



**SEEDS OF FAITH
CHRISTIAN ACADEMY**

Policy No. 211
Section: Pupils
Title: Student Discipline
Adopted: May 3, 2016
Revised:

1. Purpose

The Board believes discipline to be a means of ensuring behavioral conduct and spiritual welfare of students. The role of the school in disciplining students is to provide assistance in becoming socially responsible individuals and assist in their growth to maturity as image bearers of God. The Board believes the school should provide an environment conducive to learning basic values of self-discipline and standards of individual responsibility that are fundamental to a democratic society and spiritual principles of Christ-like character.

Because irresponsible behavior and violations of good conduct can substantially disrupt the learning environment, the Board adopts this policy.

2. Authority

The Board shall require each student to adhere to Board policies and the rules and regulations promulgated by the Administrator/Principal and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules, regulations and Board policies shall govern student conduct:

1. During time spent in travel to and from school.
2. In school during school hours at school sponsored activities.
3. In concert with after school and weekend school sponsored activities, performances, or contests on school premises.
4. During meetings/activities on school premises sponsored by a nonschool person(s).
5. During extracurricular related student group meetings, performances, or contests on school premises.
6. Anytime outside of school involving violations or possible violations of law and/or when there is reason to believe that the effect could include endangering the health, safety, welfare or morals of students within the school system.

3. Guidelines

The Board shall adopt a Discipline Code to govern student behavior.

4. Delegation
of
Responsibility

The Administrator/Principal or designee shall promulgate rules and regulations to implement Board policy governing student conduct.

The Administrator/Principal or designee shall publish and provide to all staff, students and parents the rules for student behavior contained in the Discipline Code and the sanctions that may be imposed for violations of those rules. A copy of the Discipline Code shall be made available for review in the school.

Board members, when called by parents, should report all cases directly to the Administrator/Principal. The Administrator/Principal will reply to the Board member(s) involved as soon as possible.

The Board will not be involved in any disciplinary concerns, unless referral is made by the Administrator/Principal.

The Board should refer parents to the Administrator/Principal.

The Administrator/Principal shall report to the Board the methods of discipline imposed for the incidences of student misconduct in the degree of specificity required by the Board.

The Administrator/Principal shall have the authority to assign discipline to students subject to policies, rules and regulations.

Teaching staff and other school employees responsible for students shall have the authority to take reasonable actions necessary to control the disorderly conduct of students in all situations and in all places where students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the school or threatens the health and safety of others.

SEEDS OF FAITH CHRISTIAN ACADEMY
DISCIPLINE CODE
Guiding Principles

Seeds of Faith Christian Academy firmly believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe and spiritual learning environment. The Discipline Code is comprised of a set of policies, rules, and procedures by which order and spiritual welfare is established and maintained for the benefit of all. Discipline within our school has qualities of objectivity, consistency, equity and spirituality. It is the responsibility of all school personnel, students, parents and our school community to ensure our school environment encourages an orderly and spiritual climate that is conducive to learning. Disciplinary action will be determined based on the facts of each incident in the reasonable discretion of the Administrator/Principal. Students are subject to corrective disciplinary action for misconduct that occurs in school or on school property, on a school vehicle, while participating in or attending any school-sponsored activity or trip, on the way to and from school, and off school property when the act leads to an adjudication of delinquency or a conviction for an offense.

Disciplinary action is intended to be instructive and based on interventions and supports for students. However, when consequences are warranted, they shall be implemented based on a system of progressive discipline. Minor infractions and first offenses have less serious consequences than major infractions and repeat offenses. Factors such as age, grade level, social, emotional and intellectual development, and overall student rights and responsibilities shall also be considered. Disciplinary issues will be resolved by every means possible prior to exclusion from school. Equitable and reasonable disciplinary procedures will be followed.

Responsibility of Students

- Attend school daily, be prepared for class and complete assignments to the best of their abilities
- Follow school-based rules
- Model and practice the expected behaviors and character traits
- Notify school staff about any dangerous behavior, bullying or activity that occurs on school grounds, or off school grounds when it may result in disruption to the educational setting or safety of the environment.
- Accept and respect individual differences and people
- Bring only those materials to school that are allowed
- Keep parents informed of school-related issues and ensure communications are brought home

Responsibility of Parents/Guardians

- Be aware of the Discipline Code
- Make sure your child attends school regularly and on time
- Notify the school of absences or tardiness in a timely manner
- Monitor your child's academic and behavioral progress
- Talk with your child about school and behavioral expectations
- Play an active role and support your child's educational experience
- Be a positive role model and practice the expected behaviors and character traits
- Teach your child to respect the rights and property of others

