



## **E-CI11 – STUDENT DISCIPLINE POLICY**

### **Biblical Principles:**

- "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." - Hebrews 12:11
- "Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, whoever rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves." - Romans 13:1-2

### **Rationale:**

The Scriptures command parents to train up children in the way they should go and raise them in the nurture and admonition of the Lord. Fundamental to this task is the development of positive character traits (honesty, self-control, lovingkindness, generosity, diligence, etc.) and the elimination of negative character traits (lying, stealing, anger, selfishness, laziness, hatred, etc.). Because children are born with a sinful nature, they inherit a tendency to sin and will do so if left to themselves. Parents have the responsibility to discipline their children using Biblical methods of reward and punishment to encourage positive qualities and discourage negative ones.

A child's sinful nature will often manifest itself at school just as in the home, resulting in behaviour that disrupts the educational process for both the offender and others. Parents, by enrolling their children in ACA, delegate some of the responsibility for training their children to School representatives. Along with this responsibility comes the authority to take appropriate disciplinary measures, which will further the character training begun at home and maintain a positive educational setting.

### **Policy: Responsibilities**

1. Parents are responsible for understanding and supporting the goals and procedures of the Student Discipline Policy. They are expected to teach their children the importance of obedience to all legitimate authority. If a parent has any concerns regarding a specific disciplinary measure, they are encouraged to address those concerns with the staff member involved.
2. Students are responsible for understanding, supporting, and obeying all school rules and graciously submitting to correction when it is given.
3. School faculty are responsible for understanding, supporting, and following the goals and procedures of the Student Discipline Policy. They are responsible for enforcing all school rules without partiality. They are responsible for taking appropriate disciplinary action when rules are broken, taking into account the nature of the offence, the student's age and understanding, and the student's past behaviour. The school Principal is responsible for keeping accurate written records of serious or severe offences, created at the time of the incident.

4. School Support Workers are responsible for understanding, supporting, and following the goals and procedures of the Student Discipline Policy. They are also responsible for enforcing all school rules without partiality and reporting any observed infractions to the school faculty.
5. The Principal(s), in cooperation with the Head of School, bear responsibility to ensure that parents, students, and teachers are informed of the Student Discipline Policy and school rules each year. They are responsible for ensuring that both are followed consistently. The Head of School is to report to the Board Chair a summary of serious and severe incidents, and actions taken at an interval no less than once per year or more frequently as requested by the Board Chair. The Head of School is to inform the Board Chair at the earliest convenience regarding those incidents of behaviour which merit suspension for more than five days or merit expulsion.

### **Policy: Applicability**

6. This Policy applies at school, on school-supported digital platforms, at all official School functions, and during transit to and from such functions.
7. This policy may also extend to conduct that occurs off-campus and outside school hours which is severe in nature and detrimental to the reputation of the school. Since misbehaviour in these settings is first and foremost a parental responsibility, the school will contact the home and discuss the concerns with the Parent(s). The school will work with the family to bring about any needed change in behaviour. If the student fails to implement these changes, he or she may be subject to disciplinary action from the school.

### **Policy: Implementation**

8. Means of discipline shall include those positive elements which encourage good behaviour and reduce the occurrence of bad behaviour. These include such things as awards, stickers, encouragement, praise, close supervision (hallways, playground, exams), use of eye contact, reminders of expected behaviour, etc. Where misbehaviour does occur, various disciplinary measures will be employed to discourage it from happening again.
9. All discipline shall be administered fairly and consistently in an attitude of love, not vengeance. Whenever possible, consequences for misbehaviour should be logical and appropriately matched for offence severity. The school faculty is responsible for determining the severity of the offence classification. They are expected to engage in discussion with the child and implement disciplinary measures based upon the following guidelines:
  - a. Minor offences including but not limited to - tardiness, horseplay, talking out of turn, disturbing others, homework not done, etc., warrant one or more of the following penalties:
    - i. Verbal warning
    - ii. Written warning
    - iii. Parent-teacher conference
    - iv. Loss of privileges (e.g., recess)
  - b. Moderate offences including but not limited to - accidentally damaging property, disrespect towards staff, failure to fulfill a disciplinary measure or repeated offences commonly classified as "minor", warrant one or more of the following penalties:
    - i. Detention
    - ii. In-school suspension

- iii. Community service within the school
    - iv. Restitution for damages
    - v. Parent-teacher-administrator conference
  - c. Serious offences including but not limited to - any form of bullying, vandalism, fighting, theft, and cheating on exams warrant one or more of the following penalties:
    - i. In-school suspension
    - ii. Out-of-school suspension
    - iii. Mandatory counselling sessions
    - iv. Restitution for damages
  - d. Severe offences including but not limited to - possession of illegal substances, bringing weapons onto ACA school property, or severe physical assault warrant one or more of the following penalties:
    - i. Immediate suspension
    - ii. Expulsion
    - iii. Mandatory counselling and intervention programs
    - iv. Referral to external authorities (if necessary)
- 10. A written record created at the time of the incident shall be kept of all serious and severe offences, with a description of the offence and the action taken. A copy of the written record will be kept on file by the Administration.
- 11. Suspension for up to five days may be given to a student at the discretion of the Principal. Parents and the Head of School are to be informed as soon as possible. Suspension for more than five days may be given at the discretion of the Head of School after consultation with the Principal and Parents. Students will be expected to complete all assignments, tests, and notes given during the period of suspension within three days after the end of the suspension.
- 12. Probation is a period of time during which the student's enrollment is in doubt. Initial probationary status shall be imposed by the Principal at their discretion. Parents and the Head of School are to be informed as soon as possible and updated as needed. Evaluation of the effect of the probationary period shall be conducted by the Principal at the end of that period. Probation requirements may then be terminated, extended or modified.
- 13. Expulsion of a student occurs at the discretion of the Head of School after consultation with the Principal and Parents. Parents who wish to seek re-enrollment for an expelled student may submit a written request to the Head of School. This request should include proof of a sustained improvement in attitude and behavior over time that merits reconsideration. The Head of School has the discretion to re-enroll the student, either with or without probationary conditions, or to decline the request. Expulsion of one child, in and of itself, shall not jeopardize the continued enrollment of any siblings; however, lack of parental support for the Student Discipline Policy may.
- 14. A copy of the Student Discipline Policy shall be distributed to each family annually.