



# GREATER MOUNT CALVARY HOLY CHURCH CALVARY CHRISTIAN ACADEMY STUDENT DISCIPLINE POLICY



## I. PHILOSOPHY

Calvary Christian Academy (“CCA”) is committed to the philosophy of providing excellence in Christian education based upon Biblical standards. An essential part of CCA’s mission is to promote strong ethical and moral values in our students. It is our ultimate desire that our students demonstrate, by their conduct, an inward acceptance of Jesus Christ, and an attitude of submission to His Lordship by behavior that is appropriate and Biblical.

Teaching submission to authority, and ultimately to God, is imperative in order to guide our students toward full Christian maturity. A student’s attitude toward authority is perhaps the most important factor governing his/her success in school and in life.

In order to fulfill our goals and objectives for exemplary education, it is important that all parents and students become familiar with this Policy Directive and understand CCA’s belief that **DISCIPLINE DOES NOT MEAN PUNISHMENT**. Instead, as used throughout this Policy, this term refers to *“the process of nurturing, training, guiding, and teaching a child to accept responsibility for his or her actions, words, and attitudes.”*

CCA students are expressly prohibited from engaging in any immoral, illegal, or unethical activities or any other activities that may have a detrimental effect on the offending student, other students, the school, the community, or the name of Jesus Christ. Those in violation of this Policy shall be subject to disciplinary actions which could include a range of remedial measures, up to and including: Suspension, expulsion, and/or possible criminal and civil persecution.

## II. STUDENT EXPECTATIONS

The expectations listed below form CCA’s Official Student Code of Conduct and is in effect at all times when CCA programs are in session. Specifically, the Student Code of Conduct is in effect when a student arrives at school or takes public transportation to school; during the school day, and when a student leaves school, and if not in a private vehicle with a parent or guardian, uses public transportation. Finally, this Code of Conduct is in effect for any location a student finds him or herself in while wearing an official CCA student uniform. It includes all school and church sponsored events regardless of the physical location.

### A. Individual Conduct

- Be respectful and courteous in words and actions.
- Submit to all CCA Policies and Procedures.
- Perform to the best of their ability in all areas, including when in route and leaving school at the end of the day.

- Show respect for those in authority and fellow students.
- Respect the physical property of others, CCA and all surrounding or adjacent buildings or businesses (includes public establishments surrounding the school- grocery, retail, banking, food service, and automotive.)
- Abide by CCA attendance policies, expectations for conduct, dress code, and classroom and athletic team rules.
- Conduct themselves in a manner which will promote their health and safety as well as that of others.
- Help keep all CCA/GMCHC facilities neat and clean.

#### **B. Classroom Conduct**

- Attend all classes.
- No hanging around in the halls, restrooms, cafeteria or other areas without permission.
- Come to class with all necessary materials, prepared to learn by sitting in an upright position, remaining on task and avoiding distractions.
- Respect and abide by all classroom rules, i.e., no eating, drinking, and computer and equipment usage.
- No unauthorized computer usage, including visiting social media websites during school hours, i.e., Facebook, Twitter, Instagram, Pinterest, Skype, etc.
- Follow directions of the teacher or any person in authority that enters the classroom.
- No yelling, shouting, or threatening behavior.
- Only exit the classroom at the teacher's permission.

#### **C. Playground/gym/outdoor conduct**

- Be considerate of younger children playing or standing around.
- No name calling, teasing, harassing, foul or profane language.
- Remain in the boundaries of the area designated for recess or breaks. Do not leave CCA campus without the express permission of your teacher.
- No rough play, tripping or tackling other students.
- Absolutely no sexual conduct, display of pornographic materials, or sexually suggestive behavior(s).

#### **D. Transportation Conduct** (either walking or any means of CCA sponsored transport)

- Follow the directions of the driver or any adult in charge.
- Never exit a vehicle or leave a location without the express permission of a CCA official.
- Remain seated at all times a vehicle is in operation.
- No loud talking, shouting, singing, or dancing.
- Body parts are to remain inside of the vehicle at all times.
- Unless directed by a CCA official, no eating is allowed on the bus or while walking in transit to another school sponsored activity.

### III. DISCIPLINE INTERVENTION SYSTEM

#### A. In General.

Effective fall semester 2014, CCA will no longer use its former Demerit Based Intervention System and, instead will implement a Structured Intervention System based upon the Category of offense identified below. Specifically:

- **Category I Interventions-** Minor infractions that prevent school or classroom order and instruction. Disciplinary Action can be administered by Classroom Teacher or Aide.  
**\*\* There is no appeal to a Category I intervention.**
- **Category II Interventions-** Activity and attitudes that demonstrate a lack of respect for authority, or may be frequent and repeated violations of Category I rules. Disciplinary Action administered by Dean of Students or other CCA Administrator/including office Personnel.  
**\*\* A student or parent may request an appeal of a Category II intervention from the Office of the Principal ONLY. The decision of the Principal is FINAL.**
- **Category III Interventions-** Actions which include a potential or targeted victim (s) or destruction of school/community property, including any action(s) that may constitute a violation of law. Disciplinary Action administered by the Principal/Vice Principal or Office of the Superintendent ONLY, after consultation with appropriate officials (including Legal Counsel).  
**\*\*Parents may request a hearing on the merits or the decision of the Principal to the Office of the Superintendent. The decision of the Superintendent is FINAL.**

#### B. Special Circumstances

Careful consideration is given to individual situations so that CCA's response to each student is appropriate. Consequences towards students may differ based upon the totality of the circumstances in each case, including: the age of the child, developmental level of the child, the frequency of the violation, the severity of the action, the impact on potential or intended victim(s), damage to school or surrounding property (in cases of vandalism and theft), and possible violation of law.

**C. Zero Tolerance:** CCA follows a zero tolerance policy on behaviors and actions that have the potential to inflict bodily injury or create an unsafe environment. Automatic Suspensions and possible expulsion will be given for these types of infractions.

**D. Multiple Referrals:** In order to maintain a safe learning environment free of disruption and distraction, CCA will enforce more serious or higher levels of infractions for those students whose behaviors continue to occur after repeated interventions by staff. More importantly, CCA students will receive increasing severe consequences for infractions even if they are of a less severe nature.

**E. Search and Seizure:** *For the safety of our students and staff, CCA reserves the right to search a student's person (including hair), desks, lockers, backpacks, etc., and their contents or any other items on school property at any time without prior notice.* Further, CCA teachers and administrators reserve the right to hold in possession any prohibited item (including cell phones), questionable or unknown item, or any item that appears to be a possible threat to the educational process of CCA or the safety of our students and staff. Certain items retrieved, if found to violate the law, may be turned over to law enforcement. All other student-confiscated items may be retrieved by a parent/guardian after consultation with the Principal.

**SPECIAL NOTE:** *Any student that refuses to undergo a CCA mandated search and seizure may be turned over to law enforcement officials. Such refusal will be deemed a Category III infraction which could result in suspension or permanent expulsion from CCA programs.*

## IV. PROHIBITED BEHAVIOR/CONDUCT

Misconduct is classified and divided into three categories, depending on the severity of the violation. **Please note the severity of any conduct listed below is the discretion of CCA.**

### A. Category I:

***Behaviors include, but are not limited to:*** Excessive talking, failure to turn in homework, writing or passing notes, gum chewing, eating in class, littering, playing an electronic device or game, texting or talking on a mobile device, violation of dress code, failure to pay attention in class, and/or, failure to adhere to an instruction of a teacher or administrator after the first or second warning.

**1. Consequences:** The teacher or staff member who witnesses a Category I infraction(s) has the discretion of exercising a variety of progressive measures to correct the behavior including, but not limited to:

- a) Verbal warnings;
- b) Loss of privileges;
- c) Restriction from participating in certain classroom activities;
- d) Informal Disciplinary report;
- e) Detention;
- f) Parental involvement and notification;
- g) Parent/teacher conference; or
- h) Referral to the Office of the Principal.

### B. Category II:

***Behaviors include, but are not limited to:*** Disrespect for adults, indecent or disruptive behavior, discourteous or demeaning behavior towards another student; profanity (written or spoken); lying or deceitful behavior (changing grades, forging parental signature), pushing, shoving, or other minor pre-fighting infractions; skipping class; cheating; and plagiarism.

