

CINCINNATI CHRISTIAN SCHOOLS **MISCONDUCT POLICY**

CAMPUS LIFE: CCS is a Christ-centered community of students, faculty, staff and parents who desire to provide a safe, peaceful and loving environment that promotes learning and develops character. Christian faith affirms the sacredness of the individual because of his or her relationship to Christ: God created man in His image; God created man as a person; and God Himself became man. Such a faith recognizes the value of a community such as CCS. Each student, teacher or parent in this community is related to the other members. Each is nurtured in the relationships found in this community, and each has a responsibility to God for the other members of the community. Therefore, God intends for each member of this academic community to nurture and complete each other in any way possible.

DISCIPLINE PHILOSOPHY: Discipline is an integral part of emotional and spiritual development. It occurs in a positive way through instruction, modeling appropriate behavior, rewarding appropriate behavior, praise, and prompts, etc. (Prov. 22:6; Eph. 4:22-24). Usually, these methods build in new behaviors, or increase the frequency of desirable behaviors.

Discipline also occurs as a result of an appropriate use of punishment or aversive learning (Heb. 12:5-8). Included in this category are reprimands, detention, social probation, work assignments, suspension, and expulsion. Generally, when punitive disciplinary processes are used the purpose is to suppress or remove undesirable behaviors.

Any time disciplinary measures are taken, whether in a positive or punitive process, those measures are taken for the express purpose of ministering to (i.e., developing or educating) the individual and/or the whole student body. This involves assisting the student(s) in transferring responsibility and accountability for behavior from parents and teacher/administrators to God who is the ultimate judge and authority (Rom. 14:10; II Cor. 5:10). As this process occurs, the student matures spiritually and emotionally and develops self-control as well as an understanding of accountability to God.

When punishment is administered at CCS, mercy and justice are combined in an attempt to assist the student in understanding the offense and the results of the offense. Further, punishment is administered in such a way as to show that love and forgiveness result when a student has appropriately responded to discipline.

Every attempt will be made to instill in each individual an understanding of the necessity of the discipline and the potentially positive outcome. When all methods for helping a student have been exhausted without positive results, or a student (or his/her parents) is not cooperative in carrying out disciplinary procedures, or a behavioral problem is an extremely serious offense, it may become necessary for the student to leave for the greater good of the student body. This is not a desired occurrence and a great deal of effort will be made to prevent it from happening.

PURPOSES OF BEHAVIOR CODE:

1. To provide positive reinforcement for positive behavior.

2. To establish a clear description of the types of behavior that would be considered unacceptable.
3. To set forth the disciplinary measures that will be taken against unacceptable behavior.
4. To provide for the communication of all involved - parent, student, teacher, and administration - of the cause for discipline and the action taken.
5. To provide for accurate record keeping of disciplinary action so that discipline may be administered throughout the school in a firm, fair and consistent manner.

POLICY BOUNDARIES: The discipline policy applies to students while they are on campus, on CCS operated school buses, or at school functions. Their behavior at other times or places is *parent's responsibility* and *not the school's*. Behavior that *impairs the testimony of the school*, however, cannot be ignored. Therefore, offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

RESPONSIBILITIES

PARENT: Parents have been given the responsibility by God for the discipline of your children. As a CCS parent you have conferred this authority upon teachers and administrators during the school day and in school activities. If a parent has questions or disagreements regarding disciplinary actions, it is his or her responsibility to immediately discuss them with the teacher involved and not to bring the grievance to other parents, faculty or students. For matters not resolved with the teacher, parents are encouraged to visit the Principal and teacher together.

STUDENT: A CCS student is expected to conduct himself or herself according to the highest Christian standards of honesty, integrity, responsibility and love. In harmony with the principles of Scripture, the rule by which a young person is to live is the conscious striving for God's approval and the protection of your Christian testimony.

DISCIPLINE CODE

Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Students are reminded that they must adhere to a code of conduct not only for their own benefit, but for the benefit of others as well. Cincinnati Christian School expects full cooperation from both student and parents.

