



PALMER
CATHOLIC ACADEMY
— OUR LADY STAR OF THE SEA —

*Every Child Known. Every Gift Nurtured.
Every Day Rooted in Christ.*

CODE OF CONDUCT

UPDATED JULY 2026

**PALMER CATHOLIC ACADEMY
4889 PALM VALLEY RD.
PONTE VEDRA BEACH, FL 32082**

**Pastor: Rev. Andy Blaszkowski
Principal: Daniela DosSantos
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Palmer Catholic Academy

Code of Conduct

Palmer Catholic Academy Mission Statement

Palmer Catholic Academy of Our Lady Star of the Sea Catholic Church provides a Catholic and Christ-centered educational environment that inspires all students to reach their full spiritual and academic potential and become responsible, respectful, and reverent disciples of Christ.

Palmer Catholic Academy Core Values

Always respectful

Never give up

Grow from mistakes

Encourage others

Live like Jesus

Show kindness

Palmer Catholic Academy Standards

To form responsible, respectful, and reverent disciples of Christ, Palmer Catholic Academy teaches students to practice self-control, make positive choices, and accept responsibility for their actions. When mistakes occur, students are expected to acknowledge the harm caused, accept appropriate consequences, make amends when possible, and demonstrate improved behavior. Through guidance, accountability, and forgiveness, students learn to grow from their mistakes and live more fully as disciples of Christ.

Palmer Catholic Academy

Code of Conduct

Introduction

As part of the apostolic mission of Catholic education, Palmer Catholic Academy seeks to form students who demonstrate responsibility, respect, reverence, honesty, compassion, and self-control. A clear Code of Conduct is necessary to maintain a safe, orderly, faith-filled environment in which every student can learn and grow.

Students are expected to treat others with the dignity owed to every person created in the image and likeness of God. Conduct that disrupts learning, threatens safety, harms another person, or conflicts with the mission and values of Palmer Catholic Academy will be addressed through appropriate disciplinary action. The purpose of discipline is not simply to impose consequences, but to help students accept responsibility, repair harm when possible, and make better choices in the future.

Palmer Catholic Academy reserves the right to impose disciplinary action when a student's conduct is inconsistent with the school's mission, core values, or behavioral expectations. The school may also address conduct occurring off campus, online, or through social media when the conduct:

- causes or is reasonably expected to cause a substantial disruption to the school environment;
- threatens the safety or well-being of a student, employee, or member of the school community;
- interferes with the educational program;
- involves harassment, bullying, threats, or targeted harmful conduct involving members of the school community; or
- significantly harms the mission, reputation, or operations of Palmer Catholic Academy.

Palmer Catholic Academy has adopted the following Code of Conduct to support our mission, core values, and standards that are detailed on p. 2 of this document. The Code of Conduct is divided into 2 sections by grade levels (K-2 and 3-8) to be developmentally appropriate for students at each age. (For the Code of Conduct for preschool students, please see the Preschool Addendum.) For students in Grades 3–8, infractions are organized into four levels based on their nature and severity. Demerits and other consequences may be assigned in accordance with the guidelines contained in this document. When demerits are entered into FACTS, parents will receive an automated notification identifying the reported infraction.

A successful discipline program requires a cooperative partnership among students, parents, teachers, and school administration. Parents and guardians are expected to review the Code of Conduct with their children, support school expectations, and work collaboratively with school personnel when behavioral concerns arise.

Each family must complete and return the acknowledgment form located on the final page of this document. The completed form may be scanned and emailed to palmercatholic@pcapvb.org or returned to the school office.

Palmer Catholic Academy reserves the right to interpret, apply, amend, or modify this Code of Conduct when necessary to protect the safety, well-being, educational environment, and Catholic mission of the school. Disciplinary decisions are made by the administration and may consider the student's age, developmental level, disciplinary history, intent, severity of the conduct, impact on others, cooperation during the investigation, and other relevant circumstances.

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Code of Conduct - Grades K-2

Students in the primary grades are developing their understanding of right and wrong, learning self-control, and practicing what it means to live as disciples of Christ. **At this level, discipline focuses on teaching, redirection, encouragement, and helping students understand the impact of their choices.** Expectations are clearly taught, modeled, and reinforced in every classroom. Parents will be notified of significant behavior concerns and any resulting consequences by the classroom teacher, by the end of the school day.

Examples of behaviors that may require teacher intervention include, but are not limited to:

- disrupting instruction
- refusing to follow directions
- not completing assigned work
- disrespectful behavior to staff or classmates
- inappropriate language
- rough play or keeping hands to oneself (shoving, hitting, etc.)
- repeated classroom rule violations

Consequences at this grade level might include, but are not limited to:

- Logical Consequences
- Time-Out or Removal from the Activity
- Loss of Classroom or School Privileges
- Parent Communication or Conference
- Behavior Improvement Plan

Every student has the right to learn in a safe and orderly classroom. When repeated inappropriate behavior continues despite teacher interventions and classroom consequences, parents will meet with administration to develop additional supports and determine appropriate disciplinary action. Depending on the frequency and severity of the behavior, consequences may include disciplinary probation, suspension, or de-enrollment.

