Dimitrios & Georgia Kaloidis 

Parochial School Holy Cross Greek Orthodox Church

Francesca Mannino Mary McCarthy

 Principal Assistant Principal

 Middle School Advisor

September 2017

Dear DGK Parent,

We are sending home our "Code of Conduct" contract for the 2016 – 2017 school year which we would like you to review and discuss with your child. This contract is designed to help our students achieve a sense of social responsibility and respect in their school behavior. Our aim is to produce a peaceful, moral, and safe school community in which learning can take place and good character may be developed.

In order for this contract to be effective, we ask the cooperation and support of every parent. After reading and discussing this contract with your child, kindly sign the contract and have your child sign it as well. Please have your child return one copy to school by Friday, September 9th; the second copy is to be retained for your records.

The administration reserves the right to make a determination as to whether any other infraction, not listed, interferes with the mission of the school and, therefore, warrants an appropriate response.

Your child is very important to us. Our goal is to maintain proper discipline and provide a safe environment for all students. Each student is expected to behave according to the Code of Conduct. We respectfully ask that parents continue to reinforce this at home throughout the school year.

Sincerely Yours,

***Francesca Mannino***

***Principal***

**Code of Conduct**

DGK Holy Cross School seeks to nurture strong minds and respect for others through the principles of our Orthodox Christian faith. Our expectation is that everyone in the school community respect and implements these behaviors in order to provide a safe and secure environment where students are able to learn without distractions.

DGK Holy Cross students are expected to:

* Respect the authority of teachers and instructors
* Respect the dignity and rights of fellow students and all others
* Use acceptable language and never use any form of violence when dealing with others
* Respect the property of fellow students and that of the school
* Conduct themselves in an honest and trustworthy manner which does not interfere with the teachers from teaching or the students learning

**Disciplinary Response**

A student found to violate the behavioral expectations of the school will be referred to an appropriate administrator and will face disciplinary consequences in accordance with school guidelines.

**Infractions resulting in Progressive Discipline Protocol**

* Engaging in or causing disruptive behavior in the classroom or on the school bus
* Being insubordinate; defying or disobeying the school personnel or school safety agent
* Engaging in scholastic dishonesty which includes but is not limited to plagiarism and cheating (e.g. copying from another’s test/homework paper; using material during a test/homework which is not authorized by the person giving the test; collaborating with another student during the test/homework without authorization).
* Lying or giving false information to school personnel
* Misusing property belonging to others
* Using profane, obscene, vulgar or abusive language or gestures
* Posting or distributing libelous or defamatory material or literature or material containing a threat of violence, injury or harm.
* Leaving class without permission of supervising school personnel
* The use of cell phones is prohibited during the school day. Cell phones will be sent to Principals office, and returned only to parents.
* Any other behaviors deemed unbecoming of a student with respect to correct social, moral and ethical responsibility in their school behavior.

**Progressive Discipline Protocol**

* **1st infraction** - teacher will speak with student and document the conversation with time and date
* **2nd infraction** - teacher will have a verbal conversation with the parent advising of the date and details of the 1st incident, and the date and details of this 2nd incident; teacher will document this conversation with time and date
* **3rd infraction** - teacher will send an email to the parents, with Principal copied, restating the previous two incidents and the details of third incident.  This email will advise parent that in the event of another incident the student will be sent to the Principal and will be issued a detention
* **4th infraction** - teacher sends the student to the Principal's office to be issued a detention and parents will be notified by Principal (Grades K-4 the principal will determine appropriate action).

In the event of a fourth detention, said detention will be replaced with a one day suspension. A parent conference will be required for student readmission following a suspension.

Detention will be held on Tuesday and Thursday for 45 minutes after school, there will be no work done during detention and students will spend the time quietly reflecting on their actions. Detentions will be served the Tuesday or Thursday immediately following the parents notification.

**Infractions Resulting in Automatic Suspensions**

* Leaving school premises without permission of supervising school personnel
* Fighting/engaging in physically aggressive behavior
* Engaging in intimidation, coercion or extortion of threatening violence, injury or harm to another or others
* Tampering with, changing or altering a record or document of a school by any method, including but not limited to staff, students or others
* Falsely activating a fire alarm
* Engaging in theft or knowingly possessing property belonging to another without authorization.
* Engaging in or causing disruptive behavior on the school bus which creates a substantial risk of or results in injury
* Engaging in profanity towards teachers or staff
* Possessing any type of weapon in school
* Engaging in sexual suggestive comments, innuendoes, propositions or other verbal or non-verbal or physical conduct of a sexual nature including use of internet in school or off school premises for such conduct
* Any other behaviors deemed unbecoming of a student with respect to correct social, moral and ethical responsibility in their school behavior.

**Consequences Resulting from Suspensions**

* During a school suspension, the parent must come to school each day to pick up all class work and homework for his/her child.
* After first suspension there will be a meeting with parents and administration
* After 2nd suspension meeting with parents, priest, principal and school board president
* Three suspensions result in expulsion from school

The Administration reserves the right to make determination in regards to trips and/or special events.

**DRESS CODE**

The dress code at DGK Holy Cross School reflects respect for the traditions and mission of the school and the belief that members of the school community are engaged in a serious and important endeavor. Adherence to dress code is an important part of the school’s commitment to character education that teaches students the importance of being respectful and responsible to the rules and expectations. School dress should be neat and clean, reflect modesty and moderation and avoid faddish styles. Parents are expected to support the school’s guidelines by checking students’ dress each morning.

The signatures of both student and parent below indicate your acceptance and willingness to abide by the guidelines set forth in the DGK Code of Conduct.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_