Cincinnati Christian School has a commitment to its school families to maintain its standards and requirements for all students. Because attendance at Cincinnati Christian School is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and regulations of the institution: and the school may request withdrawal of any student at any time, who in the opinion of the school does not fit into the spirit of the school ministry, regardless of whether or not the student conforms to the specific rules and regulations of the school. This guideline is shared with a spirit of love.

There is, at Cincinnati Christian School, a great sense of commitment and love for the students and families we serve. There is, however, an additional commitment to the total school family and to the Lord Jesus Christ.

When problems arise, the following means of discipline may be used. These measures may be used in various combinations and varying order.

- The teacher may warn the student and explain why the behavior is not acceptable.
- Extra work may be assigned.
- Privileges may be restricted.
- A student may be dismissed from class to go to the office for a conference with the principal.
- Demerits may be issued.
- A phone call or an email may be made to the parent.
- A note may be sent to parents that must be signed and returned the following day.
- A parent-teacher-principal conference may be arranged.
- The student may be assigned to an **After-school Detention (\$10)**. Charges are to be used to pay the person supervising the students assigned to after-school detention. Should there be balance at the end of the school year, it will be placed in an account to be used for one of student mission program.
- The student may be assigned to a **Saturday School (\$25)**. Charges are to be used to pay the person supervising the students assigned to Saturday school. Should there be balance at the end of the school year, it will be placed in an account to be used for the student mission trip program.
- An Out-of-School Suspension may be given.
- The student may be asked to withdraw from school.

Disciplinary Action Guidelines

Guidelines are established to insure that both students and parents understand the process which will be followed should disciplinary actions be necessary. As stated earlier, it is the hope of the CCS administration that every student could function within the school community without the need of disciplinary intervention. However, to assume so would be unrealistic and to not make preparations would be negligent.

Described below are the potential consequences for misbehavior.

AFTER-SCHOOL DETENTION

Students who assigned ***After-school Detention (\$10)*** must report for detention at 3:15 p.m. and remain until 4:15 p.m on Tuesdays and Wednesdays. These days may be adjusted at the discretion of the administration. At 4:15 p.m., students must leave campus; go to an extracurricular activity, or to after-school study hall.

Misbehavior in detention hall will result in the student being assigned another day of after school detention. Students reporting late to detention will not be allowed to serve the detention that day. A discipline notice will be sent home the day the detention is assigned and the student will be expected to serve the detention on the next available day.

A student serving 5 After-School Detentions in a semester will earn a Saturday School.

DISCIPLINARY PROBATION

A student will be placed on disciplinary probation when the administration feels that the behavioral pattern and record indicate that the student is not abiding by the rules of the school. During this time some privileges may be denied, and the student will be observed carefully to see if any real effort is being made to improve attitudes and actions. The administration reserves the right to say whether or not a student will be retained at the end of the probationary period. This probationary period may continue while other consequences may continue to be issued.

PARENT/STUDENT CONFERENCE

School administration may request a conference with a student and his parents, or the student and his parents may request a conference with the school administration concerning the student's conduct. The goal of the conference will be to develop a behavior contract with defined, measurable goals for improved conduct.

SATURDAY SCHOOL

Students may be assigned to **Saturday School** as a consequence for disciplinary infractions. Saturday School hours are from 8:00 a.m. to 12:00 p.m. and will cost the student **\$25.00**. Students must come in school dress code unless otherwise directed.

Other than for accumulation of demerits, Saturday School may be assigned at the discretion of the administration for any major infractions such as disrespect to faculty, defacing school property or profanity. Saturday school may also be assigned for simple infractions which are continuously repeated offenses such as chewing gum, tardiness, and hall violations. It will be at the administrations discretion to either assign such a Saturday school accompanied by demerits or in place of demerits. How this is determined will be explained in the "Determination of Demerits and Level Consequences" section of this policy.

Students will not be allowed to participate in any extracurricular activity on the day of the Saturday School.

IN-SCHOOL SUSPENSION

1. Student must complete classroom assignments in a designated room from 8:00 a.m. to 3:00 p.m.]
2. All class work missed must be made up. Ten percent will be subtracted from the grade on all assignments, quizzes, or tests missed because of suspension. If no assignment, quiz, or test was scheduled for the day missed, ten percent will be deducted from the participation grade.
3. No contact with other students during the school day.
4. Students will not be allowed to participate in any extracurricular activity on the day of the suspension.
5. A fee of **\$40.00** must be paid at the beginning of the day.

