

DISCIPLINE

As a part of “bringing children to Christ” and “partnering with parents,” one of the unique purposes of CCS is to help prepare our students for effective service for Christ in whatever path they choose. CCS desires for each student to have a personal relationship with God through faith in Jesus Christ. Our desire is for students to measure their lives by scriptural standards of conduct.

CLASSROOM ENVIRONMENT

In order to maintain a classroom environment which allows for maximum learning, teachers establish standards they deem necessary. However, the following standards are for all classes:

- Students must always demonstrate respect for, and cooperation with, teachers and assistants.
- Students will be “on time to class”, and will be prepared with the necessary materials and mental attitude which indicates a readiness to learn.
- Communication of any kind between students, which is disruptive to the teacher or classmates is unacceptable.
- Personal grooming is inappropriate during class sessions and is not permitted.
- Students leaving class for any reason will be issued a pass that will remain in the student’s possession while the student is out of class.
- Food, beverages (other than water), and gum will not be brought into the classrooms.
- Students may not be in classrooms or offices unless a teacher or staff member is present.
- The teacher’s or assistant’s desk, briefcase, grade book, computer and other belongings are personal property and will be treated as such by students.
- Student cell phones and I-Pods MAY NOT be turned on during school hours (8:00 a.m. – 2:30 p.m.)

Classrooms – Each classroom teacher will be recording student behavior infractions. This record will be available weekly on Edline for parent viewing.

Positive incentives will be used in Middle School and will include, but are not limited to:

- No Homework Pass
- Free Dress Day Pass
- Lunch in the Rotunda for a student and three friends
- Elevator Pass for student and a friend for one week

FIELD AND LUNCH AREA BEHAVIOR

Peer separation will be used to adjust student behavior in these areas. Students will be immediately separated from their peers for ten (10) minutes. If less than ten minutes remain during snack or lunchtime, the student will serve the remaining time at the next snack or lunch time.

DISCIPLINE CATEGORIES

Misconduct has been classified and divided into three categories, depending on the severity of the violation. Category 3 is the most severe. Students should also make every effort to avoid compromising situations, which might give the appearance of being involved in the following activities:

CATEGORY 1	CATEGORY 2	CATEGORY 3
<p>Definition: (Disobedience). Violations of specific Category 1 rules. Any other minor disturbances that prevent classroom order and instruction.</p>	<p>Definition: (Disrespect / Defiance). Activities and attitudes that show a lack of respect for authority. Violations of specific Category 2 rules. Frequent and repeated violation of Category 1 rules.</p>	<p>Definition: Violation of federal, state, or municipal laws. Activities that seriously threaten the safety of the student or classmates. Activities that show gross lack of respect for authority or property; activities that violate Biblical moral codes or conduct. Frequent and repeated violation of Category 2 rules.</p>
<p>Offenses:</p> <ul style="list-style-type: none"> • In-class offenses (i.e. tardy to class; excessive talking, leaving seat without permission, etc.) • Necessary field discipline. 	<p>Offenses:</p> <ul style="list-style-type: none"> • Blatant disrespect for authority figure. • Malicious fighting. • Purposeful destruction of school property. • Purposeful destruction of a second party's property. • Foul language, name calling or swearing. 	<p>Offenses:</p> <ul style="list-style-type: none"> • Bringing or possessing fireworks, firecrackers, matches or other flammable materials to campus. • Involvement in immoral activities. • Possessing, selling or furnishing any firearms, knife, explosive or other dangerous objects. • Sexual harassment of individuals, whether verbal, physical or environmental. • Telling inappropriate jokes/stories, or using language unbecoming to a Christian.

		<ul style="list-style-type: none"> • Use or possession of illegal drugs, alcoholic beverages, pornography, or any form of tobacco. • Act of dishonesty, such as cheating*, lying or stealing. Cheating may consist of: <ul style="list-style-type: none"> • Copying someone’s work to submit as one’s own (including classwork, homework or other assignments). • Giving or receiving answers or stealing tests • Plagiarizing (ie. copying other people’s material & not attributing it to them).
<p>Consequences: Offenses will result in one or more of the following: Campus Beautification Program; peer separation; loss of class privileges; parent notification; Parent-Teacher disciplinary conference; Student- Administrator conference; additional work assignments; detention, or Category 2 consequences for recurrent offenses.</p>	<p>Consequences: Offenses will result in one or more of the following: Student-Administrator conference; Parent- Administrator conference; suspension, or Category 3 consequences for recurrent offenses.</p>	<p>Consequences: Students who violate the above standards may be dismissed from CCS. EXPULSION WILL BE RECOMMENDED UPON THE FIRST OFFENSE FOR VIOLATIONS INVOLVING DRUGS, WEAPONS, EXPLOSIVES, ALCOHOL OR SEXUAL ASSAULT.</p>

When a student’s behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the change and improvement necessary to comply with these standards. As much as possible, misbehavior in the classroom will be handled by the teacher. Methods of maintaining student discipline at CCS include the following:

1. The teacher and student will have a meeting regarding the misbehavior.
2. The teacher will make telephone contact with the parents.
3. The teacher may assign a consequence to the student.
4. The teacher may request a conference to include the parent, teacher, student, and administration.