Incidents involving student/student injury, destruction of school property, physical confrontations (hitting, punching, shoving, etc.), theft, and vandalism will be referred to school administration. Parent contact will be made immediately and the student may be sent home at the discretion of administration. Behavior will be documented, and student will be assigned a reflective homework assignment on the behavioral incident. Depending on the severity of the incident, administration will determine further action and steps for return to school.

Any intentional physical aggression toward a staff member will result in immediate administrative intervention and will typically result in suspension. Depending on the circumstances, de-enrollment may also be considered. Any incidents involving destruction of school property will require repayment by parents and may result in immediate suspension or expulsion depending on the severity.

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Code of Conduct - Grades 3-8

Students at this level are better able to manage their behaviors and have a good understanding of what is right and wrong as Christ's disciples. With teacher guidance and coaching, students are expected to take ownership of their behavior, recognize their mistakes, and take responsibility for their actions. Rules are posted and discussed in each classroom, including Enrichment classes and the lunchroom. Parents are notified of expectations.

Behavior infractions for grades 3-8 are divided into four levels. ***All infractions are first addressed through a conversation between the teacher and the student.*** The teacher will also discuss the incident with other students involved, if applicable. The goal is to redirect students using proximity control, and non-verbal and verbal warnings. However, if the behavior persists, students will receive the designated number of demerits for the infraction. Parents will be notified via email when their child receives demerits. Once **SIX (6) demerits** are accumulated in all, the student will serve an after-school detention. Note: Demerits are cumulative across all classes and school activities. After **three detentions**, the parents will meet administration and discuss the next steps, which will include a suspension from school.

The following tables list examples of infractions at each level and consequences for those infractions. **Due to privacy laws, Palmer Catholic Academy cannot discuss disciplinary actions or consequences involving another student with anyone other than that student's parent(s) or legal guardian(s).**

Levels of Infractions

The examples listed throughout this document are representative and are not intended to be exhaustive. Administration reserves the right to classify behaviors based on the nature, severity, and circumstances of each incident.

LEVEL 1

Minor behavior infractions

Examples of Level 1 infractions	Disciplinary Action Consequences will be:
- violation of classroom/cafeteria rules - class disruptions (calling out, making noises, speaking loudly/yelling, excessive talking, etc.) - off-task behavior - not following teacher directions - throwing small objects in the classroom/cafeteria (crayon, pencil, food, condiments, etc.) - horseplay; not keeping hands/feet to yourself - Navigating non-school related games or sites on the iPad - gum chewing (1/4 of a demerit) uniform violation (1/4 of a demerit)	1 demerit (see p. 11 for more details) AND - Phone call/email to parent, AND - Possible teacher interventions: - verbal reminder - conference with student - seat change - temporary removal from activity - lunch detention (see p. 11 for guidelines) - loss of classroom privilege Consequences will be given by the teacher (if witness to the infraction or told of it by a paraprofessional or substitute).

LEVEL 2

Level 2 behaviors are repeated or more significant behaviors that interfere with the learning environment, demonstrate disrespect, or require administrative awareness if they continue. Consequences will be given by the teacher (if witness to the infraction or told of it by a paraprofessional or substitute).

LEVEL 2

Examples of Level 2 Infractions

Possible Disciplinary Action

Consequences will be:

Respect & Responsibility

- Refusal to follow a reasonable request (insubordination)
- Repeated refusal to complete reasonable academic expectations after teacher redirection
- Dishonesty (including lying to school personnel or attempting to avoid responsibility for one's actions)
- Disrespect toward classmates (including name-calling, teasing, intentional exclusion)
- Poor sportsmanship
- Malicious gossip

- 2 demerits (see p. 10 for more details), AND
- Phone call/email to parent
- Depending on severity/frequency, a parent conference may be scheduled with parents, teachers and administration to begin Tier 2 Behavior Plan and student may begin meeting with the School Counselor

Safety and School Expectations

- Failure to follow directions during a drill
- Creating or leaving an excessive mess in the classroom, cafeteria, or restroom
- Going into another student's desk, locker, cubby, or lunchbox without permission
- Unauthorized possession or use of personal electronic devices (cell phones, smart watches, cameras, earbuds, etc.) during the school day.
- Disruptive or irreverent behavior during Mass, prayer services, Adoration, or other religious activities.
- Encouraging, pressuring, or persuading another student to violate school rules or engage in misconduct.

LEVEL 3

Level 3 behaviors are serious violations of school expectations that compromise safety, integrity, respect for others, or the educational environment. These behaviors require administrative involvement and may result in additional disciplinary consequences. These will be given by the teacher if witness to the infraction or told of it by a paraprofessional or substitute. Administration may also implement these consequences.

