



St. Mary's Academy

Code of Conduct



Behaviour/Etiquette

Students are expected to conduct themselves in a manner that will foster harmony, personal and community growth and the development of a quality learning environment. As a Catholic school, the student's behaviour must reflect the Christian values of the school and the community it serves.

Therefore, students are expected to:

- Show respect to their teachers, other members of staff, other students, and visitors to the school.
- Cooperate with teachers and contribute to the creation of a healthy classroom learning environment by being attentive and participating meaningfully in-class activities.
- Be prepared for class by having the necessary books and equipment needed for class.
- Be diligent in completing the work assigned.
- Be courteous and demonstrate good manners.
- Assist in keeping the classrooms and school premises clean and tidy.
- Resolve conflicts and differences in a civilized and non-violent manner.
- Avoid using indecent or insulting language.
- Be aware of others and sensitive to their needs.

Fighting: Fighting and hitting will not be tolerated. Students engaged in these activities will be required to bring their parents/guardians to the school for a conference with the administration and may be suspended from school. An automatic suspension will be given to any student who willfully causes bodily harm to another.

Harassment: Any student harassing others will be given a warning about his behaviour. If the harassment continues, the student will be required to bring his parents/guardians to the school for a conference with the administration.

Dress code

The purpose of the dress code is to remind students that they represent St. Mary's Academy and to reinforce the idea that they are coming to school to learn. Any student arriving at school who is not dressed properly must present a written excuse, signed by a parent or guardian, to the office, or he will be sent home.

Uniform:

- The school uniform consists of a white shirt-jacket, long khaki, **dress pants**, school crest, and **black dress shoes** worn with dark socks. Black dress pants (**not jeans**) are to be worn on special occasions. No sandals, sneakers, or multi-coloured shoes are to be worn.
- The sports uniform consists of long black track pants, the appropriate "house" T-shirt, and sneakers. The sports shirts can be purchased at the office and students may wear them to schools on days that they have Physical Education, sporting activities or field trips.

Accessories: Only a simple watch may be worn – gold, silver, brown or black leather band. No other jewellery is allowed.

Headwear: Hats and other forms of headwear are not to be worn inside the building or during assemblies.

Grooming: Hair must be combed and well groomed. No Plaits, rough tops, dreadlocks, or Curls. Hair should be no more than one inch (1") in height and should not touch the collar.
Note: If a student has a medical condition it **MUST** be verified by a Medical Doctor and a note **MUST** be sent to the office to be attached to the Student Record Card.



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Attendance

Attendance is mandatory. Students are expected to be punctual and must attend all their classes. Skipping class or other school activities will result in a detention or suspension.

Leaving the Grounds: Student are expected to remain on the school premises for the duration of the school day unless they are participating in official school activities held outside of the school premises. Students who need to leave the school ground during school hours must get permission from the administration.

When Absent Any student absent from school or an official school activity must present a written excuse signed by his parent/guardian, immediately upon his return to school.

- Students are responsible for all the work they missed during their absence.
- If a student misses a test or assessment period for legitimate reasons, alternative assessment is at the discretion of the teacher. Otherwise, the student may be given a zero for unreasonable or planned absences during tests.

Punctuality

- When the bell is rung at 7:50 a.m., students should proceed to their homerooms or begin to line up for assembly and should be ready to begin the day and teachers take attendance. If a student arrives late, he must report to the appropriate Dean at the school gate. Students are given demerits for being late unless they have a written excuse from a parent/guardian or the Dean determines there is an acceptable reason for the student's tardiness.
- Students arriving at school after 8:40 a.m. must report to the office.
- Recess ends with the bell sounds at 11:00 a.m. Students should proceed to their classes when the bell sounds. When the bell rings at 11:00 a.m., classes begin and students who are not in the classroom are late.

Use of School Facilities:

The school facilities are the result of the generous support from the community and friends of St. Mary's Academy. Students must accept the responsibility to treat the facilities properly and to help maintain them. All students are expected to help maintain the classrooms and the school grounds. Students take turns sweeping the rooms, cleaning the boards, mopping the floors, and emptying the waste baskets. If they are unable to participate in this activity due to medical reasons, they are expected to find an alternative way to contribute to the maintenance of the facilities. Students should not be entering classrooms, other than their own, without permission.

