

## **DISCIPLINE ADDENDUM**

Adopted by the Board of Trustees January, 2010

While it is our hope that Heart Discipline Plan will prevent discipline problems, we know that our students will, from time to time, make poor choices. The Bible is clear that discipline, including negative consequences, is necessary in the training of a child; therefore, poor choices may result in unfortunate consequences for our students.

BGCA has adopted a progressive discipline plan to deal with these issues and attempt to prevent repetitive discipline concerns. Although it is our hope that this plan will be rarely employed, we believe it is necessary to maintain the proper learning environment for our students.

### **Progressive Discipline Guidelines: Grades K4 – 4**

**Level 1** Discipline Issues may include, but are not limited to, the following:

Gum chewing, drink or food in hallway, food or drink in classroom without permission, dress code violations, not following teacher's instructions, not following classroom procedures, minor disruption of teacher or instruction, name calling/teasing, late to class during academic day, inappropriate hallway behavior, inappropriate cafeteria behavior, inappropriate assembly behavior, excessive noise, distracters (cell phones, games, music players, etc.), not following pick-up/drop-off procedures, not following before or after school procedures.

The classroom teachers handle Level 1 Offenses at their discretion. Teachers may use progressive consequences such as warnings, time-outs, temporary placement in another teacher's classroom, missing recess, and lunch detention to handle these problems. A Discipline Referral Form will be issued when the teacher confirms with the Principal that the offense warrants such reporting. The parent(s) and Principal will sign the Discipline Referral Form.

**Level 2** Discipline Issues may include, but are not limited to, the following:

Recurring dress code violations, excessive or ongoing teasing/bullying, name calling, disrespect, lying, cheating, failure to be properly supervised, inappropriate language, skipping class, major disruption of teacher or instruction, excessive roughhousing, and excessive and/or recurring Discipline Referral Forms within the same semester.

A Parent-Teacher-Student conference is required prior to the issuing of consequences for a Level 2 Offense. The parent, student, and teacher will sign the Conduct Report Form at the end of the meeting. A Discipline Referral Form will be issued for Level 2 offenses. Level 2 Offenses are referred to the Principal in writing by the teacher with his support for consequences, which may include a lunch detention or after-school detention depending upon the nature and severity of the offense.

**Level 3** Discipline Issues may include, but are not limited to, the following:

Fighting/physical aggression/confrontation, intimidation/threats/harassment, gross disrespect, insubordination, inappropriate Internet use, defacing or damaging property, theft, and recurring Level 1/Level 2 offenses

A Discipline Referral Form will be issued for Level 3 offenses. Level 3 Offenses are referred to the Principal in writing by the teacher with his support for possible in-school or out-of-school suspension of the student. The number of days of suspension depends upon the nature and severity of the offense. Severe or continued Level 3 Offenses may also result in conditional status or expulsion at the discretion of the Principal. A parent-Principal-teacher conference is required when issuing consequences for a Level 3 Offense.

## **Progressive Discipline Guidelines: Grades 5 – 8**

**Level 1** Discipline Issues may include, but are not limited to, the following:

Tardiness: Third tardy to the first period of the day, and any subsequent first period tardy thereafter. First and subsequent tardy to any other period of the day, Dress Code/Grooming standard violation, minor classroom disruption, not following teacher's instructions or classroom procedures, unauthorized food/drink in classroom, hallway, or any part of the building, gum chewing, excessive noise, roughhousing/inappropriate hallway behavior, inappropriate cafeteria or assembly behavior, not following pick-up, before, or after school procedures.

**Level 2** Discipline Issues may include, but are not limited to, the following:

Moderate classroom disruption, teasing/bullying, excessive roughhousing, public display of affection [(PDA) includes holding hands, embracing, lap sitting, hugging, or kissing], failure to be properly supervised, skipping class, truancy, failure to report to detention/ISS, using cell phone, iPod, or other electronic device during school hours, name calling/disrespect of another student.

**Level 3** Discipline Issues may include, but are not limited to, the following:

Harassment, threats of a harmful nature, profanity or inappropriate language/material, intimidation, lying, cheating or plagiarism (minor incident\*), disrespect or insubordination toward authority, forgery, theft with a value of less than \$25.00, possession or use of tobacco products, vandalism.