OUT-OF-SCHOOL SUSPENSION

Serious discipline problems may result in students being assigned Off Campus Suspension. Off Campus Suspension involves the following:

1. Students are not allowed to be on campus for any reason without permission of the administration.

2. All class work missed must be made up. **Twenty percent will be subtracted from the participation grade in each class missed because of suspension.**
3. Students will not be allowed to attend or participate in any extracurricular activity on the day of the suspension.

EXPULSION

A student may be expelled or required to withdraw from school at any time he is found to be out of harmony with the rules and policies of the school. A student expelled is prohibited from school grounds and functions (ballgames, competitions, school plays, banquets, etc.). Decisions in these matters are at the full discretion of the administration.

1. An expulsion from CCS is for two consecutive semesters.
2. The expelled student must satisfactorily complete a mentoring program and be recommended by his/her mentor as ready to make application for readmission.

MENTORING PROGRAM

The mentoring program is for students who have been expelled from CCS or students who have been placed on prayerful consideration with regard to being allowed to continue as a student. Any expelled student who wishes to re-apply for admission after the expulsion period must complete the requirements of a mentoring program. The mentoring program has as its goal the restoration of students who have lost the privilege or are currently in danger of losing the privilege of attending CCS.

THE DEMERIT SYSTEM

Certain behaviors can be assigned a specific number of demerits while others give the administration a greater degree of discretion.

For example:

Specifically Defined...

Tardy to Class.....	1-5
Dress Code.....	1-5
Hall Violation	1-5
Leaving Class without Permission or Pass.....	1-5
Unprepared for Class	1-5
Violation of Candy, Food, Gum Rules.....	1-5

Administrative Discretion...

Chapel Misconduct, Cheating or Lying, Communicating without Permission (talking,

notes, letter, etc.), Defacing School Property or Vandalism
Disobedience, Disorderly Conduct, Disrespect, Disturbing Class, Driving Offense
Fighting, Having Unapproved Items at School, Horseplay, Immorality (Sexual
Misconduct), Inappropriate Music (material collected), Invasion of Privacy (being in
someone's backpack, wallet, purse, notebook, textbook, etc., without previously
obtaining that person's or the administration's permission), Leaving Campus Without
Permission, Littering, Off Limit Areas, Physically or Verbally Threatening a Teacher,
Pornographic or Lewd Material, Promoting or Attending Inappropriate Concerts, Movies,
Establishments, etc. Questionable Behavior Roughhousing, Skipping Class, Social
Infraction, Stealing, Teasing and Name Calling, Tobacco in Any Form, Vulgarity,
Profanity, Drugs or Alcohol.

In any of these instances the administration has the discretion of assigning demerits ranging anywhere from 1 to 50 demerits, giving level consequences or both.

NOTE: Students may not "work off" demerits under any circumstances.

Consequences for Accumulation of Demerits

STEP ONE

When a student receives **10 demerits** during a semester, a call is made to the student's parents and a **Saturday School** is assigned. The particular day will be left to the discretion of the principal.

STEP TWO

When a student receives **20 demerits** during a semester, an excessive demerit report will be sent home and a **Saturday School** will be assigned.

STEP THREE

When a student receives **25 demerits** during a semester the parent will be contacted and the student will be assigned **1 day In-school Suspension**. *The student may not participate in athletic or extracurricular activities for one week.*

STEP FOUR

When a student receives **35 demerits** during a semester, he is placed on disciplinary probation. The accumulation of 35 demerits *restricts the student from participation in any extracurricular activities for the remainder of the semester.*

STEP FIVE

When a student receives **40 demerits** during a semester, he will be assessed **three days of In-school Suspension** and a parent conference will be scheduled.

STEP SIX

Any student who receives **50 demerits** during a semester will have the privilege of attending Cincinnati Christian School taken away.

EXTREME BEHAVIOR VIOLATIONS

Listed below are some of these serious offenses.

