- 15 Demerits – Notification form given to student and email to parents
- 20 Demerits – Meeting with Dean of Students and/or Division Principal, Working Detention, and parent conference
- 25 Demerits – Notification form given to student and email to parents
- 30 Demerits – Meeting with Dean of Students and Division Principal, Behavior Contract, and parent conference

Consequences of Demerit Accumulation

Working Detention

Working detentions are times before, during, or after school when a student is removed from the school community to serve the community. Students give up their free time to give back to the school in the form of work.

For example, a student receiving a working detention may be given the task of cleaning the dining hall for an entire week after lunch; they may come to school early to clean the teacher's classroom in preparation for class; or held after school to pick up litter and trash left on campus throughout the day.

Working detentions will be given for, but not limited to, the following:

- Accumulation of 10 demerits
- Violation of the school's expectations and policies that warrant a strong and immediate consequence by the Discipline Committee (i.e. disrespect to a student/faculty member, destruction of property, honor code violation)

Students receiving a working detention may also result in the loss of participating in Co-Curricular activities.

Saturday Working Detention

Saturday work detention occurs one Saturday a month from 8am-12pm. Students will be expected to work on campus under the direction of the Dean of Students. The nature of the work will either be beautification or cleanup of the St. David's School campus. Students assigned to a Saturday working detention must appear on the assigned day or be assigned an additional Saturday working detention, plus receive 5 demerits for not appearing.

Saturday working detentions will be given for, but not limited to, the following:

- Accumulation of 20 demerits
- Violation of the school's expectations and policies that warrant a severe and immediate consequence (i.e. harassment, bullying, honor code violations)

Dates of Saturday working detentions:

1st Semester:

September 18, 2010

October 30, 2010

November 20, 2010

December 4, 2010

2nd Semester:

February 5, 2011

March 26, 2011

April 30, 2011

May 7, 2011

Behavior Contract

A behavior contract is a contract between a student and the school that spells out specific standards that the student must uphold in order to continue enrollment at St. David's School. The Discipline Committee typically creates a contract for a student having difficulty complying with the general rules of the school. Depending on the nature of the violation or the contents of the behavior contract, a student who violates his or her behavior contract may face suspension or expulsion from St. David's School.

Students who are on a behavior contract will not be re-enrolled until the school year has been completed satisfactorily and the discipline issue has been resolved in the judgment of the Division Principal.

Suspensions

Occasionally a student's behavior will need immediate discipline. In these situations, the Discipline Committee, the Dean of Students and/or Division Principal may give a student a suspension, either in school or out of school. Students receiving a suspension will not be allowed to participate in or watch any athletic or co-curricular events, or represent the school in any manner during the term of his or her suspension.

Students who have been suspended will not be re-enrolled for the following school year until the current school year has been completed satisfactorily in the judgment of the Division Principal.

If a senior is required to serve a suspension after application materials have been sent to colleges, the St. David's will send a letter to the college(s) informing them of the change in the student's status. St. David's may request that the student write a letter of explanation and apology to the college(s). Additionally, colleges may request information regarding discipline, including suspensions, during a student's upper school years.

In-School Suspension

Students receiving an in-school suspension will report to school at 8:00 a.m. and will be isolated from the school community. They will work on academic assignments given to them by their teachers and they may also be asked to perform manual labor for the school at the discretion of administration. In order to receive full credit for missed assignments, students must submit the completed assignments and take all missed tests and quizzes on the day of readmission to classes.

Expulsion/Withdrawal

A student who commits a major disciplinary infraction or repeatedly refuses to live up to the standards of a St. David's student may be asked to withdraw or may be expelled. A student who is expelled may be banned from campus for a period of time established by the administration. After a substantial period of separation, the student may apply for consideration for re-enrollment.

Alcohol and Illegal Drugs

Students are not permitted to use, purchase, contribute to the purchase of, transport, conceal, sell, distribute, display for sale, provide to another, provide a place for the use or concealment of, or possess alcohol and illegal drugs. This regulation applies to the entire school year, beginning when the enrollment contract for the upcoming school year is signed, whether on or off campus, whether during school hours or not, whether at a St. David's sponsored event or not.

- Off-campus use or possession is defined as use or possession of alcohol or illegal drugs or drug paraphernalia off school property and at activities unrelated to St. David's.
- On-campus use or possession is defined as use or possession of alcohol or illegal drugs or drug paraphernalia within the physical confines of the school campus or at any school-sponsored event held on or off campus.

Anyone found to have violated this policy will be subject to disciplinary actions which may result in immediate dismissal from St. David's. The school reserves the right to require a student to be tested for drugs or alcohol at its discretion.

Penalties for off-campus offenses

- First offense (no minimum; possession or a sip is treated the same as consumption of a larger quantity)
 1. Assessment by a qualified professional at the parents' expense; begin treatment, if necessary; written confirmation within 30 days of offense from the assessor to the Division Principal, stating that assessment has occurred.
 2. Students may take part in any suitable projects/programs determined by the school administration (i.e., research paper, work, video, and visits to emergency room or AA meetings).
 3. Students involved may not represent the school in any co-curricular activity for one month following the date of the offense.
 4. Students holding student-elected offices must vacate them for the rest of the school year.
 5. Students are subject to suspension or expulsion in egregious cases.
- Second offense (with no previous on-campus incident)
 1. Assessment by qualified personnel (as in first offense).
 2. Students are subject to suspension from all co-curricular activities for the remainder of the school year and are ineligible for awards, letters, or certificates for those activities.

3. Punishments other than expulsion will not carry over into the next academic year. Summer work projects may be required.
4. Students are subject to suspension or expulsion in egregious cases.

- Third offense
Expulsion

Penalties for on-campus offenses

- First offense (with no previous off-campus incident)
Automatic suspension plus the same consequences as a first off-campus offense.
- Second offense
Expulsion



ST. DAVID'S SCHOOL
Code of Conduct Agreement

Parents and students must sign and return the following on or before August 1, 2010.

Student:

I have read and understand the St. David's Code of Conduct. As a member of the St. David's community I want to reflect both the spirit and values of this educational institution. Therefore, by signing this document, I pledge to follow the St. David's Code of Conduct.

(Student's Signature)

(Date)

Parent:

I have read and understand the St. David's Code of Conduct. As a parent of the St. David's community I want my student to reflect in both the spirit and the values of this educational institution. Therefore, by signing this document, I pledge to help my student follow the St. David's Code of Conduct.

(Parent's Signature)

(Date)