

St. Thomas Aquinas School

Code Of Student Conduct

2008-09 School Year

To the Students and Parents of St. Thomas Aquinas:

St. Thomas Aquinas School is committed to the educational, spiritual, and developmental needs of children in grades K-8 in an atmosphere of prayer, patience, and understanding. The developmental needs of children are met in part, by providing an environment in which moral values are taught, values around which good character is formed. St. Thomas Aquinas School has made a commitment to teaching moral values and developing good character.

With input from teachers and parents, St. Thomas Aquinas School has established a school-wide discipline policy. This program stresses the education of our students in the skills necessary for them to grow to be self-disciplined individuals.

In alliance with its parents, the primary moral educators of their children, St. Thomas Aquinas School can succeed in the character education of its youth. We ask that all parents be aware of the school's policies and procedures and support the school in helping their children to understand and follow those procedures.

St. Thomas Aquinas School exists to provide an academic community that will help each student grow in his or her awareness of God, self, and others, and encourage each student to achieve his/her maximum potential intellectually, personally, socially, physically, and spiritually. To that end, St. Thomas Aquinas School has established standards of behavior and character development expectations for its students.

The following disciplinary objectives provide the standard of judgment and the guide for action in the area of discipline. When strict enforcement of this discipline policy and the student behavior code achieve results contrary to the school's philosophy and objectives, the school's philosophy and objectives take precedence. St. Thomas Aquinas School recognizes and accepts the responsibility it shares with the parents in the supervision of the student, while he/she is in school or at any off-campus event acting as a student of the school. This document is interpreted and applied by St. Thomas Aquinas School as a form of instruction for all students in the school. The final interpretation of any given school behavior policy or situation remains with the administration.

Sincerely,

Mary Tumbleson
Principal
St. Thomas Aquinas School

CODE OF STUDENT CONDUCT

Student Honor Code

As a St. Thomas Aquinas student, I will show respect for all things for myself, and for others at all times. I will contribute to the learning environment. I will follow school and classroom procedures. I will show integrity and honor in all my accomplishments. I will treat everyone I meet with kindness, and help others to grow in love as a child of God.

Self-Discipline

The purpose of the Code of Student Conduct is to assist the students of St. Thomas Aquinas in developing self-discipline. Self-discipline requires that the student knows what is expected in terms of attitudes, behavior and performance and learns to accept responsibility for his/her own attitudes, behavior and achievement. Self-disciplined students demonstrate the ability to wait, delay impassivity, and choose to do what is right even when no one is looking. St. Thomas Aquinas is committed to assisting its students in becoming self-disciplined in an atmosphere of prayer, patience, and understanding.

With that goal in mind, students will be taught specific self discipline skills during the course of their studies in St. Thomas Aquinas. Skills will be taught based on the developmental readiness level of the students. Basic Skills will be the focus in the primary grades, Constructive Skills in the middle grades, and Generative Skills in the junior high grades.

Basic Skills: Listening, Following Instructions, Questioning, Sharing, Social Skills

Constructive Skills: Cooperation, Reasons for Rules, Completing a Task, Leadership, Communication

Generative Skills: Organization, Resolving Problem, Initiating Solutions, Fact versus Feeling, and Service to Others.

RULES OF CONDUCT

The main outline of all school and classroom rules is as follows:

1. Respect Yourself, Others, and Things
2. Contribute to the Learning Environment
3. Follow School and Classroom Procedures

No discipline code can ever be written which covers all possible acceptable and unacceptable behaviors. The lists given in this booklet are meant to be examples of the explanations, not exhaustive lists.

Classroom Discipline Cycle

Individual teachers will establish rules of conduct for their individual classrooms. These will be promulgated to the students and parents and will be visibly posted in the classrooms. Our disciplinary policy uses a graduated set of rewards, consequences, and corrective steps. Teachers and/or the principal select the proper response to both reward good behavior and to discourage the breaking of school and classroom rules.

