

XXXVII. Student Code of Conduct and Disciplinary Response

The following are standards of behavior for all students and families at DGK. Failure to abide by these standards may subject a student to suspension, dismissal, or the school's decision not to continue enrollment.

A student's age, overall record and willingness to accept responsibility for their behavior and the parents'/guardians' cooperation will affect the school's response to any disciplinary situation. In all cases, the school reserves the right to judge the seriousness or impropriety of any behavior and determine appropriate disciplinary action.

The responsibility for discipline should not be solely that of the school, and should be shared by families, community and students. Additionally, the concern of student behavior extends beyond the classroom to field trips, buses, online and the community at large. The school will respond to any inappropriate, threatening or unsafe behavior by its students.

A. Code of Conduct

DGK seeks to nurture strong minds and respect for others through the principles of our Orthodox Christian faith. We expect everyone in the school community to respect and implement these behaviors in order to provide a safe and secure environment where students are able to learn without distractions.

DGK students are expected to:

- Respect the authority of teachers and instructors;
- Respect the dignity and rights of fellow students, parents, volunteers, staff, and all others;
- Not intimidate, harass or bully* another person through words or actions (physical, verbal or written) in-person, on-line or through any cyber/digital medium;
- 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 teaching or the students learning.

*Bullying and bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal. DGK's full Anti-Bullying policy is in section XXXIX of this handbook. Follow this link to learn more about New York State anti-bullying laws and policies here: [New York Anti-Bullying Laws & Policies | StopBullying.gov](#)

B. 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 **academic dishonesty** which includes but is not limited to **cheating** (e.g. copying from another's test/homework paper or using material during a test/homework which is not authorized by the person giving the test or collaborating with another student during the test/homework without authorization); **plagiarism** (e.g. using someone else's ideas or words without giving them proper credit; this also includes buying or copying an essay online, or using an essay from another class for an assignment in a different class.
- 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
- Use of cell phones during the school day. (Cell phones will be sent to the Principal's 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. Teacher will then call parents/guardians and notify them of the incident.
- **2nd infraction** - teacher will send an email to the parents, with Principal copied, restating the previous incident and the details of the current incident. This email will advise parents/guardians that in the event of another incident the student will be sent to the Principal and will be issued a detention.
- **3rd infraction** - teacher sends the student to the Principal's office to be issued a detention and parents/guardians will be notified by the Principal (Grades K-4 the principal will determine appropriate action).

Detention will be held during lunch for a set amount of days determined by the principal. The student will not eat lunch with their classmates. They will have a silent lunch and no recess while being supervised by a teacher.

Infractions Resulting in Automatic Suspensions

- Bullying of any kind (e.g. physical, verbal, written, including cyberbullying)*
- 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.

* DGK's full Anti-Bullying policy is in the next section of this handbook.

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.

Please **PRINT & SIGN** the next page certifying that you have read, understood and agree to all of the policies and procedures set forth in the "DGK Code of Conduct."

STUDENT CODE OF CONDUCT

SIGNATURE PAGE

RETURN TO SCHOOL BY: SEPTEMBER 2023

PARENT AGREEMENT

I/We _____ Parent(s)
or Guardian(s) have read the material in the Code of Conduct and agree to follow and uphold the
school policies while my son/daughter is enrolled as a student at DGK Parochial School.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

STUDENT AGREEMENT

I/We (Student
Name(s) _____
have read the material in the Code of Conduct and agree to follow and uphold the school policies
while enrolled at DGK Holy Cross Parochial School.

Signature _____ Grade: _____ Date: _____
(First student in the family attending school)

Signature _____ Grade: _____ Date: _____
(Second student in the family attending school-if applicable)

Signature _____ Grade: _____ Date: _____
(Third student in the family attending school-if applicable)

XXXVII. Volunteer Code of Conduct and Disciplinary Response

Volunteers are always appreciated and their support is an integral part of our community here at DGK. Having said that, we do require that all volunteers adhere to certain principles and behavior to ensure that the children are always in a safe and nurturing environment. The following standards of behavior apply to all DGK volunteers. The scope of volunteer behavior extends beyond school grounds to field trips, buses, online and in the community at large.