**1. Consequences:** The Dean of Students or CCA Administrator, who either witnesses the Category II infraction or is consulted about the infraction, has the discretion of exercising a variety of progressive measures to correct the behavior including, but not limited to:

- a) Written warning;
- b) Removal from class (pending conference with appropriate CCA official);
- c) Detention;
- d) Formal student Disciplinary Report (mailed to parent/guardian);
- e) Student Progressive Action Contract;
- f) Parent/teacher conference;
- g) Suspension from extra-curricular privileges; or
- h) Short-term suspension (does not exceed three days).

### C. Category III:

*Behaviors include, but are not limited to:* Bullying, Cyber Bullying, Defiance of School Personnel/Authorities, threats of physical harm, fighting, theft of property, bus disruption, harassment (all forms, including sexual), sexual battery (including rape), gang-related activity, extortion, bomb threat, use of a weapon or threatened use of a weapon (*includes firearm, explosive, knife, or any other object, even if manufactured for a non-violent purpose, that has a potentially violent use, or any “look a like” object that resembles an object that has a potentially violent use, with intent to cause bodily harm (look-a-like guns, knives, and toys)*), arson, the use or distribution of a controlled dangerous substance (drugs, alcohol, tobacco, or other illegal substances, i.e., embalming fluid, glue), including the possession of a look-alike drug or paraphernalia and the use of an unauthorized prescription drug.

*Finally, a student who violates a signed Student Progressive Action Contract has committed a Category III infraction and is subject to the progressive measures described herein.*

1. **Consequences:** The Principal/Vice Principal and Superintendent, in consultation with other appropriate and necessary officials (including Legal Counsel) have the sole discretion to administer progressive measures for all Category III infractions. *Parental Notification is included in all measures below.*

- a) Suspension of Extra-curricular privileges;
- b) Short-term suspension (three days or less);
- c) Long-term suspension (more than three days);
- d) Expulsion (occurs as a result of a Disciplinary Due Process Hearing); or
- e) Referral for Legal Action (evidence of any illegal act or action by a student will be forwarded to the appropriate authority or law enforcement agency, i.e., Metropolitan Police, FBI, or other enforcement agency responsible for addressing the prohibited conduct.).

## V. EXPULSION

Expulsion is the removal of a student from CCA for a period exceeding one (1) semester. In most situations, expulsion is the permanent removal from all CCA Programs. Students who receive an expulsion will lose all credit hours for the semester in which the expulsion occurred, unless the student is expelled as a result of participation in a CCA sponsored summer program. Due to the seriousness of an expulsion and its detrimental effects on a student's academic achievement record, *CCA will only administer expulsions as a result of a Disciplinary Due Process Hearing before the Superintendent.*

Students expelled from CCA programs are not permitted on the school campus and cannot attend CCA sponsored activities. CCA reserves the right to dismiss or deny re-admittance to any student at their discretion.

## VI. FINAL APPEAL

As stated in Section IV of this Policy Directive, a parent has the right to appeal a Category II or Category III disciplinary action to the appropriate CCA Administrator for reconsideration.

Once a recommendation for expulsion has been made by the Principal, the student's parent/guardian will be notified in writing and given the opportunity to request a formal appeal. All appeals must be submitted in writing to the Principal and ***received no later than five (5) days after receipt of recommendation for expulsion.*** The Principal will forward all requests to the Office of the Superintendent who shall convene a Disciplinary Due Process Hearing (Hearing) within ten days of the request.

***A final decision on the merits of the recommendation for expulsion will be issued by the Office of the Superintendent within three business days after the Hearing. The decision of the Superintendent is final.***

In the event a student is reinstated, he or she is placed on academic probation in which both the parent(s)/guardian(s) and the student is required to commit to and sign a one year **Student Progressive Action Contract**. A Category II or III infraction committed during that one year probation period shall result in an immediate recommendation for expulsion. When this occurs, there is **NO** requirement that the student or parent be afforded a hearing on the merits.

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Student Name

Date

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Mother/Guardian's Signature

Date

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Father/Guardian's Signature

Date