Each teacher will have a personal classroom discipline cycle that is used in dealing with minor infractions of the rules listed above. This discipline cycle will be taught to the children and will be posted in the classroom. An example of a classroom discipline cycle is as follows:

1st infraction: Student will be reminded of the rule and asked to employ self-discipline to help them follow it.

2nd infraction: Student will be reminded of rule and verbal communication with parents.

3rd infraction: Student will be reminded of the rule and parents will be notified by phone or note and asked to assist in helping the child develop the skills necessary to employ self-discipline. A demerit/detention will be issued.

4th infraction: Student will be issued a Level 1 School Discipline Report Form.

SCHOOL DISCIPLINE CYCLE

Occasionally removal from the group or externally imposed discipline is necessary to protect a student and/or the learning environment of the school. This is necessary when a student

1. Puts self or others in physical or psychological danger
2. Is irrational or unreasonable
3. Persists with unacceptable behavior after completing the classroom discipline cycle
4. Goes beyond the bounds of respect

In these cases, the adult in charge will issue a Discipline Referral Report. The adult issuing the report will contact the parents/guardians by phone to notify them that the form is being sent home. The copy of the report is to be completed by the parents and returned to the school the following day. In the case of a Level 4 (described in the next section) the parent should contact the school office immediately to verify the conference time. In most cases, the student will follow the procedure in the order noted in the next section. In cases of a severe breach of conduct, the student's behavior may merit a decision to move directly to Level 4.

DISCIPLINARY PROCEDURES

Teachers are the ultimate authority in their individual classrooms. **Issues and situations of a very serious nature may be brought to the Principal**, who has the final authority in all disciplinary matters. Depending on the situation, in some instances warnings should and will be given, but repeated offences will result in a demerit, detention or discipline referral. Daily detentions, which are recorded on student record cards in grades 5-8, may be given for any of the following infractions:

- Out of uniform
- Late for class
- Unprepared for class (without materials)
- Talking over the teacher's voice or when asked to be quiet
- Inappropriate language
- Chewing gum
- Disrespectful or inappropriate behavior

BEHAVIORAL CONTRACTS FOR CHRONIC OR EXTREME BEHAVIOR

It is always the goal of STA to help guide students toward appropriate Christian behavior. However, it is conceivable that certain students may have great difficulty in complying with rules on a regular basis. Because this infringes on the rights of the other students to an orderly learning environment, STA school will issue behavioral contracts for students who either frequently misbehave or who have committed serious infractions. Under certain, serious and extreme circumstances, a behavioral contract may be instituted by the Principal despite prior good behavior. Such contracts are a form of last resort.

LEVELS OF DISCIPLINE

Level 1:

- *School Discipline Report is sent to the parent/guardian.
- *Parent conference is held and parent is expected to discuss the behavior with the child and assist the child in making a plan to correct the behavior and to make amends to the person(s) affected by the behavior.
- *Adult issuing the report calls to notify the parent that the form has been issued.

Level 2:

- *School Discipline Report is sent to the parent/guardian.
- *Adult issuing the report calls to notify the parent that the form has been issued.
- *Student serves a Saturday school detention on date issued by school.
- *During the Saturday school session, the student will complete a behavior learning packet.

Level 3:

- *School Discipline Report is sent to the parent/guardian.
- *Adult issuing the report calls to notify the parent that the form has been issued.
- *Student serves an In-School Suspension on date issued by school.
- *During the In-School session, the student will complete a behavior learning packet and a behavior contract.
- *School administration will monitor progress on the behavior contract.

Level 4: Dismissal

- *The Principal recommends alternate school placement.
- *The decision to dismiss a student from St. Thomas Aquinas rest with the Principal. If the Principal determines that the dismissal is the appropriate course of action, the parents will be notified in writing. The parent will be given the option of withdrawing the child.
- *As required by Archdiocesan guidelines, the Pastor, School Advisory Council President, and The Superintendent of Elementary Schools will be notified.

Note: Failure to return a signed discipline report in a timely fashion may result in issuance of a discipline report at the next level of censure. Level 3 may be repeated as long as the student is able to demonstrate that progress is being made and is willing to contribute to a positive learning environment, and the parent is working in cooperation with the school to see that the expected change in behavior occurs. When little or no change is evident and school personnel have exhausted all available means to affect change, and/or the welfare of the other students is endangered, the student will move to Level 4 of the cycle.

DETENTION DEFINED

Academic Detention

Demerits: Students in grades 5 through 8 receive an academic demerit when they fail to complete or turn in assignments in a timely fashion. This includes seeing that forms are signed and returned by their parents. The number of missed assignments allowed per quarter before a detention is applied varies from grade level. Students, during the opening days of school, are instructed as to the requirements for their grade level. During the detention period, scheduled at the convenience of the teacher, the student either completes the work if it is not yet finished and/or works with the teacher to develop a plan for seeing that future work is completed in to the teacher on time.

Daily detentions may be issued for academic reasons. Consequences of such actions as being unprepared for class, not having a test signed, having no homework, being late with a class project, etc. will be assessed in the student's grade and possibly on a disciplinary form. It is generally more appropriate that detentions be issued only for behavioral matters, but the teacher may require the student to complete the work missing that day during the lunch time detention.

Behavior Detention

Behavior detention occurs at Levels 2 and 3 of the school discipline cycle. During a behavior detention, students complete a behavior learning packet, decide how to make amends for the behavior, and make plans to see that the behavior is changed. A half-hour lunch detention also occurs for chronic tardiness. The parent is notified when that policy goes into effect for their child.

Note: Failure to show up for detention may result in assignment of a behavior report at the next higher level of censure.

PROBATION DEFINED

Assignment to Saturday Detention

Copies of demerits or infractions will be reported on the Parent Portal for parental review, as well as reported on the report card and on the interim report to keep parents abreast of their child(ren)'s status in this regard. **Receiving excessive lunch time detentions will result in a Saturday Morning Detention ("Saturday School") in which the parents are responsible for paying \$10.00 for staff compensation. Two such detentions will result in a student being**

placed on disciplinary probation. Further improper behavior will result in an automatic suspension and mandatory parental conference with the Principal, as well as establishing a behavioral contract.

Detention, supervised by faculty members, will be held daily at lunch and recess time and on assigned Saturday mornings from 8:00 a.m. until 10:00 a.m. Students will be given adequate notice to allow parents/guardians to make transportation arrangements for Saturday detentions. Students will attend detention in full school uniforms. An extra charge of \$1.00 per minute will be charged for late pick-ups.

SUSPENSION DEFINED

Rules for Suspension and Expulsion

Suspension from school is imposed only for a very serious reason or for repeated infractions for which the student has received several warnings and detentions. The decision to suspend a student rests with the Principal. Prior to suspension, parents must be notified and a formal letter stating the issuance of this disciplinary action and the reasons for such action should follow.

Students will be responsible for all work missed while they are serving a suspension.

Expulsion is resorted to only when all other means of discipline have proved ineffectual, and the student's conduct is a definite hindrance to the welfare and progress of the school community. The measures taken to implement the decision and notification of the parents are the same as those for suspension, which is at the discretion of the Principal. Diocesan Policy #652.2

Suspension or dismissal may result from any of the following serious infractions:

- Actions that endanger the physical well-being of self or others, such as fighting or the intent to injure another.
- Possession, use, or serious threat of use, or exhibition of dangerous weapons (including pen knives), fireworks, or instruments of similar nature.
- Possession of tobacco, alcohol, marijuana, unauthorized prescriptive drugs or any other harmful substance while in school or at school sponsored activities held off school premises.
- Coercion - forcing another by action or threat to do something against his/her will.
- Engaging in any form of sexual activity while in school or at school sponsored activities on or off school premises.
- Leaving the school premises at any time during school hours or activities unless signed out by parent.
- Sexual harassment in physical or verbal form.
- Serious acts of physical or verbal violence, including bullying.
- Cheating or helping others to cheat (including plagiarism).
- Damaging school, church or other's personal property.
- Persistent harassment of students or staff members.
- Defiance or disrespect to adults and/or school rules and regulations
- Any behavior or action of a serious nature which reflects negatively on the school.
- Serious and persistent use of vulgar language or gestures and racial slurs.

DISCIPLINARY CONSEQUENCE GUIDELINES

1. Students committing a serious infraction, which could lead to suspension, will become ineligible to participate in any extra-curricular activities during that week.
2. Students, who receive several disciplinary infractions, will be assigned to serve Saturday Morning Detention on a day designated by the Principal, from 8:00 a.m. to 10:00 a.m. The student will report to the school no later than 7:55 a.m. in school uniform. Failure to attend may result in an In-school suspension or another form of punishment at the Principal's discretion.
3. Detentions will be monitored by the Principal or faculty on a rotational basis.
4. Students who serve Saturday detention on a consistent basis (three times), will be placed on behavioral contract and may be placed on probation.
5. Should a student receive an out-of-school suspension, he or she will be put on a behavioral contract.

In school Suspension

Suspension is assigned to be served in the school building. The student is removed from his or her classroom is given work to complete, and is placed in a classroom preferably within two grade levels of his or her grade placement, or in an administrative office. Parents are called to inform them of the suspension and a meeting is held prior to allowing the child to return to the class.

Out of school suspension

The student is to be picked up by a parent/guardian, within a reasonable amount of time, when contacted by the school. Work will be provided which is to be completed thoughtfully and returned to the school on the day the child is allowed to return from suspension. If the suspension occurs after the teachers' planning or lunch time or is of more than one day in length, the parents may need to come to the school the following day to pick up the work. For long-term suspensions, the parent may need to periodically come to pick up additional work. During suspension, the child is not to be on school grounds for any reason, nor is the child to participate in any way in the sport program, or any school sponsored events. As required by the Archdiocese, the Principal reports the suspension to the Pastor and the Superintendent for Elementary Schools.

Suspension of Specified Duration

The students suspended for a specific length of time based on the child age, the severity of the offense, and the persistence of the behavior. At the end of the suspension, the child and parent must meet with the school administration prior to the child being admitted to class. A written plan must be in-place for seeing that the child's behavior is corrected and there will be a period of probation assigned of not less than three weeks. The decision of the Principal is final.

Shadowing Defined

If a child's behavior is disruptive to the learning environment and all efforts by school personnel have failed to effect a change, the parent (or an adult designee cleared with the school administration) may be required to shadow the child at school for a given length of time. The

parent or parent's designee would remain with the child during the entire school day and would be responsible for seeing that the child participates in class activated and follows all school and classroom rules and procedures. The decision on whether or not to employ this option is a joint decision between teachers and administration.

Disciplinary Records

Disciplinary records are maintained throughout a student's years at St. Thomas Aquinas. However, a separate record is kept for each school year. The students begin each school year with a clean slate except in special circumstances. Parents are informed if a student will begin the following year on probation. Disciplinary records are kept separated from a child's permanent record folder and are not forwarded to the next school that the student attends unless the parent requests, in writing, that we do so.

SCHOOL JURISDICTION

Search and Seizure

Where there is reasonable suspicion that a student is in possession of drugs, alcohol, other harmful substances, or some object that could be harmful to self or others, the Principal or classroom teacher has the right to search the student's clothing, purse, book bag, and/or backpack in the presence of another adult, which may be the police. Although rarely used, St. Thomas Aquinas School reserves the right to search the lockers, desks, person and personal belongings of a student when there is "**sufficient cause**", and it is believed to be necessary for the health, safety, and welfare of other students. If possible, parental notification and consent will be sought prior to searches of the person. Students are advised that their lockers, desks, persons and personal belongings are subject to search for forbidden, dangerous or illegal substances or items. Students are instructed at the start of the school year that certain items are not to be brought to school, i.e. anything that could be construed as a weapon, any electronic devices, (cell phone, ipod, game boy), or any form of drug etc.

HARASSMENT AND BULLYING

As defined in the Diocesan Policy and Procedure Manual, Policy #ER008. "The Diocese of Orlando strictly prohibits harassment of any individual in any form because of his or her age, race, religion, color, national origin, age or disability in any of its schools. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and will not be tolerated at any Diocesan entity. **Once a child is warned of an incident of harassment, they are in a "0" tolerance situation** and will be suspended for the next incident of harassment, and possibly expelled, depending on the severity of the infraction." The school is required to follow these procedures by the Diocese of Orlando.

Bullying

Harassment is a form of bullying, although bullying is traditionally defined as "a stronger, more powerful person hurting, intimidating or frightening a smaller, weaker person deliberately and repeatedly." It is also seen as any negative actions by one or more persons being imposed on another person being bullied or victimized. Students being subjected to such behavior are to

report such behavior to their teachers or the school office for resolution. People guilty of such bullying, whether it be physical, emotional or social, will be punished appropriately, as such behavior is NEVER acceptable. In a Catholic school we must follow Jesus' words and actions and live a Christian life.

Email Threats or Hurtful Statements

A new problem has arisen from the age of technology. Often students make negative, untruthful statements about staff and other students. The website "ratemyteacher.com" in addition to "blogs", offer students opportunities to post potentially defamatory statements about others.

Despite their quasi-public figures, the courts now have taken a stand on this issue and state that teachers have the same right to their reputation that other people have. Therefore, if defamed, teachers have a right to use. In the same vein, administrators can punish students who defame others in the school community. Deliberate defamation of others is not consistent with Christian values, and students should be held accountable for intentional hurt they cause others

Behavior of Students When Not Under Direct Supervision of the School

Should St. Thomas Aquinas School administration become aware of behaviors that endanger a student's own physical or emotional health, safety or reputation or those of another person or the school, when the student is not directly under the jurisdiction of the school, the administration reserves the right to inform the student and the parent/guardian of what has been heard or observed. Should knowledge of such behavior, even though the behavior occurs outside the jurisdiction of the school, negatively affect the operation and/or reputation of the school, the administration reserves the right to take appropriate action.

Sports and Behavior

Students who consistently receive Saturday detentions, who are suspended, or are on behavioral contracts, will be suspended from participation in the sports program for a period of time determined by the Principal and Athletic Director and coach. Students with low academic performance will be held ineligible from participation until approved by his/her teachers.

CONSEQUENCES AND CONFIDENTIALITY

Diocesan Policy Statement

In Catholic Schools the school and the Administrator can impose consequences for conduct occurring outside the school. What students do off-campus can detrimentally impact a school or program's reputation. **By Diocesan policy the school administration reserves this right.** Parents also **share** responsibility for their children's conduct while they are in school or on an authorized school field trip. Teachers and staff members do share this responsibility with parents, while children are at school, and thus act "in loco parentis" (in the place of parents) in terms of any and all decision making regarding safety and proper behavior of students. Sometimes the school's response to an incident is dictated by the Archdiocesan office. Sometimes the Archdiocesan lawyer gives counsel to assist us in determining consequences or taking action. Sometimes our actions are entirely at our own discretion. Always, we seek a

solution that will keep our students safe and will also help those who caused the problem learn to make better choices.