Failure to adhere by these standards may subject a volunteer to lose their eligibility. DGK administration will respond to any inappropriate, threatening or unsafe behavior by any DGK volunteer.

In all cases, the school administration reserves the right to judge the seriousness or impropriety of any behavior and determine appropriate disciplinary action.

A. Volunteer Code of Conduct

DGK seeks to nurture strong minds and respect for others through the principles of our Orthodox Christian faith. We expect everyone in the school community, including volunteers, to respect these behaviors in order to provide a safe and secure environment for all students, staff and families.

Volunteers at DGK **will**:

- Respect the authority of the principal, teachers, staff and the DGK School Board.
- Respect the dignity, privacy and rights of all students, parents, volunteers, staff, and all others.
- Maintain the confidentiality of student records and information about students, and their personal or family life at all times.
- Protect the rights of staff, students and families by not disclosing any information learned while volunteering to anyone other than the principal or DGK School Board.
- Respect the privacy of students by not photographing or recording them (and/or posting or sharing these images in any way, including electronically or on social media) without written consent from the principal or DGK School Board for the sole purpose of official DGK school business.
- Use acceptable language and never use any form of violence when dealing with others.
- Immediately report to the principal any bullying, violent, harassing or threatening acts witnessed.
- Immediately report to the principal or a member of the DGK School Board any acts of physically or verbally abusive, or sexually exploitive behavior towards a student or by a student.
- Immediately report suspected abuse to the principal or a member of the DGK School Board.
- Respect the property of students and staff, and that of the school.

- Refer any student in need of first aid to the School Nurse **and** not administer any medications to students myself, including over the counter medicines.
- Notify the principal within 24 hours of any accident you have, or any accident you witness, on school grounds
- Report, as appropriate under the circumstances, violations of this pledge by other volunteers.

Volunteers at DGK **will not**:

- Intimidate, harass or bully* another person (student, staff, parent or volunteer) through words or actions (physical, verbal or written) in-person, on-line or through any cyber/digital medium.
- Retaliate against someone who reports a conduct issue or any other matter.
- Be alone with a child where the volunteer cannot be observed by others.
- Interfere with teachers teaching and/or students learning.
- Possess, use or be under the influence of alcohol or illegal drugs while on school property during the school day or during school/school-sponsored events, or during school events off premises including field trips.
- Tamper with, change or alter a school record or document by any method.
- Interfere with the operational capacities of DGK Parochial School, its staff or administration in any way.
- Engage in any other behaviors that could be rationally deemed unbecoming of a volunteer with respect to correct social, moral and ethical responsibilities.

* Bullying and bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal. DGK's full Anti-Bullying policy is in section XXXIX of this handbook. Follow this link to learn more about New York State anti-bullying laws and policies here: [New York Anti-Bullying Laws & Policies | StopBullying.gov](#)

B. Confidentiality and Privileged Use Statement

Any and all information relative to employee/volunteer/student information is privileged and confidential. Unauthorized disclosure of confidential information by a volunteer who has access to employee/volunteer/student information by computer or any other means may result in privacy violation under federal privacy legislation. It is imperative that any disclosure or use of employee/volunteer/student information be limited to approved, authorized use set forth by DGK administration and applicable laws.

Disciplinary Response

A volunteer found to violate the behavioral expectations of the school will be referred to the Principal and DGK School Board, which may lead to the loss of volunteering privileges.

DGK Administration reserves the right to make determination in regards to all matters concerning volunteers, including but not limited to conduct issues.

Please **PRINT & SIGN** the next page certifying that you have read, understood and agree to the policies set forth in the "Volunteer Code of Conduct".

This agreement must be signed and submitted to the School Office **PRIOR** to the beginning of any volunteer work at DGK School. Failure to do so may result in the loss of volunteering privileges.

VOLUNTEER CODE OF CONDUCT AGREEMENT

SIGNATURE PAGE

I, _____, understand that volunteering at DGK is a privilege and not a right guaranteed to me on the sole nature of my paying tuition for my child's enrollment.