Responsibility of Teachers

- Use well-planned, creative and engaging instructional plans daily
- Teach and review the Discipline Code as necessary
- Set expectations, teach, model and reinforce positive behavior
- Provide students with meaningful and relevant feedback on their behavioral and academic progress
- Use appropriate classroom management strategies to maintain the learning environment
- Maintain a safe and orderly classroom by using prevention and intervention strategies
- Provide corrective feedback and re-teach appropriate behaviors when a student demonstrates misconduct
- Use professional judgment to prevent minor incidents from escalating
- Keep parents informed of student academic progress and behavior or through regular communication
- Support and cooperate in implementing opportunities for parents to participate in their child's education

Responsibility of Administrator/Principal

- Make the Discipline Code available to students, parents and school personnel
- Maintain a safe and orderly school by using prevention and intervention strategies
- Monitor, support and sustain the effective implementation and maintenance of a positive school culture and learning environment
- Define, teach, model, reinforce and support appropriate student behaviors to maintain a positive school environments
- Provide students with meaningful and relevant positive feedback on their behavioral and academic progress
- Implement the Discipline Code in a fair, equitable and consistent manner
- Communicate policies, expectations and procedures and respond to complaints or concerns from students and parents in a timely manner
- Use professional judgment to prevent minor incidents from escalating

SEEDS OF FAITH CHRISTIAN ACADEMY
DISCIPLINE CODES

Level I Offenses include minor misbehaviors on the part of the student which are disruptive to the normal teaching environment and which interfere with the orderly operation of the school. While Level I misbehaviors can be handled by individual staff members who may observe the incident, attention by administration may be required.

Level I	Definition
Defiance/Disrespect/ Non-Compliance	Student engages in brief or low-intensity failure to respond to adult requests or to rules of conduct as outlined in the discipline code
Disruption	Student engages in low-intensity but inappropriate disruption
Dress Code Violation	Student wears clothing that is near, but not within, the dress code guidelines defined by the school
Inappropriate Language	Student engages in low intensity instance of inappropriate language
Other	Student engages in any other minor problem behaviors or spiritual concerns that do not fall within the other minor categories. Staff using this area will specify the problem behavior observed
Horseplay/ Physical Contact/ Physical Aggression	Student engages in non-serious but inappropriate physical contact
Property Misuse	Student engages in low-intensity misuse of property
Tardy	Student arrives at class after the bell (or signal that class has started)
Technology Violation	Student engages in non-serious but inappropriate (as defined by school) use of electronic devices including but not limited to cell phone, pager, music/video players, camera, and/or computer
Student Expression	Student use of words or symbols to express thoughts, beliefs or ideas may be determined to be offensive, violate the rights of others or disruptive in maintaining an orderly school environment
Cheating	Misrepresenting oneself by copying, plagiarizing, counterfeiting or using a means other than representing of self and self work
Food or Drink Violation	Student is found to be in an unassigned area where food or drink is prohibited or disregards rules or a directive given in the consumption of food or drink

Level II Offenses are misbehaviors whose frequency or seriousness disrupts the learning climate of the school or classroom. These misbehaviors could endanger the health or safety of those in the school. The educational consequences are serious enough to require address by administration or raise the need for a higher level of intervention to include law enforcement authorities or possible action by the Board.

Level II	Definition
Abusive Language/ Inappropriate Language/ Profanity	Verbal messages that include swearing, name calling or use of words in an inappropriate way. Language that is abusive and intentionally directed towards students or staff
Arson	Student plans and/or participates in malicious burning of property
Bomb Threat/ False Alarm	Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion
Defiance/Disrespect/ Insubordination/ Non-Compliance	Refusal to follow directions, talking back and/or socially rude interactions
Disruption	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; deliberate bothering; and/or sustained out-of-seat behavior
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school
Fighting/ Physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, biting etc.)
Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission
Gang Affiliation Display	Student uses gesture, dress, speech to display affiliation with a gang
Harassment/Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes directed towards students or staff; Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters
Inappropriate Display of Affection	Student engages in inappropriate (as defined by school) verbal and/or physical gestures/ contact, of a sexual nature to another student/adult, either consensual or non-consensual
Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school)

Possession/Use of Drugs/ Paraphernalia	Student possession, use or sale of drugs or drug paraphernalia
Unauthorized/ Unacceptable Use of Technology	Inappropriate use/access of technology devices or creation, transmission or forwarding of communication not related to educational objectives
Other	Student engages in any other major problem behaviors or spiritual concerns that do not fall within the other major categories. Staff using this area will specify the problem behavior observed

LEVEL I & LEVEL II SANCTIONS

It is the philosophy of the Board to handle student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner. Disciplinary action will be assigned by the Administrator/Principal in accordance with appropriate restorative discipline. Discipline will be dispensed with consideration given to the level and progressiveness of the offense and/or offender. The Administrator/Principal may apply sanctions to Level I and Level II misconduct which may include but not be limited to the following:

- Verbal reprimand/Warning
- Written reprimand/Warning
- Parent notification
- Loss of privilege
- Special assignment
- Detention
- Suspension (Out of School)
- Recommendation of outside resource
- Informal hearing
- Extension of suspension
- Reporting to authorities
- Expulsion (Recommendation by Administrator/Principal and Board approval)