If after a reasonable amount of time, the teacher feels that there is a continuing problem in behavior or attitude, he or she will refer the student to administration for further disciplinary action. For

certain serious misbehavior incidents, such as disrespect to teachers or assistants, student fighting or violations of the school standards, students will be referred immediately to administration.

Detention, work assignments, probation or suspension may be used as part of the discipline procedure. Students may be expelled (withdrawn from enrollment at the school) for continued violations of school standards or if a single offense is particularly serious.

Explanation of Consequences

Additional Work: Work assignments will be done during snack, before or after school.

Peer Separation: Ten minutes spent sitting quietly during snack or lunch.

Campus Beautification Program (CBP): Student will pick up trash or perform other clean-up and work details on the school grounds.

Loss of Privileges: Not able to participate in Middle School quarterly activities, Student Leadership, extra curricular activities, etc.

Parent Notification: A call, note or email to parents to report misconduct may be made.

Detention: Students will serve detentions either during lunch or after school.

In-School Suspension: Removal of a student from the classroom. Student will be assigned a half day of physical labor. The remainder of the day will be spent doing classroom assignments which are due at dismissal time. Homework is due to the teachers the following day. Neither class work nor homework assignments will receive a grade higher than 65%.

Suspension: A student may be suspended from school, only after a Parent-Administrator disciplinary conference. Very specific changes in attitudes and actions will be expected prior to re-

admission. Work missed during any suspension cannot receive a grade higher than 65%. Disciplinary Probation is invoked when a student is suspended from school.

The Administrator at all times has the authority to suspend a student. The length of suspension will be one to five days, as determined by the Administrator. The reasons that would give cause for suspension are:

1. Continued deliberate disobedience or disrespect.
2. A rebellious spirit which is unchanged after much effort by the school staff.
3. A continued negative attitude and bad influence upon other students.
4. A serious breach of conduct in the classroom or on school grounds which has an adverse effect upon the school community.
5. Failure of the student to comply with the disciplinary actions of the school.
6. Failure of the parents to obtain recommended counseling.

Probation

The probationary policy at CCS is a conditional testing period assigned to a student who fails to meet the standards of the school in his or her attitudes or behavior. A student who is placed on probation will have a designated period of time to demonstrate the ability to perform satisfactorily at CCS. During the period of probation, a student is expected to improve his or her conduct to the extent necessary to satisfy the faculty and administration that he/she will benefit from continued enrollment at CCS.

During probation, the student will meet with the administration on a regular basis to discuss progress. Definite, individualized goals will be established for each student in the following areas:

- Spiritual Growth
- Academic Progress
- Attitude
- Citizenship

Probation should be viewed as a time when the school and the family can work closely together to encourage growth and improvement in the life of the student. It should be a positive experience for everyone involved. However, if the student fails to respond positively to these efforts, and adequate progress is not shown, the student may be asked to withdraw from the school.

Reasons for probation are:

1. Academic:
 - Insufficient academic progress.

- Failure of the parents to get recommended professional help for exceptional children.
- 2. Attitude:
 - A rebellious spirit which is unchanged after much effort by the teachers and staff.
 - A continued negative attitude and bad influence upon the other students.
- 3. Disciplinary:
 - Continued deliberate disobedience.
 - Committing a serious breach of conduct in school or outside of school that has an adverse effect upon the school's testimony.
 - Failure of the parents to comply with the disciplinary procedures of the school.

Invoking Probation:

- The probation will take place after the staff has reviewed the student's behavior, attitude and/or academic performance.
- A conference is held with the parents, the student and the administrator to give notification and explanation of the probation.
- A written letter explaining probation, making suggestions for parental action, and requesting the parents to apply disciplinary measures during the probation in cooperation with the action of the school, will be sent to the parents.

Probation Period:

- Probation will last for six to nine weeks following the administrator's conference with the parents and student.
- Student activities will be limited.
- All positions of trust and responsibility must be relinquished during this time, including but not limited to, Leadership Team, sports, Praise & Worship Team, chapel speakers, middle school production, etc.

Expulsion: Expulsion will be recommended if it becomes apparent that the student will not be able to meet the requirements of the school, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category 3 rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate. A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance