



## CODE OF STUDENT CONDUCT

The standards of conduct at The Christ School are based on the belief that God, through His Word, provides standards for His children to follow. The Christ School must maintain an orderly and disciplined learning environment at all times to fulfill our mission. At enrollment, each student pledges to accept responsibility for his/her conduct toward fellow students, teachers, parents, and most importantly, towards him/herself. Violations of the discipline policies of the school will bring consequences.

Our attitude of discipline focuses on **encouraging, training and administering discipline** through **positive reinforcement** of good behavior and **immediate firm action** for unacceptable behavior. The **goal** of this command is **love** which **comes from a pure heart, a good conscience and a sincere faith** (Timothy 1:5). The Bible teaches respect for authority (Romans 13 and Hebrews 13:17) and requires discipline for children (Proverbs 6:23; 13:24; 29:15-17). Additionally, good character is developed through firm, fair and consistent discipline.

We believe the Bible places the ultimate responsibility for training and discipline of the child with the parent. To create a harmonious and orderly learning situation at school, we must have the full cooperation of parents in all academic and disciplinary action.

Although we would like every student to succeed at The Christ School, we cannot meet the needs of students who are unable to adjust to a disciplined academic setting. We will make every effort to guide and teach students and meet their individual needs without compromising the learning environment of others. Students who violate the policies and directions of the staff and administration are subject to disciplinary action appropriate for the offense. The Christ School reserves the right to have full discretion in administering such action, which may be in the form of a verbal or written reprimand, loss of privileges, suspension or dismissal. Parents will be informed in cases of disciplinary action.

Corporal punishment is not administered at The Christ School under any circumstances.

## DESCRIPTION OF INFRACTIONS

Minor classroom disruptions such as excessive talking or other off-task behaviors are handled by the teacher through his/her classroom management plan. The teacher will contact the parents via telephone or e-mail when the student has not responded appropriately to correction and repeats the disruptive behavior(s). Repeated classroom disruptions or off-task behaviors will result in a parent-student-teacher conference and may result in additional consequences.

All infractions that result in a referral will include student and parent notification. Referrals result in a range of disciplinary actions that are dependent upon the level of the infraction, the nature of the infraction, and the number of infractions incurred.

Infractions that are objective in nature such as dress code violations, gum chewing, or cell phone activation will result in an automatic consequence.

## **Level 1 Infractions Include**

**Classroom Disruption** - Conduct or behavior that interferes with or disrupts the teaching/learning process.

**Disorderly Conduct** - Conduct or behavior that interferes with or disrupts the orderly process of the school environment, a school function or extracurricular activity.

**Disrespect** - Conduct or behavior that lacks regard, civility, politeness and/or courteous consideration which goes beyond the boundaries of acceptable student behavior.

**Dress Code Violation** – Non-compliance with the school dress code (see Dress Code on pages 8 and 9 of this document).

**Food outside designated areas** – Food should only be consumed in designated areas when approved by a staff member. It is important for the health of our students and staff, and also for the overall cleanliness of the facility, that students eat only in designated areas.

**Gum** - Gum is not permitted on school property. Chewing gum is not conducive to the professional academic environment. Improperly discarded gum presents a potential health hazard, is unsightly and adds additional cost to maintain our facilities.

**Drinking soda** - Soda (carbonated drinks) may not be purchased or consumed while on campus.

**Inappropriate Language** - The use of either oral or written language, gestures, objects or pictures which are socially unacceptable, vulgar or threatening.

**Talking during a fire or safety drill** – To ensure the safety of the students and clear communication of directions, students must remain silent during drills.

**Loitering** – The act of not proceeding to the next designated location in a timely manner. Students are expected to move to their designated areas in a timely and orderly manner. Loitering contributes to crowding in the hallways which could create a safety hazard, while needlessly impeding the traffic flow within our hallways.

**Public display of affection** – The act of touching, kissing, fondling or otherwise inappropriately touching another student.

**Tardiness** – Repeated late arrival to school or class that disrupts instruction and routine. Three unexcused tardies are allowed per semester per class. This includes being tardy to homeroom.

**Unauthorized Items** - Radios, CD players, iPods, pagers, electronic video games, video cameras, other electronic devices, playing cards, toys, and other non-school related items so designated by the Administration may not be brought to school.

**Cell phones** – At no time may a cell phone be in the "on" mode during school hours. Cell phones may be kept in the "off" mode in a zipped pocket of the student's backpack/schoolbag. Parents who need to contact their student must do so via the school office and students who wish to contact their parents must do so with the permission of a staff member utilizing a school telephone.

**Repeated misconduct** – Repeated behavior that includes one or more offenses.

**Other** – Any other minor act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, or extracurricular program.

### **Level 2 Infractions Include**

**Bullying** – Aggressive, harassing and/or intimidating behavior that is observed over time and results in an imbalance of power. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student. Since bullying inspires a negative spirit and fosters feelings of rejection, these behaviors will not be tolerated. Bashing, hazing, cutting remarks, putting others down, bullying, and negative griping will not be tolerated.

**Failure to be in designated areas or use designated routes** – The staff must know where students are at all times. Students are required to be in their designated areas and use approved and designated routes to ensure that the staff has accountability of all students. Students must obtain permission to visit areas such as the clinic, guidance, office, library, etc.

**Other** – Any other more serious act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, or extracurricular program.

**Repeated misconduct of a less serious nature** – Repeated misconduct which tends to disrupt an orderly school environment or extra-curricular/co-curricular program or activity.

### **Level 3 Infractions Include**

**Academic Dishonesty** - The Christ School cannot accept any form of cheating, plagiarism or misrepresentation of work on papers, projects or tests. Sources of others' words, ideas or concepts must be properly cited. Students are never to falsely sign another person's signature, forge a note or ask another person to forge a name or note.

**Cheating** - The willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test or exam at the discretion of the teacher.

**Representation of The Christ School on the Internet or in any media form (print or electronic)** – Students are not permitted to take any video or photographic images depicting The Christ School students, staff, facilities, or events without express permission from the administration. Students may not use images of The Christ School students, staff, facilities, or events for publication including personal web pages, YouTube videos, and other Internet postings.

**Destruction of Property** - The willful or malicious destruction of school property or the property of others.

**Insubordination** - The willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order. Students are expected to respect the authority of teachers, staff and administrators. Faculty and staff use professional judgment to make decisions that are influenced by many variables that will not always please all students. However, in all instances, students are required to be respectful and recognize the authority of the teacher, staff member and administrator.

**Other serious misconduct** – Any other serious act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, or extracurricular program.

**Repeated misconduct of a more serious nature** – Repeated misconduct which tends to substantially disrupt a orderly conduct of the school, a school function or an extra-curricular/co-curricular activity.

**Skipping** - The intentional and willful act of failing to report to a student's designated area.

**Stealing** - Taking anything that belongs to someone else without permission. Practical jokes in this area may be considered as stealing.

**Threats/Intimidation** This is defined as the verbal or physical threat to do harm or violence to another student or to the property of another person. See Bullying.

**Fighting** - The actual or intentional striking or laying hands on another against his/her will.

Note: Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting and the student will be held accountable.

#### **Level 4 Infractions Include**

**Fighting** - The actual or intentional striking or laying hands on another against his/her will.

Note: Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting and the student will be held accountable.

**Other serious misconduct** – Any other serious act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, or extracurricular program.

**Repeated misconduct of a more serious nature** – Repeated misconduct which tends to substantially disrupt an orderly conduct of the school, a school function or extra-curricular/co-curricular activity.

**Severe bullying** - The act of continual or severely aggressive, harassing and/or intimidating behavior that may be observed over time and results in an imbalance of power. This may include, but is not limited to: teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student. Because bullying inspires a negative spirit and fosters feelings of rejection, these behaviors will not be tolerated: bashing, hazing, cutting remarks, putting others down, bullying, and negative griping will not be tolerated.

**Tobacco** - The possession of any tobacco or related items.

#### **Level 5 Infractions Include**

**Alcohol** - The possession, use, transmission or being under the influence of alcoholic beverages.

**Drugs** – The possession, use, transmission, buying, selling or being under the influence of illegal, illicit drugs, drug paraphernalia, prescription drugs, over-the-counter drugs or any other

substance capable of modifying mood or behavior or the selling or transmitting of anything represented to of said nature.

**Other serious misconduct** – Any other more serious act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, or extracurricular program.

**Repeated misconduct of a more serious nature** – Repeated misconduct which tends to substantially disrupt orderly conduct of the school, a school function or an extra-curricular/co-curricular activity.

**Repeated suspensions** – A student who receives multiple suspensions is subject to dismissal.

**Weapons** – The possession, use or control of any weapon (loaded or unloaded).

## **DESCRIPTION OF CONSEQUENCES**

### **Possible Level 1 Consequences**

**Parent Notification** – Parents will be notified at all levels of student infractions.

**Parent/Teacher/Student Conference**

**PAWS Detention, Time Out, Lunch or Recess Detention**

**After School Detention** - After school detentions will be for a duration of 30 minutes beginning promptly at 3:20 p.m. and ending at 3:50 p.m. The student and parent will be notified of the location and date for the detention to be served. The student may not work on homework or engage in other activities during after school detentions.

### **Possible Level 2 Consequences**

**Parent Notification** – Parents are notified for all levels of infractions.

**Parent/Teacher/Student Conference**

**Parent/Student/Director Conference**

**After School Detention** – See above for description.

**Saturday School** – Saturday School detention will be for a duration of one and a half hours beginning promptly at 8:30 a.m. and ending at 10:00 a.m. Failure to arrive on time may result in additional detention time. The student and parent will be notified of the location and date for the Saturday School to be served. Students must arrive wearing the school uniform and pay a fee of \$20. An additional \$5 will be charged for each ten minute period if a parent does not arrive on time to pick up the student. The student may not work on homework or engage in other activities during Saturday School detentions.

### **Possible Level 3 Consequences**

**Parent Notification** – Parents are notified for all levels of infractions.

**Parent/Student/Director Conference**

**After School Detention** – See above for description.

**Saturday School** – See above for description

**In-School Suspension (ISS)** – A first alternative to out-of-school suspension is in-school suspension. A student will report to the office and remain there for the day. The student will complete school work and be given credit for assignments. While serving an ISS, a student is not eligible to participate in extracurricular activities, including off-campus activities, before, during or after school. The student is expected to bring lunch.

**Out-of-School Suspension (OSS)** – Students are not permitted on campus during the dates of the suspension. While serving an OSS, a student is not eligible to participate in extracurricular activities, including off-campus activities, before, during or after school.

**Removal from Extra-curricular Activities** – Students may be removed from any extra-curricular activity as a result of Level 3 or higher offense.

#### **Possible Level 4 Consequences**

**Parent/Student/Director Conference**

**After School Detention** – See above for description.

**Saturday School** – See above for description.

**In-School Suspension** – See above for description.

**Out-of-School Suspension** – See above for description.

#### **Possible Level 5 Consequences**

**Behavior Contract** – A student will be placed on a behavior contract after committing a level 5 offense if the student is not dismissed.

**Mandatory Counseling** – A student may be required to undergo mandatory counseling as a condition for remaining at The Christ School.

**In-School Suspension** – See above for description.

**Out-of-School Suspension** – See above for description.

**Dismissal** – A student may be removed from The Christ School for repeated serious misconduct, bringing a weapon on campus, gross violations of disrespect or insubordination, bringing illegal drugs on campus and other serious misconduct that is extremely detrimental to The Christ School.

### **EXPLANATION OF THE DISCIPLINE PROCESS**

- Once an infraction has occurred and a discipline referral is going to be issued, the student is informed and will be asked to sign the discipline form.

- Student signatures on the discipline referral are simply an acknowledgement that the referral has been issued.
- Students may make statements regarding a discipline referral, present witnesses, and/or respectfully appeal the referral.
- The Lower or Upper School Director will determine the consequences based upon the level of the infraction, the nature of the infraction, and the number of infractions incurred.
- The Lower or Upper School Director will meet with the student at which time the student will be given two copies of the form to be taken home for parent signature.
- The parent is notified either via e-mail or telephone that the student will be bringing home a discipline form to be signed.
- The parent will keep one copy. The student will return the other copy which has been signed by the parent and again by the student to the Director's office within two business days.
- The student will be expected to arrive to detention on the date and time indicated on the form. Failure to report to detention without making prior arrangements may result in additional detention time.

## STUDENT DRESS CODE

### Uniforms must

- Be from Land's End or Dennis
- Fit appropriately (not tight or baggy)
- Be neat and clean (no tears, rips or frays)
- Be worn appropriately

### Boys' Uniform

- Khaki shorts or pants
- Green, yellow, white, or navy polo
- Black or brown belt
- Sneakers (see below)
- Solid white or solid black socks no higher than crew length
- **Dress uniform** – same as above except the shirt must be the white polo w/ TCS crest

### Girls' Uniform

- Khaki shorts, pants, skorts, or capris (to check length for skorts and shorts have the girl place their arms straight down the seams of their skorts/shorts and if their fingertips do not touch skin then they are within the guidelines)
- Green, yellow, white, or navy polo
- Black or brown belt
- Sneakers (see below)
- Solid white or solid black socks no higher than crew length
- **Dress uniform K-2** – Carden plaid skirt\*, white sailor blouse w/ plaid tie\*
- **Dress uniform 3- 5** - Carden plaid skirt\*, white Peter Pan blouse w/ TCS Crest
- **Dress uniform 6 – 8** – 2-button Chino skort\*\*, white polo w/ TCS crest

### Shoes

- Sneakers (with laces or velcro) may be worn for all uniform options
- Sneakers must be white, black, tan, navy, brown or gray (minor accent colors are acceptable)
- Must be tied appropriately with tied laces on the outside of the shoe
- No wheels, lights, characters, open-toed shoes, open-heeled shoes, slippers, boots, platforms, or high heels (heels may be no higher than 1")

### Other uniform policies

- Shirts must be tucked in at all times with the exception of the white sailor blouse and the Peter Pan blouse when worn with capris
- A belt must be worn for all garments with belt loops (kindergarteners and first graders are exempt)
- Belts must be worn appropriately and serve to hold up pants/shorts
- Short/skort waistbands may not be rolled in order to shorten length.
- All students must own a green TCS polo shirt as it is to be worn on designated occasions such as field trips
- Official TCS t-shirts such as the Lion t-shirt and t-shirts provided for special events may be worn on Fridays with uniform bottoms (the Lion t-shirt is available for purchase from Dennis uniform)
- Dress uniform is a requirement for the first day of school

### Other uniform policies continued

\*Items at Dennis

\*\*Items in Lands End

- **All outerwear** (microfiber jackets, fleece jackets, and sweatshirts) must be TCS approved from Dennis or Land's End
- Hoods on the sweatshirts may not be worn in the building

### **Hair**

- Hair must be clean, neatly groomed and out of the eyes
- Boys' hair must be above the collar
- Hair accessories must coordinate with the school uniform

### **Jewelry**

- Jewelry must be tasteful and appropriate
- Girls may wear two earrings per earlobe and earrings should not be longer than one inch
- No cartilage piercing
- No other piercings are permitted for girls
- Boys may not have any piercings and may not wear earrings

### **PE Requirements**

- Elementary students must wear sneakers on the days they have PE
- 1<sup>st</sup> – 5<sup>th</sup> grade girls must wear navy or black bike shorts under their jumpers
- Middle school girls and boys must wear an approved TCS T-shirt and green PE shorts (8<sup>th</sup> graders may wear shorts of their choice so long as they comply with the non-uniform day guidelines)
- PE uniforms are available for purchase from Dennis Uniforms only

### **Guidelines for dress on non-uniform days**

- Shoes and socks should be the same as on regular school days. No sandals, boots, high heels, open-toed or open-backed shoes.
- Short/skort lengths must fall within the guidelines list in the uniform policy. Waistbands may not be rolled.
- Shorts must be worn under skirts or dresses.
- Shirts may be untucked if designed for this, although the length must not be excessive.
- No sleeveless shirts and shirts should be long enough to not expose stomachs when the arms are raised.
- Shirts should not have inappropriate language, slogans, reference to bands, or reference to entities which do not promote Christian values.
- Pants, shorts, and skorts should fit properly with length requirements the same as with the uniform. "And One" and similar style sports shorts are acceptable.
- Clothing may not be torn, ripped or frayed.
- Hair should be the same as a regular school day.
- Jewelry is the same as a regular school day.
- Hats may not be worn.

## STUDENT AND PARENT AGREEMENT

The Christ School, as our name mandates, requires that we continuously strive to reflect a lifestyle pleasing to Jesus Christ. Because of this, who we are and what we do, both on and off campus, is extremely important. Since the testimony of our life is so important, the following signed agreement pertains to student conduct both on and off campus, during and outside of school hours.

1. I agree to strive for excellence as a student in all that I do and say.
2. I agree to obey the Bible in speech and conduct.
3. I agree to respect and cooperate with those in authority.
4. I agree to refrain from cursing, dissension and cheating. These and other specific acts and attitudes that THE CHRIST SCHOOL refrains from are cited in Galatians 5:19-21.
5. I agree to follow the dress code that has been set by the school during school hours.
6. I understand that once I enroll at THE CHRIST SCHOOL, I am part of the THE CHRIST SCHOOL family wherever I am. Therefore, I agree to avoid behavior, both on and off campus that would dishonor Jesus Christ, The Christ School, my family, and me.
7. I understand that I can be held accountable, by The Christ School, for any negative behavior both on and off campus, at any time during the year.
8. I agree to adhere to the discipline policy of The Christ School.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Parent Agreement

I have reviewed the discipline policy with my student and agree to support the policies of The Christ School.

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date