LEVEL 3	
Examples of Level 3 Infractions	Possible Disciplinary Action Consequences will include:
Integrity & Honesty - Academic dishonesty (including cheating, plagiarism, copying another student's work, unauthorized collaboration, falsifying academic work, or submitting work generated primarily by artificial intelligence) - Stealing or attempted theft - Forgery or falsification of school documents, parent signatures, passes, notes, or other official records Respect for Others - Use of obscene, profane, discriminatory, or hateful language or gestures (spoken, written, digital, visual) - Disrespectful behavior toward faculty, staff, substitute teachers, paraprofessionals, volunteers, or other adults supervising students - Inappropriate displays of affection that are inconsistent with school expectations Technology and Digital Citizenship - Accessing inappropriate websites or online content using school technology - Misusing school technology or the school network, including attempting to bypass internet filters, security measures, or monitoring systems - Creating, possessing, sharing, or posting inappropriate digital content involving members of the school community - Recording, photographing, or distributing images, audio, or video of another person without permission - Using artificial intelligence or other digital tools to impersonate another individual, create deceptive content, or otherwise misrepresent another person - Using technology or social media to target, harass, humiliate, impersonate, or otherwise harm another member of the school community in a manner that does not rise to the level of verified bullying or a Level 4 offense. Safety & Security - Making inappropriate verbal, written, digital, or visual statements about weapons, shootings, or acts of violence that cause fear, disrupt the school environment, or require administrative intervention (even if in jest) - Willfully entering a restroom or locker room designated for the opposite sex on school premises and refusing to depart when directed by a school employee (Florida Statute 553.865) Property - Willful destruction of school or another person's property (vandalism)	3 demerits, AND - Phone call/email to parent, AND - Referral to administration NOTE: Academic dishonesty will result in a grade of 0 for the test/assignment In addition, depending on the severity/frequency, the consequences may include: - Parent Conference with a Tier 2 Behavior Plan - Disciplinary Probation (see p. 12 for more details) - Meeting with the School Counselor - In-School Suspension (ISS) - Saturday School (\$300 fee charged to FACTS) (for grades 5-8 only) (see p. 13 for more details) - Probation for sports teams/Honor Society/clubs/Student Council for two months (see p. 12 for more details)

LEVEL 4

Level 4 behaviors are the most serious violations of the Palmer Catholic Academy Code of Conduct. These behaviors jeopardize the safety, well-being, dignity, or rights of others, significantly disrupt the educational environment, or are inconsistent with the mission and values of Palmer Catholic Academy. All Level 4 incidents require immediate administrative referral and may result in suspension, de-enrollment, notification of law enforcement, or other appropriate action.

LEVEL 4	
Examples of Level 4 Infractions ALL REQUIRE IMMEDIATE REFERRAL TO ADMINISTRATION	Disciplinary Action Consequences will include the following:
Safety & Violence • Verified bullying (see p. 8 for additional details) • Any threat of violence or physical or emotional harm directed toward a student, employee, or the school community (verbal, written, electronic, visual, online, or in jest) (see p. 8 for additional details) • Physical aggression or intentional physical harm toward another student (including fighting, striking, or assaultive behavior) regardless of who started it - Administration will consider the circumstances of each incident, including reasonable self-defense, when determining consequences. • Physical aggression toward any faculty member, staff member, volunteer, or other adult supervising students • Leaving the classroom, campus, or a school-sponsored activity without permission when doing so creates a safety concern Weapons, Drugs, and Dangerous Items • Possession of a dangerous weapon or facsimile of a dangerous weapon (see p. 9 for additional details) • Possession, use, distribution, or sale of controlled substances, alcohol, tobacco, vaping products, prescription medication, over-the-counter medication, vitamins, or other prohibited substances (see p. 9 for additional details) • Possession, use, or distribution of drug paraphernalia Sexual Misconduct • Violation of the Sexual Harassment Policy (see p. 10 for additional details) • Possession, creation, distribution, or sharing of pornographic or other indecent or sexually explicit material • Recording, photographing, or distributing images or video in private areas (restrooms, locker rooms, changing areas) or other serious invasions of privacy Criminal or Illegal Conduct • Any conduct that would constitute a misdemeanor or felony under federal or Florida law • Theft, extortion, or other criminal conduct of a serious nature School Community and Reputation • Conduct, including online or off-campus behavior, that substantially disrupts the school environment or intentionally harms the reputation, mission, operations, or members of the Palmer Catholic Academy community (including, but not limited to, creating fake social media accounts impersonating staff or students or the school, coordinating online harassment, sharing confidential school information, organizing harmful online campaigns) Any other conduct that, in the judgment of the Administration, places the safety, well-being, or dignity of students or staff at risk or substantially interferes with the mission and orderly operation of Palmer Catholic Academy.	• 4 demerits (see p. 11 for more details), AND • Out-of-School Suspension (OSS) – period of suspension will be determined by administration based on severity of the infraction (see p. 12 for guidelines), AND • 10-day suspension from extracurricular activities, including sports teams (see p. 12 for guidelines) followed by probationary period, AND • Removal from Honor Societies and/or Student Council • Regularly scheduled meetings with the School Counselor • Required parent conference before returning to school • Behavioral assessment and/or counseling requirements when appropriate In addition, consequences may include the following depending on the frequency/severity of the infraction: • Saturday School (\$300 fee charged to FACTS) (for grades 5-8 only) (see p. 13 for more details) • Disciplinary Probation (see p. 12 for additional details) • Expulsion/de-enrollment from Palmer Catholic Academy (see p. 13 for details) • Notification of law enforcement or other agencies when required by law or deemed necessary Note: Some Level 4 offenses may result in immediate suspension or de-enrollment without prior progressive discipline, depending on the severity of the incident.

Field Trip Eligibility: Students who have accumulated 20 demerits or who have received an out-of-school suspension are ineligible to participate in class field trips.

BULLYING

Palmer Catholic Academy is committed to maintaining a safe, faith-filled, Christ-centered learning environment where every student is treated with dignity and respect. Every member of our school community has the right to learn in an environment free from bullying, harassment, intimidation, and humiliation.

Bullying in any form is prohibited and will be investigated promptly and addressed seriously. As a Catholic school, we believe every person is created in the image and likeness of God. Therefore, all members of our community are expected to treat one another with kindness, compassion, respect, and dignity.

Definition of Bullying

Bullying is **deliberate and repeated behavior** involving a real or perceived imbalance of power in which an individual or group intentionally causes physical, emotional, social, or psychological harm to another person.

Bullying may include, but is not limited to:

- **Physical** – hitting, pushing, tripping, kicking, spitting, damaging belongings, or other acts of physical aggression.
- **Verbal** – teasing, name-calling, ridiculing, insulting, threatening, or spreading rumors.
- **Non-Verbal** – offensive notes, gestures, graffiti, or other actions intended to intimidate or embarrass.
- **Relational/Social** – intentionally damaging another person's relationships, reputation, or social standing.
- **Exclusion** – deliberately excluding someone from activities or groups with the intent to cause harm.
- **Extortion** – threatening or coercing another person to surrender money, possessions, food, or other property.
- **Property** – stealing, hiding, damaging, or destroying another person's belongings.
- **Cyberbullying** – bullying carried out through electronic communication or digital technology, including text messages, email, social media platforms, messaging applications, online gaming, artificial intelligence, or any other digital means. Cyberbullying that occurs off campus may still be subject to school discipline when it substantially disrupts the school environment, interferes with another student's ability to learn, targets members of the Palmer Catholic Academy community, or otherwise impacts the safety or well-being of students or staff.

Reporting Bullying

Any student, parent, or employee who witnesses or becomes aware of possible bullying is encouraged to report the incident immediately to a teacher, school counselor, administrator, or on the bullying reporting form that can be found on the school website. Students are encouraged to support classmates who may be targeted and to seek assistance from a trusted adult. Choosing not to participate in bullying—and speaking up when it is safe to do so—helps build a culture of kindness, courage, and respect. **Retaliation against any individual who reports bullying, participates in an investigation, or serves as a witness is strictly prohibited and will result in disciplinary action.**

Investigation of Reports

All reports of bullying will be taken seriously and investigated promptly.

Administration and/or the School Counselor will:

- Interview the student reporting the incident, the alleged offender, and any witnesses.
- Document all interviews and relevant findings.
- Notify the parents/guardians of all students involved.
- Implement immediate measures, when appropriate, to ensure student safety.
- Determine whether the reported behavior meets the school's definition of bullying.
- Assign appropriate disciplinary consequences and interventions based on the findings.

Verified Bullying

A report of bullying does **not** automatically constitute verified bullying. A **verified incident of bullying** is one in which, following a thorough investigation, Administration determines there is credible evidence that the reported behavior occurred and meets the school's definition of bullying. Verification may include one or more of the following:

- Consistent statements from multiple witnesses
- Admission by the student involved
- Physical, written, photographic, video, or digital evidence
- Observation by school personnel

As a Catholic community, we seek truth with compassion. Our goal is not only to address harmful behavior, but also to guide students toward accountability, reconciliation, personal growth, and restored relationships.

Consequences

Bullying is considered a **Level 4 offense**. Depending on the findings, severity, frequency, and circumstances of the incident, one or more of the following consequences may be assigned:

- Demerits
- Detention
- Parent conference
- Suspension from extracurricular activities, athletics, Student Council, clubs, and/or National Honor Society
- Saturday School
- **Three (3)-day out-of-school suspension for a verified bullying incident**
- Expulsion/de-enrollment for repeated or severe incidents
- Notification of law enforcement when appropriate

A first verified bullying offense will result in a three (3)-day out-of-school suspension. A second verified bullying offense will result in expulsion/de-enrollment from Palmer Catholic Academy.

THREATS OF VIOLENCE & SCHOOL SAFETY

The safety and well-being of every member of the Palmer Catholic Academy community is of the highest priority. As a Catholic school, we believe every person is created in the image and likeness of God and is deserving of dignity, respect, and protection. Any behavior that threatens the safety of students, employees, volunteers, or visitors is taken extremely seriously. Any threat of violence or threatening behavior will result in an immediate administrative investigation and appropriate disciplinary action.

Definition of a Threat

A threat is any verbal, written, electronic, digital, visual, or physical expression of an intent to cause physical or emotional harm to another person or to the school community, regardless of if it was in jest.

A threat may be communicated:

- In person
- In writing
- Through text messages
- Through social media or other electronic communication
- Through drawings, images, videos, or symbols
- Through gestures or other actions intended to intimidate or create fear

A statement may be considered a threat **regardless of whether the individual intended it as a joke, whether the person had the immediate ability to carry it out, or whether the threat was conditional or intended for the future.**

Prohibited Conduct

Examples of threatening behavior include, but are not limited to:

- Threatening to physically harm another person.
- Threatening to harm the school or school property.
- Making statements about bringing a weapon to school.
- Making statements about shootings or acts of mass violence.