I, _____, as a volunteer at DGK Holy Cross Parochial School, agree to:

- Respect the authority of the principal, teachers, staff and the DGK School Board.
- Respect the dignity, privacy and rights of all students, parents, volunteers, staff, and all others.
- Maintain the confidentiality of student records and information about students, and their personal or family life at all times.
- Protect the rights of staff, students and families by not disclosing any information learned while volunteering to anyone other than the principal or DGK School Board.
- Respect the privacy of students by not photographing or recording them (and/or posting or sharing these images in any way, including electronically or on social media) without written consent from the principal or DGK School Board for the sole purpose of official DGK school business.
- Use acceptable language and never use any form of violence when dealing with others.
- Immediately report to the principal any bullying, violent, harassing or threatening acts witnessed.
- Immediately report to the principal or a member of the DGK School Board any acts of physically or verbally abusive, or sexually exploitive behavior towards a student or by a student.
- Immediately report suspected abuse to the principal or a member of the DGK School Board.
- Respect the property of students and staff, and that of the school.
- Refer any student in need of first aid to the School Nurse **and** not administer any medications to students myself, including over the counter medicines.
- Notify the principal within 24 hours of any accident you have, or any accident you witness, on school grounds
- Report, as appropriate under the circumstances, violations of this pledge by other volunteers.

I, _____, as a volunteer at DGK Holy Cross Parochial School, agree to
NOT:

- Intimidate, harass or bully* another person (student, staff, parent or volunteer) through words or actions (physical, verbal or written) in-person, on-line or through any cyber/digital medium.
- Retaliate against someone who reports a conduct issue or any other matter.
- Be alone with a child where the volunteer cannot be observed by others.
- Interfere with teachers teaching and/or students learning.

- Possess, use or be under the influence of alcohol or illegal drugs while on school property during the school day or during school/school-sponsored events, or during school events off premises including field trips.
- Tamper with, change or alter a school record or document by any method.
- Interfere with the operational capacities of DGK Parochial School, its staff or administration in any way.
- Engage in any other behaviors that could be rationally deemed unbecoming of a volunteer with respect to correct social, moral and ethical responsibilities.

Signature _____

Date: _____

Cell phone #: _____

E-mail: _____

XXXVIII. Anti-Bullying Policy

Purpose: DGK believes that all students, school employees, volunteers and visitors have a right to a safe and healthy school environment. All members of our school community have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education. The policy set forth here addresses bullying directed at a student by another student or school employee (including volunteers).

Definition: Bullying, bias-based harassment /intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal.

If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

The behaviors include but are not limited to:

Physical: physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)

Verbal: taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors

Written: written or graphic material including graffiti containing comments, stereotypes, taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors and other harmful rhetorics. This includes written or graphic material written electronically and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams and any other technology platform. This would also include forwarding such messages if received. These actions generally constitute *cyberbullying*.

Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should **report the incident to the principal.**
- The principal will conduct an investigation by interviewing all parties separately.
- The parents of all involved students will be notified.
- If it is determined that bullying has occurred the child/children who perpetrated the bullying will be subject to automatic suspension, as set forth in DGK's **Code of Conduct**
- The principal will document in writing to the School Board Chair **and** keep a printed copy on file in the school office all of the following: (1) a detailed summary of the reported bullying incident with the full names of all parties involved; (2) a detailed summary of the investigation with the full names of all parties involved and what was discussed with each person, including a summary of all correspondences with parents/guardians; (3) a detailed summary of the outcome or resolution; (4) the principals plan for follow-up with all parties involved
- All students and their parents will be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions as stated in the DGK Code of Conduct
- The principal will follow up to see that the offending conduct has stopped.
- Parents will be advised to contact the appropriate law enforcement agency, if the situation warrants such a report.
- Referral to counseling should be made for all parties if deemed necessary.

Communication of Policy: Annually all staff, students and parents should be apprised of the policy and such a school policy should appear in the Parent/Student Handbook and faculty handbook.

Follow this link to learn more about NYS Anti-Bullying Laws and Policies here: [New York Anti-Bullying Laws & Policies | StopBullying.gov](#)

Please PRINT & SIGN the next page certifying that you have read, understood and agree to all of the policies and procedures set forth in the “DGK Code of Conduct”.

Signature _____ Date: _____

Cell phone #: _____

E-mail: _____

