

CODE OF CONDUCT

The Code of Conduct is based on the belief that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline and may be described as the absence of distraction, friction, and disturbance that interfere with the effective functioning of the student, class, and school.

The philosophical basis for the Code of Conduct is that the student assumes the responsibility for his/her actions. However, in order for effective instruction to occur, there must be a cooperative relationship between student, parent, and school. We notify parents of concerns about student life or behavior, even when off campus.

The Code of Conduct is divided into four levels: minor, intermediate, major, and flagrant offenses. Each level includes disciplinary procedures which are implemented by the deans of students. The Code of Conduct is enforceable at school-related functions whether the event is on campus or off campus.

The Dean of Students administer a progressive discipline plan. Lunch duty, central detention, and Saturday School are consequences of infractions of the Code of Conduct and are in accordance with the progressive discipline plan.

Effective education requires that the administration, faculty, parents, and students work together in a spirit of mutual cooperation so that the important task of learning may be accomplished. The expectations in this handbook seek to provide reasonable guidelines for student conduct.

The general expectation of students is that at all times each student will conduct himself/herself in an appropriate fashion and will be truthful, honest, and respectful of others; – fellow students, staff, and faculty members. It is expected that Christian values will be the guiding principle of each student's behavior.

STUDENT EXPECTATIONS

Students are expected to:

- ☒ represent Saint Francis Catholic Academy with pride and dignity on and off campus at all times;
- ☒ create an atmosphere of acceptance so that all persons are encouraged to participate in all facets of the school community;
- ☒ show pride in the school by keeping the campus clean;
- ☒ be actively involved in their education and responsible for learning by demonstrating:
 - ☒ punctuality,
 - ☒ preparedness,
 - ☒ good attendance;
- ☒ dress for the learning process; follow school uniform policy at all times.

THE ACADEMIC CODE OF HONOR

A Student is: **Honorable in Conduct, Honest in Word and Deed, Dutiful in Study and Service, Respectful of the Rights & Property of Others**

The Academic Code of Honor represents a valuable educational tool for guiding faculty, staff and students in their efforts to create a sense of community and for expressing the values that are at the core of a Catholic education.

RESPECT FOR OTHERS

All students are required to conduct themselves in a manner that acknowledges and demonstrates respect for others (administration, faculty, staff and peers). Any actions that harass, demean, or subject others to any form of physical threat, psychological stress, or humiliation are unacceptable. Basic honesty is expected at all times, both within academic pursuits and in all other interactions that take place elsewhere on campus, and in the community. While exercising respect for all individuals, all students also carry a direct responsibility to assert their own rights and to communicate feelings and concerns to others through responsible means. Failure to respect an individual includes, but is not limited to:

- Ⓢ Using violence or threat of violence against others. This generally includes, but is not limited to, harassment, physical assault, physical or mental intimidation, and sexual offenses.
- Ⓢ Hazing
- Ⓢ Exhibiting inappropriate or disruptive behavior on campus or at a school sponsored or school endorsed event off campus.
- Ⓢ Hindering freedom of expression or of movement of any member of the school community or guest of the school.
- Ⓢ Making anonymous, prank, or harassing communications to other members of the community by telephone, in writing, by electronic means, or by any other method.
- Ⓢ Trespassing or making unauthorized entry into school buildings.
- Ⓢ Failing to respect the privacy of others.
- Ⓢ Interfering with the rights of others to enter, use, or leave any school facility, service, or activity to which they have been accorded access.
- Ⓢ Making excessive noise.
- Ⓢ Tampering with other's personal Property.

Infractions will result in disciplinary action.

HONOR PLEDGE

All students are required to sign the Honor Pledge at the beginning of the school year.

As a member of an academic and spiritual community, I commit myself to acting honestly, responsibly and above all with honor and integrity. I am accountable for all that I say and write and the academic integrity of my work. I pledge that I will not misrepresent my work nor give or receive unauthorized aid. I commit to behave in a manner which demonstrates concern for personal dignity and the rights and property of others. I accept responsibility to maintain the Honor Code at all times.

HONOR CODE VIOLATIONS

All Honor Code violations are Level II offenses of the Code of Conduct and will be subject to disciplinary action by the Office of the Dean of Students. For the first offense, students who give or receive unauthorized aid on an assignment or test will receive a zero for the test or assignment, parents will be notified, and Saturday School assigned. A second offense during the school year will result in a one day suspension and a zero for the test or assignment. Third offense will result in the principal assembling the Administrative Review Team to determine the enrollment status (possible exclusion or expulsion of the student).

THREATS

All written and verbal threats will be taken literally and will result in serious disciplinary consequences.

HARASSMENT/BULLYING

Harassment/Bullying are commonly defined as intentional, repeated hurtful acts, words or other behavior. Bullying may be physical, verbal, emotional or sexual in nature; these acts are not intentionally provoked by the victim. Cyber bullying is the use of electronic information and communication devices such as email, instant messaging, text messages, mobile phones and defamatory websites to bully or otherwise harass an individual or group through personal attacks.

With a mandate from a state law (FS 1006.147), the Jeffrey Johnston Stand Up for All Students Act, we are required to investigate reports of cyber bullying/ harassment and stalking. The school's responsibility is to determine if the offense is school related, which includes the use of school computers, and whether or not the offense occurred on campus or at a school sponsored function.

Allegations of harassment should be reported to the principal within two days. A disciplinary board appointed by the principal will investigate the allegations. A substantiated charge of harassment against a student will subject that student to disciplinary action that may include but not be limited to suspension or expulsion, and referral to law enforcement authorities.

Any student who knowingly and intentionally files a false complaint of harassment against an employee, volunteer, or student will be subject to immediate and severe disciplinary action.

For further information, access www.leg.state.fl.us.

HAZING

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

- ☞ No student, teacher, administrator or other Saint Francis Catholic Academy employee, contractor, or volunteer shall plan, direct, encourage, aid, or engage in hazing.
- ☞ No student, teacher, administrator or other Saint Francis Catholic Academy employee, contractor, or volunteer shall permit, condone, or tolerate hazing.
- ☞ Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- ☞ A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- ☞ This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

Saint Francis Catholic Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, or other Saint Francis Catholic Academy employee, contractor, or volunteer who is found to have violated this policy.

WEAPONS

Firearms and other weapons may not be brought on to school property, even secured in a motor vehicle. This prohibition also applies to school buses and school bus stops.

A weapon is defined to include, but is not limited to, all firearms, explosives, munitions, electronic weapons (e.g. tasers), chemical weapons and knives, other than small pocket knives; a pocket knife is not “small” if, when opened, its blade is greater than 2 ½ inches in length. Razor blades or box cutters are also to be considered as dangerous weapons for purposes of this policy, unless they are possessed or used in support of a parish, entity or school-sanctioned activity.

FIRE ALARMS

It is a federal offense to tamper with the fire alarm system. Tampering with the fire alarm system is a Level III offense and the incident will be reported to the police.

CARRYOVER POLICY

Any disciplinary consequence that is not completed at the end of a school year will carry over to the beginning of the next school year.

LEVEL I - MINOR

Offenses

Bullying/Harassment	Participation in unauthorized sale/collection
Computer/Device violation	Possession of contraband item
Defiance of employees' authority	Slander
Disruption in classroom	Sleeping in class
Failure to carry student identification card	Tardiness
Failure to return school-issued item(s)	Use of excessively loud or offensive music
Gambling	Use of obscene language
Gum chewing	Violation of Athletic Conduct
Hazing	Policy Violation of classroom rules
Inappropriate behavior	Violation of Internet/Electronic Communication Policy
Inappropriate public display of affection	Violation of hair policy
Inappropriate water bottle	Violation of Personal Property Policy
Littering	Violation of Spectator Behavior
Locker Violations	Policy Violation of Acceptable Use Policy
Nonconformity to uniform code	
Parking lot violation	

Disciplinary Action

Verbal reprimand	Central detention
Contact Parent	Saturday School*
Student sent home	Disciplinary probation
Mandatory parent conference	Exclusion

**The school will assess a \$40.00 fine for a Saturday School. Payment is due to the Business Office.*

LEVEL II - INTERMEDIATE

Offenses

Continuation of Level I Offenses	Providing false information to school employee
Bringing discredit to SFCA	Reckless driving
Bullying/Harassment	Reckless endangerment
Computer/device violation	Skiping class while on campus
Defiance of employees' authority	Truancy
Fighting	Use of racist or discriminatory language
Hazing	Use of a VPN (virtual private network) or Proxy website
Leaving school grounds without permission	Vandalism
Minor threats	Verbal, written, or electronic threat or harassment
Misuse of student ID card	Violation of Athletic Conduct Policy
Parking lot violation	Violation of Internet/Electronic Communication Policy
Participation in unauthorized sale/collection	Violation of Honor Code
Petty theft	Violation of Spectator Behavior
Physical or verbal altercation	Policy Violation of Acceptable Use Policy
Possession, use, transfer of tobacco products, e-cigarettes and/or vapor cigarettes	
Possession or transfer of obscene material	

Disciplinary Action

Extended Central	Suspension from school (1-3 days)
Detention Saturday School	Exclusion
Extended Saturday School* Disciplinary probation	Referral to law enforcement authorities Financial responsibility

**The school will assess a \$40.00 fine for a Saturday School. Payment is due to the Business Office.*

LEVEL III - MAJOR

Offenses

Continuation of Level II Offenses

Battery
Bringing discredit to SFCA
Bullying/Harassment
Conviction of a crime
Criminal mischief
Defiance of employees' authority
Directing obscene language to school employee
Fire alarm activation
Grand theft
Hazing
Inciting or participating in a major student disorder
Major threats
Physical or verbal altercation with any Diocesan employee/volunteer
Possession, use, transfer, or under the influence of alcoholic beverages
Possession or transfer of obscene material

Possession, use, or transfer of:
Illegal weapon
Knife or similar instrument, fireworks, munitions, explosive or incendiary devices or any facsimile
Potential to cause bodily harm or property damage
Sexual misconduct
Tampering/damage of software or hardware (computer violation)
Verbal or written false accusations
Verbal, written or electronic threat or harassment
Violation of Athletic Conduct Policy
Violation of Internet/Electronic Communication
Violation of Internet Policy
Violation of Spectator Behavior Policy
Violation of Acceptable Use Policy

Disciplinary Action

Disciplinary probation
Suspension from school (2-6 days)
Exclusion

Expulsion
Referral to law enforcement authorities
Financial responsibility

Campus work hours are not options for Level III offenses.

LEVEL IV - FLAGRANT

Offenses

Bomb Threat
Felony Battery
Sexual Battery
Possession of firearms on campus

Possession, sale, purchase, use, transfer or under the influence of illegal drugs, drug paraphernalia or unauthorized prescription medications

Disciplinary Action






Exclusion (No option for withdrawal)
Expulsion (No option for withdrawal)

Referral to law enforcement authorities
Financial Responsibility

CELL PHONE/Computer APP VIOLATION CONSEQUENCES

-  1st offense = Central Detention
-  2nd offense = 2 Central Detentions
-  All subsequent offenses = Saturday School

DISCIPLINARY CONSEQUENCES

-  3 Unexcused Tardies = one Central Detention
-  3 Uniform Violations = one Central Detention
-  All subsequent uniform violations = one Central Detention
-  3 Central Detentions per quarter = Saturday School
-  3 Saturday Schools per quarter = one day suspension

DETENTION

The Student Code of Conduct provides consequences for inappropriate behavior. One of these consequences is Central Detention. Central Detention is a 45-minute period held before or after school as assigned by the dean of students. Students will be assigned a day of detention during the week prior to serving the Central Detention. Students will be allowed to reschedule one Central Detention per quarter. If the student does not attend the scheduled Central Detention, he/she will be issued an additional central detention. Students who are tardy to Central Detention will not be admitted.

SATURDAY SCHOOL (Work Detail)

Another consequence of the Student Code of Conduct is Saturday School (work detail). The school will assess a \$40.00 fine for the assigned campus work. Failure to report to the assigned campus work will result in a one-day suspension. Tardiness to the assigned campus work will result in a second Saturday School with a second \$40.00 fine. Payment for the fine is due to the Business Office. Disciplinary infractions warranting a third Saturday School within each academic quarter will result in a one-day out-of-school suspension. If a student is late or does not report to an assigned Saturday School, the student may be suspended for one day.

ACADEMIC / DISCIPLINARY INTERVENTION

An academic/disciplinary intervention (meeting) will be held to review concerns related to a student's grades, discipline and/or attendance records. In addition to the student and their parent(s)/guardian(s), meeting participants may also include the Principal, Dean of Students, Director of Academics, Director of Academic Support and/or School Counselor. A plan of assistance for the student will be devised and terms must be met in order to continue enrollment at Saint Francis. Violation of these terms may result in the principal assembling the Administrative Review Team to determine the enrollment status (possible exclusion or expulsion of the student).

DISCIPLINARY PROBATION

A student with significant discipline and/or attendance concerns will be placed on disciplinary probation. The student, parent and dean will meet to review the terms of the probation and sign a contract for improvement of behavior.

Any student who is placed on disciplinary probation may be suspended by the dean of students from any participation/attendance of extracurricular activities including (but not limited to): social events, athletic events, and club activities. A student who is enrolled under the conditions of a disciplinary probation contract, will be subject to random drug testing by the office of the Dean of Students. Violation of contract terms may result in the principal assembling the Administrative Review Team to determine the enrollment status (possible exclusion or expulsion) of the student.

Once a student is placed on disciplinary probation, the student will remain on probation for the duration of his/her time at Saint Francis Catholic Academy.

ADMINISTRATIVE REVIEW TEAM

(ART)

An Administrative Review Team (ART) may be appointed by the principal for the purpose of reviewing Level II, III and IV violations, violations of disciplinary probation and/or failure to meet the terms of an Academic

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ADMINISTRATIVE REVIEW TEAM cont.

(ART)

or Disciplinary Intervention. The team will be composed of three members: two teachers appointed by the principal, and a member of the faculty requested by the student's family. Following the review by the ART, a decision will be delivered to the principal. The principal will render the final decision of the school to the student's parents.

The disciplinary decision is not subject to appeal to the Diocesan Dispute Resolution Board. If the school has followed its procedure as outlined in the handbook, there will be no appeal.

WITHDRAWAL OPTION

Parents have the option to withdraw a student who is facing an Administrative Review Team hearing. In such a case, school records will indicate "withdrawal from Saint Francis." Once a hearing commences, the option of withdrawal no longer exists. The results and recommendations of the Administrative Review Team will be recorded on the student's withdrawal form. If the result is expulsion, it will be noted as such on the student's withdrawal form. *This option is not applicable to Level IV violations.*

EXCLUSION

A student may be separated from the school community for a period of time to be recommended by the admissions committee. The student may apply for readmission at the end of this time. Certain conditions may have to be met before the student can reapply. The decision to readmit the student rests with the recommendation of the ART. Students who are asked to leave SFCA temporarily (exclusion) may not attend any SFCA activities or events.

