



BOARD POLICY MANUAL	
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Policy Section Society	Identification SOC-2003

DISCIPLINE POLICY

THE PURPOSE OF DISCIPLINE

Christian education seeks to prepare a child for responsible service within the Kingdom of God. At Trinity Christian School, student discipline is a legitimate and necessary part of the maturation process.

Through correction and guidance, a student is guided to a life of obedience before God and respect for others.

Through discipline, the student receives a richer understanding of what it means to be a disciple of Christ. Discipline encourages the putting away of the old, sinful nature and putting on the new nature in Jesus Christ. Student discipline is not an end in itself. It is a means by which students learn to respect authority, demonstrate appropriate social behavior, develop self-discipline and exhibit respect for one another and for God's creation. Student discipline must involve an awareness of the misdemeanor and should include restitution, resolution and a move towards reconciliation. As Christians, we hope student discipline leads to true repentance and forgiveness.

OUR STUDENT CODE OF CONDUCT

As a Christian school community, we want our behavior and conduct to be guided by Jesus' command to love God above all and our neighbours as ourselves. Specifically, students are reminded to follow the Student Code of Conduct.

MY RELATIONSHIP WITH GOD

- I will speak of God in respectful ways.
- I will respect Bible reading, prayer, sharing and other habits that build relationship with God.
- I will respect myself because God created me in His image.

MY RELATIONSHIP WITH THOSE IN AUTHORITY

- I will be respectful in my speech and conduct.
- I will be obedient to those in authority over me.
- I will not condone disrespect displayed by others to those in authority.

MY RELATIONSHIP TO OTHERS

- I will be respectful of others and I will not engage in bullying actively or as a bystander.
- I will address everyone properly and not resort to name calling, swearing or dirty language towards others.
- I will respect everyone's property and use it only with permission.
- I will encourage everyone to feel included.
- I will respect everyone's person and remember, "no touching except for helping."
- I will learn to apologize when I fail and seek God's strength to continue building a community of love and respect.

MY RELATIONSHIP TO SCHOOL PROPERTY

- I will respect school property. This includes furniture, books, equipment and building.
- I will report any damage done and volunteer to pay for damages if I am responsible.
- I will accept responsibility for the cleanliness of the school and grounds.

STUDENT PLEDGE

ALL grade 5-8 students will sign the Student Code of Conduct each September.

CLASS MANAGEMENT

The classroom teacher is primarily responsible for the students in his/her classroom. Every teacher looks for an approach towards discipline that leads to a successful program of instruction. There will always be professional freedom for teachers to develop their own unique class management style. However, teachers will see that school policies are taught and implemented constructively and consistently.

REPORTING A STUDENT TO THE PRINCIPAL

When a teacher directs a student to the office, several things must be kept in mind.

- The teacher should escort the student to the office or send another student to the office to bring the Principal to the classroom.
- The teacher must give an explanation to the Principal of why the student is being sent to the office.
- The teacher must indicate what prior work with the student and the parents has been done.
- The teacher may recommend what should be done with the student.
- The teacher will submit a written report of the incident upon the Principal's request.

IMMEDIATE REPORTING TO THE PRINCIPAL

There are certain examples of student misbehavior, which occur at school, on field trips or on class trips that must be reported to the Principal immediately by a teacher. Although the following list is not exhaustive, these examples are considered *major offences* and are described as follows:

- Disrespect of any authorized adult at any time (e.g. teacher, assistant, chaperone, volunteer etc).
- Physical harm.
- Bullying of another student. (Please refer to definition below.)
- Throwing of objects in anger.
- Destruction and/or vandalism of school or personal property.
- Possession and /or distribution of illegal items and substances as well as entering the school property showing evidence of the use of illegal items and substances.
- Swearing and vulgar language.
- Possession of a weapon (e.g. pocket knife, sling shot, paintball gun, air soft pistol etc.)
- Uttering a threat to inflict serious bodily harm on another person.

DEFINITIONS

- **BULLYING** is typically a form of repeated, persistent, aggressive behavior that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear, distress and /or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is real or perceived power imbalance (Ministry of Education's Policy/Program Memorandum No. 144).
- A **DETENTION** occurs when a student is kept back or from his or her normal school routine. A student will spend the morning or lunch recess in the office and he/she will be given another activity or task to perform.

- A **SUSPENSION** occurs when a student's attendance at school and participation in all school-related activities is stopped temporarily. An *In School Suspension* includes a temporary stoppage of the student's admittance into class and participation in all school activities.
- An **EXPULSION** occurs when a student is no longer permitted to attend the school.

THE FIVE STEPS OF DISCIPLINARY ACTION

When other forms of classroom discipline have proven to be ineffective, the teacher will bring all referrals and immediate reports of major offences to the Principal's attention. When Discipline Notices are given, the student will spend the morning or lunch recess away from his/her normal routine and will not be permitted to engage in any recess or noon hour activities. The student may be required to complete an assignment, a work detail, or a school cleaning detail.

For all detentions, Discipline Notices will be written up in triplicate and copies will be issued to:

- The parents for a signature
- The teacher for class records
- The Principal for the discipline file

Referrals will be dealt with using the following steps:

STEP ONE

For the first referral or major offence of the year, a student will serve a school detention for one noon hour. The student will receive a Discipline Notice that is to be signed by his/her parents and returned to the Principal. The Principal will attempt to follow the four steps of discipline listed below:

1. Show the student what he/she has done wrong.
2. Give the student ownership of the problem – no excuses, no blame shifting, no “buts”, and no “if onlys”.
3. Give the student a process for solving the problem he/she has created (restitution, resolution, and reconciliation).
4. Leave the student's dignity intact.

STEP TWO

A second referral will result in another Discipline Notice that is signed and returned to the Principal.

STEP THREE

For the third referral, OR ANY OFFENCE DEEMED SERIOUS ENOUGH BY THE PRINCIPAL, the student may serve a SCHOOL SUSPENSION at home. A School Suspension may be a 1, 2, 3 – day(s) duration, depending on the severity of the misbehavior. The Principal may also send a student home for the remainder of the day as a needed “cooling off” period for the benefit of all parties concerned. In certain cases, at the discretion of the Principal, a student may be required to serve an In-School Suspension.

Following a suspension, a 10 school day probation period will be in effect upon the return to school of the student. During the probationary period, a student may not represent the school at any inter-school program or sports event. A violation of the probation period will result in a 3-day suspension. The students will not be allowed to return to the school until the parents have met with the Principal and assured him/her that their child will respect the rules of the school. The student, parent(s), and Principal will meet to develop a plan to correct the behavior and to bring about restitution and reconciliation.

STEP FOUR

If and when the Principal concludes that:

- The repeated use of the school suspension is not effective in ensuring positive behavior on the part of the student or
- The safety and well-being of other students are in danger or
- The proper management of classes is not possible;

He/she may issue an INDEFINITE SUSPENSION. The students will not be allowed to return to school until the parent(s) have met with the school board executive and the Principal, and have assured them

that their child will respect the rules of the school. The student, parent(s), and Principal will meet to develop a plan to correct the behavior and to bring about restitution and reconciliation.

STEP FIVE

Expulsion from Trinity Christian School is the final step in the disciplinary process. The Board will only consider this extreme measure after a recommendation by the Principal.

In the case of a recommendation of expulsion by the Principal, the student and parent(s) are entitled to an impartial hearing where they would have the opportunity to present their view of the issue. In the case of such a hearing, an ad hoc Disciplinary Proceedings Committee would be formed by the Board to hear arguments from the Principal, student, and parent(s) involved in the situation. Members of the Board, the Principal and family members of the applicant may not serve on this committee. The Board will review the committee recommendation as well as the Principal's recommendation before making the decision.