CHEATING: Students should resist any temptation to copy work from other students or to plagiarize. Cheating of any type is regarded as a serious offense and may lead to a suspension or expulsion.

FIGHTING: Fighting is not an acceptable Christian way of settling differences. A student who is willingly involved in a fight will receive a minimum 3-day suspension from school depending upon the severity of the offense. The Principal may take into consideration such factors as bullying or excessive provocation and assign suspensions or expulsion as warranted. However, a penalty up to and including suspension will be considered for any student who, in the course of defending him/herself, does intentional physical harm.

PORNOGRAPHY: The possession of any pornographic literature is strictly forbidden and may lead to suspension or expulsion.

PROFANITY, GROSS DISRESPECT: While “discourteous behavior” and “inappropriate language” may generally be handled through the discipline report procedure above, profane language or gross disrespect for authority may lead to suspension or expulsion.

PROFANE LANGUAGE includes gross sacrilege, vulgar language (such as use of sexually-oriented profanity) and obscene gestures.

GROSS DISRESPECT of authority includes either open defiance or active resistance toward a teacher, staff member, or other adult volunteer which is either belligerent or vulgar in nature. Any student who is proven to have treated a CCS faculty or staff member in such a manner will forfeit the right to attend Cincinnati Christian School.

SEXUAL HARASSMENT: A student who is proven to have harassed other students or staff members by means of overt sexual comments or advances will forfeit the right to attend Cincinnati Christian School.

SUBSTANCE ABUSE: A student who knowingly possesses, uses, or is under the influence of any narcotic substance, alcoholic beverage, controlled drug, or intoxicant of any kind shall be subject to:

1. On the first incident, student will receive a minimum 10-day suspension from school and/or expulsion (possession or use of any illegal drug will automatically result in a recommendation for expulsion and notification of local authorities).
2. On the second incident, student will forfeit the right to attend Cincinnati Christian School.

A student who distributes narcotics, an alcoholic beverage, a controlled drug, or an intoxicant of any kind will forfeit the right to attend Cincinnati Christian Schools.

TOBACCO USE: Smoking is prohibited on school grounds or at school sponsored events. Possession of any tobacco product is prohibited and is subject to these actions:

1. First offenders will receive a minimum 5-day suspension from school.
2. Second offenders will be recommended for expulsion.

THEFT: Acts of theft will be subject to one to five days of suspension or expulsion depending upon the severity of the incident and restitution of the items taken.

RACIAL SLURS: Any students who is proven to have made or used demeaning racial slurs for the purpose of insulting any person at school or school activity will receive a minimum 5-day suspension from school and may be recommended for expulsion.

WEAPONS: A student who possesses a weapon or object that could cause or attempt to cause physical injury to a school employee or student shall be recommended for expulsion. Even toy weapons and fireworks may be treated as a serious offense.

“Determination of Demerits and Level Consequences”

Each teacher has an established behavior policy for his/her classroom. It is there to insure that your child have a positive uninterrupted classroom experience. This is the best situation for teaching and learning to occur. Should, however a student fail to adhere to this policy then a Misconduct Report is completed and sent to the school office along with the student. In the report the teacher will indicate the severity of the offense. It is this indication which will determine the whether the principal will simply assign a detention; a demerit or both. One student may be given one demerit for chewing gum on the first offense, but when asked to throw it away they complied with no issue. While another student could receive a demerit and a detention for chewing gum for the first time because when he was asked to throw his gum away he did so with in a disrespectful and argumentative manner. The determining factor will be the student’s attitude and demeanor. Positive school climate is our goal. This is only achieved when consequences are consistent and address not just the act but the attitude and intent as well.

Conflict Resolution

At some time during the school year, a problem may arise with your child. Usually, this problem can be solved with a simple phone call. We suggest you follow this procedure in handling any problems that might surface:

First ... person to whom complaint has been made.

Second ... school principal.

Third ... school superintendent

The steps are established to insure that appropriate channels are followed and appropriate communication is made to all parties involved. The goal is that problems are resolved in a manner in which Christ is honored and positive relationships are maintained.