OUT-OF-SCHOOL SUSPENSION

- ☞ A student who receives an out-of-school suspension is not allowed on campus.
- ☞ A student who receives an out-of-school suspension may be excluded as a participant or spectator from school activities and/or athletics for one week for each day of suspension. Exclusion from extracurricular activities will begin on the day the student is suspended from school.
- ☞ Types of activities from which the student may be excluded include but are not limited to athletic contests, dances, prom, grad night, homecoming events, and others at the discretion of the Dean of Students
- ☞ A student who is suspended will automatically be placed on Disciplinary Probation immediately following the suspension.
- ☞ A student who is suspended must complete eight reparation hours for each day the student is suspended. The reparation hours are to be assigned at the discretion of the Dean of Students, Principal, or the Administrative Review Team, and must be completed by the end of the quarter in which the student is suspended, unless otherwise stipulated.
- ☞ All coursework and assessments must be completed for full credit within three days upon returning to school after the suspension. A zero will result for any work not completed within three days, unless otherwise stipulated.
- ☞ A student who is suspended must complete a reflection essay (a minimum of 500 words) which includes the reason for the suspension, the consequences, and a review of the reparation experience. The due date of the essay will be determined by the Dean of Students.
- ☞ Failure to complete the reparation requirement, the make-up work, or the reflection essay on time will result in a violation of the terms of the Disciplinary Probation contract.
- ☞ Violation of the terms of the suspension, along with the stipulations of the Disciplinary Probation contract may result in the Principal assembling the Administrative Review Team to determine enrollment status. Exclusion and expulsion are possible outcomes of the review.

SENIOR SUSPENSION

Students who receive out-of-school suspension during their senior year **will not be allowed exemption from final exams. Students who are suspended during their senior year may not be allowed to participate in graduation exercises.**

EXPULSION

A student who has been expelled from SFCA or any other school is not eligible for readmission/admission to the school.

A student who is expelled or who withdraws to avoid a disciplinary hearing will be issued a no trespassing warrant.

A student who is expelled or who withdraws to avoid a disciplinary hearing may not attend any activity/event (on or off campus).

The disciplinary decision is not subject to appeal to the Diocesan Dispute Resolution Board. If the school has followed its procedure as outlined in the handbook, there will be no appeal.

VOLUNTARY REFERRAL

The school encourages any student with a substance abuse problem to seek assistance for this problem with a counselor in either the Guidance Services or Campus Ministry offices. The school will work cooperatively with the student and the parents to provide counseling and/or appropriate referrals. Students seeking such assistance are not subject to disciplinary action; however, voluntarily seeking assistance does not exempt a student from the stated policies and penalties for drug possession, use, or distribution at school or school-related functions.

SUBSTANCE ABUSE POLICY

Intoxicants or other controlled substances in any form, including but not limited to alcohol, tobacco, illegal drugs, or unauthorized prescription medications may not be brought onto, consumed or utilized on campus or at any school sponsored activity by a student.

Students who are found to possess, sell, purchase, use, transfer or be under the influence of illegal drugs or unauthorized prescription medications will be expelled from Saint Francis Catholic Academy without the option for withdrawal.

The school takes a proactive role in preventing substance abuse by increasing student and parent awareness of the dangers of alcohol and tobacco addiction and drug abuse. The faculty and administration will continually seek to identify students whose actions indicate that they may be using drugs or alcohol. Periodically, drug dogs from the Alachua County Sheriff's Office are brought to campus. The school will also periodically check student lockers, cars, and backpacks for related items.

By acceptance of enrollment, students and their parents/guardians consent to and authorize all reasonable action on the part of school authorities to enforce this policy including, but not limited to, questioning, searches, breathalyzer checks, drug tests and other investigative tools.

The school reserves the right to test students for drugs on campus. Refusal to submit to a drug test will result in expulsion. Parents are responsible for fees and must sign a release to send the results to the school. The student may be suspended from school until results are received, and may be required to forfeit any elected or appointed position of leadership.