While the "rumor mill" may inform you of an incident, it will seldom inform you correctly of the specifics of the incident, the consequences applied, or actions taken to deal with the problem. In fact, the rumor mill may mistakenly report that "nothing was done about it." (1) The school often cannot publicly announce what consequences were applied or what action was taken because of confidentiality issues. (2) The consequences applied did not include a specific "punishment" which other students or the parents were expecting. (3) Investigation proved the allegation to be false, and the person who originally spread the rumor about the incident does not go back to clear up misinformation. (4) No overt action could legally be taken. Please rest assured that if misbehavior did occur, and action can be taken, it will be taken, just understand that the action taken may not always be visible to you and your child but it will be in the best interest of all involved.

Parent Signature on Behavior Report

The discipline referral is to be signed and returned the next school day to the teacher whose signature appears on the form. The parent is to return the signed white copy to the school. The parent signature on the form lets the teacher know that the form has been received and read by the parent. If the parent has any questions about the form or concerns which need to be addressed, the form must still be signed and returned. Negative comments must not be written on the form or made orally in front of the child.

Addressing Parental Concerns

We ask the parents to be supportive of the school in the effort to help students develop self-discipline, but differences of opinion may occur. If, at any time, the parent has a concern with regard to a disciplinary action taken by school personnel, we ask that the parent follow this procedure, moving to the next step only if the issue was not resolved at the previous level:

Step 1: Call the teacher to get more information

Step 2: Call to arrange a conference with the teacher and the Principal

Step 3: Call or meet with the principal

If the parent is still not satisfied after this process has been exhausted, the parent may ask the Principal to seek a pastoral review. The Principal will meet with the Pastor to review the matter. A joint letter will then be issued by the Pastor and Principal concerning the issue.

Discipline vs. Punishment

The school discipline process is intended to be a learning process rather than a punitive one. At each level of process, the child is asked to reflect on his/her behavior and to think about the self-discipline skills that could have been put into practice in the given situation. The student is asked to make amends to those who were affected by the behavior. The parents are asked to assist the child in developing the skill necessary to correct the behavior. The teachers and administrators seek to put into place any interventions that may help the child learn the necessary self-discipline skills. Every effort is made to see that the child grows in self-discipline skills and learns to demonstrate the values of a student attending a Catholic school.

VALUES, ATTITUDES, AND BEHAVIOR GUIDELINES

St. Thomas Aquinas School educates and forms students in the development of values and of respect and responsibility to assist them in acting respectfully and responsibly. The following lists are used to assist students in understanding the expectations of the school with respect to demonstrating respectful and responsible attitudes. No discipline code can ever be written which covers all possible acceptable and unacceptable behaviors. The lists given in this booklet are meant to be examples, not exhaustive lists.

Rule 1: Respect yourself, others, and things.

Respect Yourself

St. Thomas Aquinas expects its students to demonstrate care for self as they grow in their self-esteem, in the development of their personal talents, and in their belief that they have something invaluable to contribute to others and to society. St. Thomas Aquinas expects that each student demonstrates personal pride and care for his/her health, appearance, and dress.

Respecting yourself looks/sounds like:

- * Avoiding use of alcohol or drugs unless prescribed by a physician
- * Getting the need sleep and eating properly in order to meet the demands of the educational program.
- * Resisting peer pressure or an impulse to do things that may be harmful to your own welfare.
- * Remaining under teacher supervision at all times during the school day.
- * Being neat and clean in appearance.
- * Following the directions of the safety patrol.
- * Being honest even when it may mean you must suffer a consequence.
- * Doing your own work and trying your best to learn.

Respect Others

All members of St. Thomas Aquinas have a right to be treated with respect in both word and deed. As Catholic Christians, we must treat all other human beings, even those we dislike, as having dignity and right equal to our own. St. Thomas Aquinas expects its students to grow in respect for each other. This is demonstrated by: awareness of each other's rights to a good name and reputation; awareness and care for each other's opinions and individual preferences, and care for each other's safety.