Food

- The eating of food or candy, chewing gum, or drinking of beverages is NOT permitted in the classrooms.
- Food and beverages are NOT to be taken into the library, computer room, or laboratories.

Library: The library is a place for reading, studying and doing research. Students are expected to avoid unnecessary talking and socializing that could be distracting for other students. While using this facility, students must observe the library rules and follow established procedures.

Laboratories/Computer Lab: These facilities can only be used under the supervision of a teacher. The equipment should not be touched without permission from the supervising teacher. Failure to follow directions while using these facilities will result in the student being removed from the facility.

Recess: students are expected to be outside during recess and are NOT permitted in the classrooms.

Vandalism: Vandalism is unacceptable. Students found vandalizing the school or school property will be required to repair the damage and will be held accountable for all costs related to the vandalism. They may also be suspended.



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Banned Material and Substances

- Electronic Equipment:** Electronic equipment, other than devices used directly in the classroom for learning purposes, are not to be brought to school. (e.g. Radios, CD and tape players, games, cell phones, etc.) Failure to comply will result in the confiscation of the item(s).
- Alcohol & Drugs:** The possession or use of any alcoholic beverage, cigarettes, marijuana, or any other controlled substance while under the authority of the principal is strictly forbidden. Failure to comply will result in an immediate suspension.
- Weapons:** The possession or use of any type of weapon is strictly forbidden. Failure to comply will result in an immediate suspension.
- Pornographic Material:** The possession of any type of pornographic material (including written material created by the student) is strictly forbidden. Failure to comply will result in an immediate suspension.

Honesty

One of the main goals of St. Mary's Academy is to develop a respectful community. Students must be honest and take responsibility for their actions. Students who fail in this regard hurt the school community and damage their reputation and credibility.

Lying: Any form of lying or dishonesty will be treated as disrespect.

Cheating:

- Any student found cheating on a test or copying another student's work will have the test or work confiscated and will be given a zero for the assignment.
- Any student who enables another student to cheat or copy will also be given a zero and/or have his work confiscated.
- Students involved in cheating may be suspended and will require a parent meeting before returning to class.

Theft: Students must respect the property of others. Any student found stealing or in possession of stolen property will be suspended and a meeting will be set up with the student's parent/guardian. (A student using or in possession of items belonging to someone else, without his permission, may be accused of theft.)

Enforcement of the Rules

To encourage students to follow the code of conduct, St. Mary's Academy uses both the merits system and the demerits system. Though the merits system is still under development, it is an attempt to recognize and reinforce those students whose conduct is exemplary. The demerits system is an attempt to monitor students' behaviour that is not conducive to developing a quality learning environment and to help the students identify behaviour that is not acceptable.

Merits:

- | | |
|---|---|
| A. Outstanding Efforts in Academics | *Tally begins anew each month |
| B. Academics: 75% -85%=1, 86% - 95%=2, over 95%=3 | *five merits in a month result in a certificate of merit. |
| C. No school lateness for the month | *more than ten merits in one month |
| D. High level of participation in school activities | result in a congratulatory letter sent to |
| E. Over 1 hour of volunteer help around the school the parents. | |
| F. Shows initiative and creativity | |
| G. Shows consideration for others or tutors other students | |
| H. Report serious infractions of the school rules | |
| I. Exemplary Behavior | |
| J. Other | |

Demerits:

- | | |
|---------------------------------------|--|
| 1. Disrespect in language or attitude | *Tally begins anew each month. |
| 2. Incomplete uniform | *Five demerits in a month results in a detention |
| 3. Late for class | |
| 4. Inattentive or disturbing class | *More than ten demerits in one month |



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5. Incomplete assignment
6. Eating food or chewing gum in class
7. No written excuse for the absence
8. Failure to comply with directions
9. Not prepared for class
10. Failure to practice good manners
11. Dishonesty
12. Fighting or other aggressive action

results in a parent/guardian conference
*Continued and excessive accumulation of demerits will result in a suspension.

Levels of Disciplinary Actions

- Warning:** The Student is reminded about the expectation and how his behaviour is unacceptable
- Demerits:** The Student is informed about the inappropriate behaviour and told he is receiving a demerit. The demerit is recorded in the office.
- Meeting with Administration:** The Student meets with one of the Deans
- Detentions:** The Student meets with the vice-principal and/or principal
- Parent/Guardian Meeting:** The Student is required to return to the school for two hours and as a sign of his effort to help build the school community, he is asked to do work around the school.
- Meeting:** The student is asked to bring a parent/guardian to the school to meet with the principal. The principal will meet with both the parent/guardian and the student to review the problem and look for a solution.
- Suspension:** The student is sent home and not allowed to attend to classes. Parents are informed. Upon return after the suspension, the student's parents must accompany the student back to school and report to the office
- 1-2 days Suspension:** The student is sent home and not allowed to attend classes. Parents are informed, as well as the School Board and the Chief Education Officer.
- 3-10 days Suspension:** The student is sent home and not allowed to attend classes. Parents are informed, as well as the School Board and the Chief Education Officer.
- Expulsion:** Though the principal may recommend this action for the safety and benefit of the other students in the school, this action can only be performed by the Chief Education Officer.

General Policies

- Pass Grade:** A score of 55% is considered to be a passing grade.
- Promotion Requirement:**
- Forms 1 & 2
- Pass English with 55%
 - Pass Religion with 55%
 - Pass one of the following with 55%: Math, Agriculture Science, Integrated Science
 - Pass one of the following with 55%: French, Spanish, Caribbean History
 - Pass two other classes with 55% (Maybe one of the above in the choices areas)
- Forms 3 & 4
- Pass English with 55%
 - Pass Religion with 55%
 - Pass Math with 55%
 - Pass one of the stream classes with 55%
 - a. Science: Biology or Chemistry or Physics
 - b. Business: Principles of Business or Principles of Account
- Pass two more in Form 3 and one more in Form 4.

Graduation

- Requirements:**
- *Must pass English with a 55%
 - *Must pass English with a 55%
 - *Must have a minimum grade of 35% in Math
 - *Must pass one of the classes in your stream with 55%
 - o Science Stream: Physics, Chemistry or Biology
 - o Business stream: Principles of Accounts or Principles of Business
- *Must pass two other classes listed below with 55%
- o Language (Spanish or French)
 - o Caribbean History
 - o Elective (Building Technology, Technical Drawing, Information Technology, Geography, Agriculture Science)
 - o Math
 - o One other Science or Business related class



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- *All SBAs are completed and returned in
- *100 hours of community service
- *Attendance/punctuality of 90%
- *Behavior in good standing – The number of Suspensions and Detentions will be a determining factor to this criterion.

CSEC Exams: Students who are working on their studies and giving an honest effort will be registered by the school for the CSEC examination. However, any student who shows little interest gives no effort, and does not participate in the class will be left to register on his own accord i.e. – private registration.

Failures:

- *Students struggling academically or who have failed tests may be asked to remain after school for extra help. Students may also be asked to return to school in the afternoon for tutorial sessions.
- *Students who fail to meet the requirements will be asked to repeat the grade/form.
- *if a student fails in two consecutive years, the Ministry of Education will be asked to transfer the student to a new learning environment. Repeating a third time in the same school does not benefit the student or the other students in the class.

DISCLAIMER: St. Mary's Academy reserves the right to make amendments to this Code of Conduct as the need arises, for the better management of the school.

PARENT AGREEMENT

By signing this document, I, the undersigned parent, have read and agree to guide my son/ward to abide by the St. Mary's Academy Code of Conduct.

I understand that serious and/or persistent violations of the St. Mary's Academy Code of Conduct by my son/ward may result in suspension and/or may be asked to transfer out of St. Mary's Academy.

I further understand that a lack of awareness or a misunderstanding of an ethical standard on my part is not a defence to a charge of misconduct.

Signature: _____

Print Full Name: _____ Date: _____

Current Address: _____

STUDENT AGREEMENT

By signing this document, I, the undersigned student, have read and understand the St. Mary's Academy Code of Conduct. I agree to abide by the aforementioned guidelines.

Signature: _____

Print Full Name: _____ Date: _____