- Creating or sharing threatening written, digital, or visual content.
- Encouraging, assisting, or promoting acts of violence.
- Any conduct that causes fear for the safety of students, employees, or the school community.

Investigation Procedures

All reported threats will be investigated immediately.

Depending on the circumstances, Administration may:

- Interview students and witnesses.
- Notify parents or guardians.
- Secure written statements and other evidence.
- Notify the St. Johns County Sheriff's Office (SJSO) or other law enforcement agencies.
- Require a threat assessment.
- Remove the student from campus pending the outcome of the investigation.

Consequences

Threats and acts of violence are considered **Level 4 offenses**. Students who make threats or engage in threatening behavior will be subject to immediate suspension. The suspension will remain in effect until the school's investigation and any required law enforcement threat assessment have been completed.

Following the threat assessment, additional consequences may include:

- Development of a School Safety Plan.
- Required meetings with Administration and the School Counselor.
- Random backpack or belongings checks, when appropriate.
- Required psychological evaluation and/or counseling.
- Disciplinary Probation.
- Suspension.
- Expulsion/de-enrollment.
- Notification of law enforcement or other agencies as required by law
- Students whose threats are assessed as medium or high risk by law enforcement or whose conduct otherwise poses a significant risk to the safety of the school community may be expelled or de-enrolled at the discretion of the Principal.

Return to School Following a Threat

At the discretion of Administration, a student may be required to:

- Complete a psychological evaluation.
- Participate in professional counseling.
- Provide written documentation from a licensed mental health professional indicating the student may safely return to school.
- Participate in a re-entry conference with Administration and the student's parent(s)/guardian(s).
- Comply with an individualized School Safety Plan as a condition of continued enrollment.

DANGEROUS WEAPONS POLICY

The safety of our students, employees, and visitors is a top priority. The possession, use, display, or threatened use of a dangerous weapon on school property, at school-sponsored activities, or while representing Palmer Catholic Academy is strictly prohibited.

Definition of a Dangerous Weapon

For purposes of this policy, a dangerous weapon includes, but is not limited to:

- Firearms
- Explosives or explosive devices
- Ammunition or munitions

- Electronic weapons (such as Tasers or stun guns)
- Chemical weapons or harmful chemical agents
- Knives, including pocket knives
- Razor blades and box cutters
- Combustible or flammable liquids
- Any object used or intended to be used as a weapon
- Facsimiles or realistic replicas of dangerous weapons that may reasonably cause fear or disruption

Consequences

Possession, use, display, or threatened use of a dangerous weapon is considered a **Level 4 offense**.

Depending on the circumstances, consequences may include:

- Immediate removal from the classroom or campus
- Immediate out-of-school suspension
- Notification of parents/guardians
- Notification of law enforcement
- Expulsion/de-enrollment
- Any additional action required by law or deemed appropriate by Administration

Administration reserves the right to consider the student's age, developmental level, intent, and the specific circumstances of the incident when determining appropriate disciplinary action, except where otherwise required by law.

DRUGS, ALCOHOL, & PROHIBITED SUBSTANCES

Palmer Catholic Academy is committed to providing a safe, healthy, and drug-free learning environment. The possession, use, sale, distribution, transmission, or being under the influence of alcohol, illegal drugs, controlled substances, vaping products, or other prohibited substances is strictly prohibited on school property, at school-sponsored activities, or while representing Palmer Catholic Academy. The use, possession, distribution, or sale of substances represented to be illegal drugs or controlled substances—including look-alike substances or counterfeit drugs—may be treated as a violation of this policy.

Prohibited Substances

Prohibited substances include, but are not limited to:

- Alcohol
- Marijuana or cannabis products
- Illegal drugs
- Controlled substances
- Prescription medications possessed or used without authorization
- Over-the-counter medications possessed or used without authorization
- Vaping devices, e-cigarettes, nicotine products, or tobacco products
- Drug paraphernalia
- Any intoxicating or mood-altering substance

Consequences

Violations of this policy are considered **Level 4 offenses** and may result in one or more of the following:

- Immediate suspension
- Parent notification
- Notification of law enforcement, when appropriate
- Required substance abuse assessment or counseling
- Expulsion/de-enrollment
- Any additional disciplinary action deemed appropriate by Administration

Prescription Medications

The proper use of medication prescribed by a licensed healthcare provider is not considered a violation of this policy.

All prescription and over-the-counter medications must:

- Be provided to the school in the original labeled container.
- Be accompanied by written authorization from the student's parent/guardian and physician when required.
- Be stored and administered through the school health room in accordance with school policy.

Students may not carry medications, including over-the-counter medications, in desks, lockers, backpacks, or on their person unless specifically authorized by law or by the school.

Student Searches

By accepting enrollment at Palmer Catholic Academy, students and parents/guardians acknowledge and authorize the school to conduct reasonable searches, questioning, and investigations when Administration has reasonable grounds to believe that a violation of school policy or law has occurred. Searches will be conducted in a manner that is reasonable and appropriate under the circumstances.

Self-Carry Emergency Medications

In accordance with Florida law, students may carry and self-administer emergency medications, such as metered-dose inhalers or other medications authorized by law, provided all required physician documentation and parental authorization have been submitted to the school and approved by Administration.

SEXUAL HARASSMENT

Palmer Catholic Academy is committed to providing a safe, respectful, and Christ-centered learning environment where every individual is treated with dignity and respect. Consistent with Catholic teaching, we recognize that each person is created in the image and likeness of God and deserves to be treated with compassion, courtesy, and respect. Sexual harassment is inconsistent with our Catholic values and will not be tolerated.

Definition

Sexual harassment includes unwelcome verbal, written, electronic, visual, or physical conduct of a sexual nature that interferes with a student's ability to learn, creates an intimidating, hostile, or offensive environment, or otherwise violates the dignity of another person.

Sexual harassment may include, but is not limited to:

- Unwelcome sexual comments, jokes, or remarks
- Verbal, written, text, or electronic harassment of a sexual nature
- Pressure or requests for sexual activity
- Repeated comments or behavior of a sexual nature directed toward another person
- Sharing, displaying, or distributing sexually explicit or inappropriate images, messages, or other content
- Unwelcome physical contact or other inappropriate physical conduct of a sexual nature

Reporting

Any student, parent, employee, or volunteer who believes sexual harassment has occurred should report the matter immediately to the Principal or another school administrator. Students are also encouraged to report concerns to a trusted teacher, counselor, or other school employee, who will promptly notify Administration.

Retaliation against any individual who reports sexual harassment or participates in an investigation is strictly prohibited and will result in disciplinary action.

Investigation

All reports of sexual harassment will be investigated promptly, thoroughly, and as confidentially as circumstances permit.

In determining whether conduct constitutes sexual harassment, Administration will consider:

- The totality of the circumstances
- The nature of the alleged conduct
- The context in which the conduct occurred
- The age and developmental level of the students involved, when applicable
- Any available witness statements or physical, written, or digital evidence

Consequences

Substantiated violations of this policy are considered **Level 4 offenses** and will result in disciplinary action appropriate to the severity of the conduct. Consequences may include suspension, disciplinary probation, de-enrollment, notification of law enforcement when appropriate, and any additional action deemed necessary by Administration. In responding to allegations involving students, Administration will consider the age and developmental level of the students involved, the nature and severity of the conduct, the surrounding circumstances, and the need to protect the safety and dignity of all members of the school community.

SAFETY IN PRIVATE SPACES ACT

Palmer Catholic Academy complies with the requirements of Florida Statute 553.865, the Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school Principal (Level 3) unless a specific statutory exception applies.

DEMERITS

Demerits are used to document behavioral infractions and help students develop responsibility and accountability for their actions. Parents/guardians will be notified each time a student receives a demerit, along with the reason it was issued. **Students who accumulate twenty (20) or more demerits during the school year are not eligible to participate in class field trips.**

Demerit Progression

- **Six (6) demerits:** One-hour after-school detention (**Detention A**)
- **Each additional accumulation of six (6) demerits:** One-and-one-half-hour after-school detention (**Detention B**)

Students who accumulate **three (3) after-school detentions** will be referred to Administration for a parent conference to determine appropriate next steps. Additional consequences may include:

- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Tier 2 or Tier 3 Behavior Plan, as appropriate
- Disciplinary Probation
- Other interventions deemed appropriate by Administration

DETENTION

Detention is assigned to encourage reflection, accountability, and positive behavioral growth rather than simply to punish misconduct. Students are expected to conduct themselves respectfully and follow all detention procedures. Teachers will supervise detention on a rotating basis.

Detention Schedule

- **Detention A:** Monday, Tuesday, Thursday 3:05–4:05 PM
- **Detention B:** Monday, Tuesday, Thursday 3:05–4:30 PM

Attendance

- Detention must be served on the assigned date.
- Detentions take priority over all school-sponsored and outside extracurricular activities, athletics, appointments, and personal commitments.
- Detentions are not held on Wednesdays, Fridays or Early Holiday Release Days.
 - Detentions assigned on Thursday will be served on Monday.
 - Detentions assigned immediately before an Early Release Day will be served on the next scheduled detention day.
- Requests to reschedule detention will only be considered in extraordinary circumstances and must be approved by Administration.

Student Expectations During Detention

Students are expected to:

- Arrive on time.
- Remain silent unless given permission to speak.
- Follow all directions provided by the supervising teacher.
- Complete the assigned reflection or behavioral improvement activity.
- Demonstrate respectful behavior throughout detention.

Students may **not**:

- Complete homework or classwork.
- Use cell phones, smart watches, earbuds, school iPads, or any other electronic devices.
- Disrupt the detention environment.

Failure to Comply

Failure to attend detention or failure to follow detention expectations may result in:

- An additional detention
- Additional disciplinary consequences
- Referral to Administration, depending on the circumstances

Repeated Detentions

Students who receive:

- **Two (2) detentions within one month**
- **Three (3) detentions within one quarter**
- **Four (4) detentions within one semester**

may be subject to additional interventions, including:

- Disciplinary Probation
- Tier 2 Behavior Plan
- Weekly meetings with the School Counselor
- Suspension from athletics, clubs, Student Council, National Honor Society, and other extracurricular activities for one month
- Additional disciplinary action deemed appropriate by Administration

LUNCH DETENTION

Students assigned Lunch Detention will report during their lunch period to the teacher who issued the detention (Grades 3–5) or to the designated Lunch Detention supervisor (Grades 6–8).

During Lunch Detention, students are expected to:

- Remain seated.
- Eat their lunch quietly.
- Follow all directions from the supervising teacher.
- Complete any assigned reflection activity.

Students may **not**:

- Complete homework or classwork.
- Use any electronic devices, including school-issued iPads.
- Disrupt the lunch detention environment

UNIFORM/DRESS CODE VIOLATIONS

The Palmer Catholic Academy Uniform Policy supports our Catholic mission and contributes to a positive learning environment. School uniforms help:

1. Foster a sense of unity and equality
2. Encourage modesty and dignity in dress
3. Promote discipline and focus
4. Enhance school spirit and identity
5. Minimize peer pressure and bullying

Students are expected to comply with the Palmer Catholic Academy Uniform Policy as outlined in the **Parent/Student Handbook**.

Uniform Violations

- Students who do not comply with the Uniform Policy will receive a uniform violation which is equal to $\frac{1}{4}$ of a demerit.
- Parents/guardians will receive an email describing the violation and/or a call to bring the appropriate uniform items to school.
- Depending on the violation, students will be sent home to rectify the uniform violation and can return once they are in compliance. This can apply to hair coloring or hair length.
- If appropriate, students may be provided with a temporary replacement item from the Uniform Closet, and the family's FACTS account will be charged for these items.

Examples of uniform violations include, but are not limited to:

- Failure to wear a school ID badge
- Wearing an unauthorized sweatshirt or outerwear
- Failure to wear a belt (boys)
- Skirts or skorts that do not meet the required length (girls)
- Improper shoes or socks
- Hairstyles that do not comply with school guidelines
- Wearing makeup or nail polish not permitted by the Uniform Policy
- Any other violation of the published Uniform Policy

Consequences

Each uniform violation will result in one-quarter ($\frac{1}{4}$) of a demerit.

PROBATION FROM ATHLETICS/CLUBS/HONOR SOCIETY/STUDENT COUNCIL

Participation in athletics, clubs, Student Council, National Honor Society, and other extracurricular activities is a privilege. Students may be placed on extracurricular probation when behavior, disciplinary history, or repeated violations of the Code of Conduct indicate that additional accountability is appropriate.

Extracurricular probation will normally remain in effect for **two (2) months**. Participation in extracurricular activities is contingent upon continued demonstration of appropriate conduct, citizenship, and adherence to school expectations.

During the probationary period:

- Students may continue participating in extracurricular activities.
- Any additional Code of Conduct violation during the probationary period may result in removal from athletics, clubs, Student Council, National Honor Society, and other extracurricular activities for the remainder of the school year.

DISCIPLINARY PROBATION

Students may be placed on **Disciplinary Probation** when the frequency, severity, or pattern of behavioral infractions indicates that additional interventions and monitoring are necessary.

When a student is placed on Disciplinary Probation:

- Administration will meet with the student and parent(s)/guardian(s).
- The expectations and conditions of the probationary period will be reviewed.
- All parties will sign a Disciplinary Probation Agreement outlining behavioral expectations, interventions, and consequences for continued misconduct.

Students who fail to meet the expectations established during the probationary period may be subject to additional disciplinary consequences, including suspension, referral to the Disciplinary Review Board, and/or possible de-enrollment from Palmer Catholic Academy.

SUSPENSION

Suspension is the temporary removal of a student from school for a period not to exceed **ten (10) school days**. Unless otherwise determined by Administration, suspensions will be served as **Out-of-School Suspensions (OSS)**. Suspension is reserved for serious violations of the Code of Conduct or repeated misconduct that significantly disrupts the educational environment. **A deduction of up to twenty-five percent (25%) may be applied to work completed during an Out-of-School Suspension, at the discretion of Administration and in accordance with teacher expectations.**

Whenever appropriate, Administration will make a good-faith effort to utilize parental involvement, behavioral interventions, counseling, or other corrective measures before imposing suspension. Immediate suspension may be imposed when necessary to protect the safety of students, employees, or the school community, or when otherwise required by this Code of Conduct.

Suspension Guidelines

Typical Suspension Lengths

Unless otherwise determined by Administration based on the circumstances of the incident:

- **First verified bullying offense:** Three (3)-day suspension
- **Threat of violence:** Minimum three (3)-day suspension and until the SJSO threat assessment has been completed
- **Three (3) after-school detentions:** One (1)-day suspension

During Suspension

Students serving a suspension:

- Are responsible for making up all missed assignments and assessments.
- Are responsible for contacting teachers to obtain missed work.
- May not participate in or attend any school-sponsored activities or events, including athletics, clubs, dances, practices, games, performances, or extracurricular activities, on any day of suspension.

First Suspension

A student receiving a first suspension will:

- Be placed on Disciplinary Probation.
- Begin a Tier 3 Behavior Plan.
- Be suspended from all extracurricular activities, including athletics, for one (1) month following the suspension.
- Be permanently removed from Student Council and/or the National Honor Society, if applicable.
- Be responsible for completing all missed assignments and assessments in accordance with school policy. Any academic consequences related to missed work will be determined by Administration and the student's teacher.

Second Suspension

A student receiving a **second suspension** will:

- Be suspended from all extracurricular activities, including athletics, for **two (2) months** following the suspension.
- **May be required to appear before the Disciplinary Review Board. Based on the student's disciplinary history, the severity of the misconduct, and the student's overall record, the Board may recommend that the student be denied re-enrollment for the following school year or establish conditions for continued enrollment.**
- Be responsible for completing all missed assignments and assessments in accordance with school policy. Any academic consequences related to missed work will be determined by Administration and the student's teacher.
- Be subject to any additional disciplinary interventions deemed appropriate by Administration.

Third Suspension

A **third suspension** demonstrates a continued pattern of serious misconduct and indicates that prior interventions have not resulted in meaningful behavioral improvement.

A student receiving a **third suspension**:

- Will be removed from all extracurricular activities, including athletics.
- Will meet with Administration and the student's parent(s)/guardian(s).
- **May be denied continued enrollment at Palmer Catholic Academy or denied re-enrollment for the following school year, at the discretion of the Principal.**
- May be de-enrolled immediately if the nature of the misconduct warrants such action.

SATURDAY SCHOOL

Saturday School is an alternative disciplinary consequence that may be assigned at the discretion of Administration when deemed appropriate based on the nature or severity of a student's misconduct.

Students assigned Saturday School:

- Will attend from **8:00 a.m. to 10:00 a.m.**, as scheduled by the school.
- Will complete assigned reflection activities, academic work, and/or supervised work assignments within the school building.
- Are expected to follow all school rules and directions while participating in Saturday School.

A **\$300 fee** will be charged to the family's FACTS account to cover the cost of supervision and staffing. Failure to attend Saturday School without prior approval from Administration may result in additional disciplinary consequence.

DE-ENROLLMENT

As a private Catholic school, Palmer Catholic Academy reserves the right to deny continued enrollment or re-enrollment to any student whose conduct, academic performance, or pattern of behavior is inconsistent with the mission, philosophy, expectations, or policies of the school.

A student may be de-enrolled for serious or repeated violations of diocesan or school policies, including behavior that threatens the safety, welfare, or moral well-being of students, faculty, staff, or the school community. De-enrollment may occur immediately or at the conclusion of the school year, depending on the circumstances of the incident.

Any student who intentionally strikes, assaults, or physically attacks a faculty member, staff member, administrator, volunteer, or other school employee will be subject to immediate de-enrollment

DISCIPLINARY REVIEW BOARD

The Disciplinary Review Board is convened at the discretion of the Principal or Pastor when a student's behavior warrants additional review beyond the school's standard disciplinary procedures.

The Board consists of:

- The Pastor
- The Principal
- The Assistant Principal
- The School Counselor
- One teacher selected by Administration
- One teacher selected by the student's parent(s)/guardian(s)

Purpose

The purpose of the Disciplinary Review Board is to:

- Review the student's disciplinary history and current incident.
- Identify factors contributing to the student's behavior.
- Encourage accountability and positive behavioral change.
- Strengthen the partnership between home and school.
- Determine appropriate interventions and recommendations for continued enrollment.

Possible outcomes may include, but are not limited to:

- Behavior Contract
- Disciplinary Probation
- Suspension from athletics and extracurricular activities
- Counseling recommendations
- Conditions for continued enrollment
- Recommendation for de-enrollment

Students who remain enrolled following a Disciplinary Review Board meeting will be placed on a Behavior Contract, which will be monitored by Administration for the remainder of the school year.

CORPORAL PUNISHMENT

Palmer Catholic Academy prohibits the use of corporal punishment in any form. Physical force, spanking, verbal abuse, humiliation, or any other inappropriate disciplinary practice shall **not** be used or tolerated under any circumstances.

Any employee found to have engaged in prohibited conduct will be subject to immediate disciplinary action, up to and including suspension and possible termination of employment.

Any volunteer who engages in prohibited conduct will be immediately removed from campus and prohibited from future volunteer service at Palmer Catholic Academy.



Palmer Catholic Academy

Code of Conduct

Family Last Name (please print): _____

Please read and sign this form once you have reviewed the Palmer Catholic Academy Code of Conduct. Scan and return to the school via email: palmercatholic@pcapvb.org.

I have read the Palmer Catholic Academy Code of Conduct and I agree to abide by the rules and regulations set forth in this document. In signing this form, I am confirming my understanding of the various levels of infractions and the possible consequences for each. In supporting Palmer Catholic Academy's mission and core values, I will help my child be accountable for his/her behaviors by supporting any consequences that are instituted per the Code of Conduct. I have read and understand the guidelines for demerits, detention, suspension, threats, disciplinary probation, and de-enrollment. *I understand that due to privacy laws, the school is not permitted to discuss another student's consequences with me.*

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Students should print/sign their names below to acknowledge that they understand the rules.

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____