

Saint Demetrios Preparatory School

Code of Conduct

The Saint Demetrios School faculty and staff support all students in their journey to succeed in all aspects of school life and beyond. We endeavor to create a safe, inclusive, faith-based environment, where all students have the opportunity to fulfill and exceed their potential. To this end, we expect all students to work diligently for academic excellence, be accountable for their behavior, and, through positive action and critical thinking, take a proactive approach to their intellectual, social, emotional, and spiritual growth. Creating an environment based on respect for self and others is each student's responsibility. Students are expected to adhere to the following policies and procedures while in and around school and during any school-related activity.



Time and Place

Outside the duration of the school day, and even beyond the premises of the school system, all school conduct requirements and procedures apply during all activities and functions, whether curricular or extracurricular, including school trips and school-sponsored events.

Entering and Exiting the School

Students are not allowed to enter the school building before 7:30 a.m., unless they are assigned detention. They must use the designated entry points and the stairwells appointed for their grade.

Students are not permitted in unauthorized areas. Students must never be unattended in any area of the school.

Students may not leave the premises until they have been dismissed.

Students are not allowed to leave and re-enter the school after dismissal, or stay in the building after 3:15 p.m., unless they are attending after-school programs.

Attendance Policy

Arrival time to school is by 08:00 a.m. or 08:45 a.m. for students whose first class is first or second period respectively.

Preparedness

Students are expected to bring all materials needed (textbooks, notebooks, *etc.*) to each class.

Early Dismissal

In exceptional circumstances, students can be dismissed early only if they have received a note of excusal from a School Office. Students who know they will need early dismissal or excusal must bring a note (signed by a parent/guardian) to the High School office before homeroom.

Lateness to School

Parents/guardians must notify the school by email (office@sdprep.org) or phone (718-728-1754) between 07:30 and 08:30 a.m., stating the student's name, grade, and reason for lateness, to have the lateness excused.

Students are allowed two (2) excused instances of lateness per Quarter with no repercussions. Further latenesses will only be excused on a case-by-case basis at the School Administration's discretion. Each unexcused lateness will count as .5 absences.

Lateness to Class

Students entering the classroom after the late bell without a late pass will be given a verbal warning the first two times (for each Quarter). Each subsequent lateness will constitute a cut class/.5 absences. Students will not be allowed to enter class later than 10 minutes before the end of the class without a late pass.

Habitual lateness will be handled at the discretion of the School Administration, who may take further disciplinary action, including detention or suspension.

Absence

Parents/guardians must notify the High School Office by email (office@sdprep.org) or phone (718-728-1754) between 07:30 and 08:30 a.m., stating the reason for absence.

Upon return to school and before homeroom, the student must present a letter from a parent/ guardian, identifying the date(s) of absence, and providing a reason for the absence.

Excused Absence

Valid reasons for an excused absence are **1.** medical emergency, illness or quarantine, **2.** bereavement, **3.** religious observance, **4.** required court appearance, or **5.** impassable roads or severe train/subway transportation disruptions. When possible, absences must be officially documented by a signed letter (from a professional, where applicable).

The duration of excused absence without official documentation is at the discretion of the School Administration.

Cutting Class

Failure to report to a class, group activity, or assembly during the school day will incur zero credit for any classwork not completed or due, and will be treated as a Level Two infraction.

Unexcused Absence

Unexcused absences will be treated in the same manner as cutting class.

Truancy

Truancy, *i.e., absence without the knowledge/consent of the parent(s)/guardian(s)* will be dealt with at the discretion of the School Administration, and as at least a Level Two infraction.

Loss of Credit

Loss of credit will occur after 20 unexcused absences for a full year course, 10 unexcused absences for a one-semester course, and 5 unexcused absences for elective courses.

Behavior Standards

Our students are part of a community that is inclusive and mutually supportive. They are expected to consistently behave with courtesy, honesty, and fortitude, and treat everyone within the school system (staff, faculty, and their peers) with kindness and respect. St. Demetrios students are also encouraged to strive towards maintaining an environment of calm reflection and pursue the development of a tolerant posture and of efficient conflict management and conflict resolution skills. They have been conditioned to follow the instructions of faculty and staff within the school system, and to behave with a sense of propriety when representing the school during assemblies, on trips and outings, even in social functions, both within and without the confines of the school.

All behavior which is impeding to the education process by any kind of distraction or disruption, within and without the classroom, is not permitted.

Immature behavior such as running (except in gym), stomping, screaming, non-verbal vocalizations, or unprofessional behavior like public displays of affection (kissing, hugging, inappropriate touching, *etc.*) are not permitted.

Actions that are (or can be construed as) violent, even if done in a playful manner, will be treated as Level Two Infractions.

Vandalism will be treated as no less than a Level Two Infraction. Apart from disciplinary measures, students who damage school property will be liable for repair or replacement costs.

Consequences for Infractions

1ST INFRACTION (LEVEL ONE): Phone or email notification of parent(s)/guardian(s).

2ND INFRACTION (LEVEL TWO): One detention; phone conference with parent(s)/guardian(s).

3RD INFRACTION (LEVEL THREE): Two detentions; **in-person** parent/guardian conference.

The School Administration will administer further disciplinary action at its discretion.

The overall conduct of the student within the school environment will weigh strongly in any future disciplinary decisions, which may include suspension, or, in extreme circumstances, expulsion.

Detention

Detention will be served between 7:15 and 7:55 a.m. Students will attend detention on the school day following the day of infraction. Students late to detention will **not** be admitted and must serve two consecutive detentions.

Teachers may assign detention at their discretion, but all detention assignments will be reviewed by the School Administration.

Suspension

In extreme cases of repeated infractions, or for very serious misconduct, students may be **suspended**. A student serving suspension, even in-school suspension, will not be allowed to participate in any social, athletic, or extracurricular events on the day(s) of suspension.

The School Administration will issue suspension at its discretion.

Hallway and Locker Policy

Students must preserve an orderly atmosphere while travelling between classes, in hallways and stairwells.

In order to maintain an environment of academic rigor, minimize lateness and hallway traffic, and ensure preparedness for class, students will be allowed to access lockers at specific times:

- Before the student's first scheduled period
- During lunch
- After the end of their class schedule

Students are required to have a school lock (available for purchase at the high school office) and to bring their own locker key to school daily.

Lockers are school property, and the school maintains the right to open and search lockers at its discretion. Students should never share lockers or keys with other students. Lockers must always be locked when a student is not accessing them.

Gym Locker Room

All belongings must be removed from the gym locker room at the end of every gym period. The gym locker room will be cleared frequently and regularly. The school is not liable for items left behind by students for any length of time following the gym period.

Electronic Device Policy

Phones are to be **switched off upon entry into the school building**. Phones **are not to be used on school premises**.

In an emergency, parents/guardians can contact students by calling the School Office. Students may use their cell phones to contact parents/guardians only after the end of their last period and ONLY ON THE 1ST FLOOR.

Digital recording (audio or video) on school premises is not allowed.

Smart watches and any electronic wearables may **not** be used in the classroom.

Cellphone/electronic device policy violations are very serious, and a first offense will be treated as a Level Two infraction; the phone/device will be retained, to be returned to the student after a phone conference with parent(s)/guardian(s).

For a second violation, the phone will only be returned to a parent/guardian after an in-person conference.

Food and Drink

The consumption of food and drinks (other than water) is prohibited anywhere except areas that have been designated as lunch locations.

It is expressly forbidden in the library and the lobby of the High School or Middle School Office.

Uniform Policy

St. Demetrios is a private school with a School Uniform Policy in place, which includes Student Appearance and Grooming Standards. Students must adhere to this policy while in and around school and during any school-related or school-sponsored activity.

Unless granted a dress down day, students must be in the St. Demetrios Uniform at all times, from their arrival until their dismissal. On days when students have a gym class, they can wear the St. Demetrios Gym Uniform, unless a special assembly or church service must be attended. Students are responsible for following the instructions of their teachers and the School Administration on this matter, whether verbal or written (*e.g.*, posted on Schoology).

Student Appearance and Grooming Standards

All students are to be well-groomed in a way appropriate for a professional setting.

Male students must have neat, groomed hairstyles appropriate for a professional setting. They are to refrain from wearing any head covers; large head accessories (headphones, etc.); distracting accessories; and earrings.

Female students are to refrain from wearing body piercings; heavy or unnatural makeup, both in terms of product and application (bronzer, smoky eyes, highlighters, red lipstick, eyeliner, fake eyelashes, frosted or glittered lipstick, dark and/or low-chromatic colors, etc.); and unnatural and/or excessively long fingernails.

Necklaces are to be worn under the shirt.

On violation of the Uniform Policy or the Grooming Standards of the School, in addition to the Infraction consequences as outlined on p. 4, the student must correct his or her inappropriate appearance, if practicable.

If improvement to the student's appearance is not feasible, the parent(s)/guardian(s) will be contacted and asked to bring additional or alternative clothing to the school.

Dress Down Requirements

On dress down, students are expected to adhere to the above (non-exhaustive) policies, and also refrain from wearing the following items:

- Clothing displaying offensive or inappropriate pictures or language; shorts, skirts, or dresses that are cut higher than the knee; clothes leaving the midriff exposed; clothing that is ripped or torn; and pants worn below the natural waist.
- Footwear that is open-toed (flip-flops, slides, or slippers) or that affords no constraint around the foot's heel (crocs or sandals).

The School Administration has the final determination on violations of the School Uniform Policy and of Student Appearance Standards.

Academic Dishonesty

Academic dishonesty deprives students of the opportunity to learn and grow. All teachers will educate their students on what constitutes academically unacceptable practice. Students who are experiencing difficulties in their studies are encouraged to seek extra help, and to request guidance from their teachers rather than resort to academic dishonesty.

Regarding cheating by means of unauthorized collaboration, students are advised that both the individual who offers assistance to another during an assignment or assessment and the individual who receives the assistance are engaging in Academic Dishonesty.

Cheating and plagiarism violations are severe offenses that will incur at least a Level Two infraction and a grade of zero (0) for the assignment or assessment in question. Further disciplinary actions will be at the discretion of the School Administration.

Zero Tolerance - Restricted/Illegal Items or Substances

The St. Demetrios School has a zero-tolerance policy on the possession and/or use of restricted or illegal items or substances. Possession, use, sharing, or sale of restricted or illegal items such as tobacco, alcohol, vaping products, or drugs will be considered a Level Three Infraction, with immediate suspension.

The transportation and/or possession of a weapon, or anything that can be construed or used as a weapon, on school grounds will also automatically result in a Level Three Infraction, with immediate suspension and further disciplinary action at the discretion of the School Administration. Counseling and referral to law enforcement or other government authorities may be warranted.

Zero Tolerance - Bullying

St. Demetrios strives to provide a safe, healthy, and inclusive environment for all students. Therefore, bullying and harassment of any kind are most serious offenses.

Bullying (*i.e., unwanted, aggressive behavior that involves a real or perceived imbalance of power -physical, social, or emotional- repeated over time*) can occur before and after school hours, within or without the school premises, or on the internet (cyberbullying). Harassment is threatening/intimidating/humiliating conduct or discrimination based on the student's race, color, size, age, national origin, ethnic group, religion or religious practice, ability level, sex, or sexual orientation.

The school administration will conduct a thorough and impartial inquiry into reports of bullying and harassment. All information gathered will remain confidential. The findings of the inquiry will be used by the School Administration to determine the appropriate response procedure.

Any bullying, harassment, intimidation, or discrimination will constitute an immediate Level Three Infraction to start with. Counseling and referral to law enforcement or other appropriate government authorities may be warranted.

Possible further interventions for bullying and harassment may include administrative conference, referral to school counselor, parent/guardian outreach, student/guardian conference, alternative placement/setting, suspension, expulsion, community service, or referral to law enforcement.

Remote Instruction

All requirements for in-person students also apply to remote instruction (Uniform Policy, Student Appearance and Grooming Standards, Attendance, Lateness, Behavior Standards, *etc.*) with the following additions:

- 1. Be polite and respectful:** Turn your camera on.
- 2. Limit Distractions:** Find a quiet place in your home to do your work. Keep your phone away to help avoid distractions.
- 3. Be Prepared:** Make sure your devices are fully charged each day and everything works.
- 4. Mute Yourself:** To limit feedback, mute yourself when not speaking.
- 5. Participate:** Stay focused, take notes, and participate!
- 6. Chat Responsibly:** Use chat only if (and as) directed. Chats are recorded and archived.

Only students enrolled in full-time remote instruction may join Zoom sessions, unless under explicit permission to join by the School Administration, or on school-wide Remote Days for all students.

We have read the Code of Conduct and agree to abide by its provisions. We understand that the School Administration reserves the right to revise this Code of Conduct during the school year, as needed, and will provide sufficient written notice to students and parent(s)/guardian(s) of any changes.

Student Grade

Student Name (Print)

Student Signature

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date