\*class work, homework, or quizzes

**Level 4** Discipline Issues may include, but are not limited to, the following:

Violation of suspension, racial, ethnic, or gender slur, assault on another student, fighting, starting fires, sexual harassment, immoral behavior, tampering with emergency equipment, cheating or plagiarism (major incident\*), theft with a value of \$25.00 or more.

\*term papers, projects, or tests

**Level 5** Discipline Issues may include, but are not limited to, the following:

Assault on a staff member or school official (verbal or physical), assault with/possession of a weapon (real or toy) on campus, death threat, bomb threat, possession, use, or sale of illegal drugs or alcohol, sexual or moral indecency.

**Consequences for Discipline Issues include, but are not limited to, the following:**

Lunch detention – students will not be allowed to eat lunch with their friends, instead, they will sit by themselves in the cafeteria or office (when available).

Morning Detention - served from 7:15am to 7:45am. Additionally, the parent will receive a phone call from the Principal. Morning Detentions will normally be offered only once per week.

After-school Detention – served from 3:05 pm to 4:00 pm. The cost of After-School Detention will be \$15.00 to cover the cost of a faculty monitor, and it must be paid at the time that the detention is served. Additionally, the parent will receive a phone call from the Principal.

In-School Suspension (ISS) - The cost of In-School Suspension will be \$60.00 to cover the cost of a faculty monitor, and it must be paid at the time that In-School Suspension is served to be admitted to class the following school day. Additionally, the parent will be notified by phone and in writing from the Principal regarding the reasons for the In-School Suspension.

Students subject to In-School Suspensions will also be suspended from extra-curricular activities throughout the duration of their suspension at a minimum, at the discretion of the extracurricular activity sponsor. This is an attempt to allow students to review their poor choices and rethink their alternative choices. Students will be given work from each of their teachers to be completed that day for full credit.

Out-of-School Suspension (OSS) - The Principal will notify the parents personally, and always in writing, of the reasons for the suspension. Students subject to Out-of-School Suspensions will also be suspended from extra-curricular activities throughout the duration of their suspension at a minimum, at the discretion of the extracurricular activity sponsor. A suspended student will be reinstated to class after consultation with both the student and parent or guardian, preferably in person, with assurance from them that such behavior and/or attitudes will be discontinued, and that the student will assume his/her place in the school community with a cooperative and willing spirit.

Students will be required to complete all missed work and turn it in on the day he/she returns to be given ½ credit. Tests, quizzes, and labs must be completed within 3 school days of returning to school from the suspension. Students who do not make up this work within 3 school days will receive zeros.

Expulsion – The Principal will notify the parents personally, and always in writing, of the reasons for the expulsion.

We understand that morning and after-school detentions as well as suspensions may cause an inconvenience for the family; however, it is the inconvenience that serves as part of the discipline for the student, and hopefully it will serve as the mechanism to thwart his/her less than ideal behavior.

Tardies reset after each 9-week period.

The series of consequences for each offense level is as follows (**consequences for Level 1 and 2 offenses reset to the 2<sup>nd</sup> offense level at the beginning of the spring semester**):

Level 1

- 1<sup>st</sup> offense – warning; parent notification
- 2<sup>nd</sup> offense – lunch detention
- 3<sup>rd</sup> offense – morning detention
- 4<sup>th</sup> offense – after-school detention
- 5<sup>th</sup> offense – ISS
- 6<sup>th</sup> offense – OSS

Level 2

- 1<sup>st</sup> offense – lunch detention
- 2<sup>nd</sup> offense – morning detention
- 3<sup>rd</sup> offense – after-school detention
- 4<sup>th</sup> offense – ISS
- 5<sup>th</sup> offense – OSS

Level 3

- 1<sup>st</sup> offense – after-school detention
- 2<sup>nd</sup> offense – ISS
- 3<sup>rd</sup> offense – OSS
- 4<sup>th</sup> offense – OSS/consideration for expulsion

Level 4

- 1<sup>st</sup> offense – ISS
- 2<sup>nd</sup> offense – OSS
- 3<sup>rd</sup> offense – OSS/consideration for expulsion

Level 5

- 1st offense – OSS/consideration for expulsion

**Unless a student is on a probationary contract, all discipline records are cleared at the beginning of the next school year.**