Respecting others look/sounds like:

- Being prayerful in Church
- Taking positive action to help someone
- Treating others kindly

- Including others in activities
- Holding doors for others
- Greeting visitors politely and saying hello, and standing when Father enters the room
- Saying please and thank you, with "yes/no sir" or "yes/no ma'am" when addressed
- Being attentive during classes, Mass, and assemblies.
- Following the directions of the cafeteria teachers.
- Asking politely for permission and accepting “no” for an answer if necessary.
- Express opposing opinions in a calm, quiet manner.
- Being mindful of the feelings and needs of others.
- Being careful of the well-being of others.
- Showing your work to your parents and giving them items that require their signature right away.

Respecting Things

Everyone had the right to expect that their personal possessions remain safe and that common areas and shared objects will be cared for equally well by everyone.

Respecting Things looks/sounds like:

- Keeping your desktop clean and your desk organized.
- Picking up any items you happen to drop or cleaning up your own spills.
- Putting away materials in their proper places after you have used them.
- Asking for and receiving permission from the owner before “borrowing” something.
- Using materials provided to you, only for the purpose for which they were intended.
- Giving found items to the owner or a teacher or placing it in the lost and found.
- Keeping hands off of displays on the walls or in the halls or classroom.
- Reporting the accident and making restitution if you accidentally break something.

Rule 2: Contribute to the Learning Environment.

The students and teachers at St. Thomas Aquinas have the right to a pleasant and challenging learning environment where everyone is actively involved in learning, instructional time is used to its fullest, and everyone accepts responsibility for their part in the learning experience.

Contributing to the learning environment looks/sounds like:

- Arriving at school on time.
- Making every effort to be in school when school is in session.
- Using good listening skills in class and during announcements.
- Participating in class activities.
- Completing and turning in homework on time.
- Finding out what you missed when you are absent and making up the work.
- Talking with pride about your school.
- Following directions given by teachers or other adult leaders.
- Showing respect/tolerance for others ideas, feelings, or abilities.

Rule 3: Follow school and classroom procedures.

There are many school and classroom procedures which have been established in order to ensure the safety of the students and teachers, promote the smooth running of the school day, and assist students in learning social skills appropriate to various situations. These procedures are taught to the students prior to their implementation and are reviewed periodically during their years at St. Thomas Aquinas. Procedures have been instituted for good reasons and all students are expected to follow them.

Following school and classroom procedures looks/sounds like:

- Having parents call the office if you will be absent.
- Reporting to the office when tardy.
- Following lunchroom and playground procedures.
- Following safety drill procedures.
- Signing out in the school office when leaving early.
- Keeping medication in the school office.
- Listening to the radio for school closings.
- Returning permission slips and other items to be signed by parents promptly.
- Using the school phone only in an emergency and asking permission to do so.
- Being silent during emergency drills.
- Following arrival and dismissal procedures.

Parents Agreement with School Code of Conduct

As directed by the Office of Schools of the Diocese of Orlando, each parent must sign a form indicating that he or she has read, understands and accepts the directive, rules and regulations, as outlined in the school Code of Conduct. In this regard, you are asked to attach your signature on the line below to indicate your agreement with this directive. This is a requirement for your child to attend our school and must be completed within the first week of school.

The Code of Conduct is part of the contractual agreement between the school and the parent and is essential to the smooth and informed running of the school program day to day. Parents having any concerns or questions about the contents may call the school, and the Principal will gladly discuss and help clarify any such issues.

I, _____, understand and accept the rules, regulations and directive contained in the St. Thomas Aquinas code of Conduct for the 2008-2009 school year. I have read the book and agree to follow the spirit and intent of the Code of Conduct.

Parent's Signature

Date _____

**THIS SIGNED FORM MUST BE RETURNED TO THE
SCHOOL OFFICE WITHIN ONE WEEK OF THE
BEGINNING OF SCHOOL.**