

# CALVARY CHRISTIAN SCHOOL

## HIGH SCHOOL DISCIPLINE GUIDELINES 2011-2012

The purpose of discipline is to develop godly character in each individual. Students at Calvary Christian School are expected to be ladies and gentlemen who influence their community for good. CCS is concerned with students' conduct both on and off campus. When a student makes a mistake, he/she is expected to deal with the problem **HONESTLY**, correct it, accept the discipline, and then, get on with life. Our goal is to show each student a vision of what they can be and help them achieve it.

1. Our philosophy of discipline seeks to encourage and develop self-discipline. We believe self-discipline is a necessity in the maturing process, and seek to provide an atmosphere that is preventive and corrective in nature.
2. As Christians, we believe an individual's public testimony is an important area of personal responsibility. We want to encourage our students to be good representatives of our Lord Jesus Christ, their families, and Calvary Christian School.
3. Attending CCS is a privilege...not a right. Rules and regulations are designed to establish proper standards of behavior. A student's honesty, repentance, and cooperation in the discipline process say much about whether he/she wants to be at CCS, and whether he/she is willing to accept responsibility for his/her own behavior.
4. Christian love is at the heart of all discipline. Correction and chastening are essential parts of genuine love. Firmness without love is harsh; love without firmness is sentimental. The responsibility and the authority to discipline come from God. The child who learns obedience to parents and teachers is developing a lifestyle which encourages obedience to God. **"Because the Lord disciplines those he loves" Proverbs 3:12a.**
5. Because character development is not limited to school hours, it is our purpose to partner with parents in training and maintaining high standards of conduct for our students. Students are expected to behave in such ways not to bring reproach to the school.

While students are not always expected to tell on other students who violate any school discipline guideline, it is important to realize that we have Scriptural accountability, the testimony of our school in the community, and the safety of our school family to consider. Therefore, students are expected to learn to use the Matthew 18 principle of confronting classmates whose actions are outside the boundaries of acceptable behavior. If no change occurs, authorities (parent, teacher, principal, coach, etc.) should be notified to insure accountability.

Please be reminded that willful self-discipline and deliberate obedience to school conduct expectations will eliminate your concern for any of the consequences on the following pages. **In addition, respect for authority and obedience results in God's blessing in our lives.** Violations fall into three categories, A, B, and C. Each category is not all-inclusive. Consequences may vary due to circumstances.

## “A” VIOLATIONS

1. Gum chewing in classrooms
2. Food, candy, or drinks in any carpeted classrooms
3. Running in the building/hallway
4. Horseplay/disruptive behavior/passing notes
5. Littering
6. Indiscreet behavior or language
7. Casual display of affection
8. Being in a restricted area without permission
9. Failure to sign in or out at the office upon late arrival or early departure
10. Parking violation
11. General disobedience
12. Not having textbook covered
13. Boys coming to school unshaven
14. Tardy to homeroom or class - Tardies accumulate per quarter. Upon the 4<sup>th</sup> tardy and every second tardy thereafter – weekday morning detention.
15. Dress Code violation – Students must change clothes before returning to class. Detention may be issued. Unexcused tardy or absence will be given as a result for any missed classes. Continued violations will escalate disciplinary measures.

### TYPICAL PENALTY

Warning, parent notification, and/or **detention**

**Detention** – Students will be notified at least two days in advance. It will be held from 7:00am – 7:50am each Thursday morning in the designated room. During this teacher-supervised time, students will be required to copy work assigned by the detention teacher. Anyone that is late will stand up for the entire time. Over 5 minutes late = no admittance and detention is listed as a “no show.”

**“No show” to detention and the student will be issued an additional 2<sup>nd</sup> detention to serve.**

**Excessive Detentions** - The following consequences will be issued for any combination of detentions accumulated during any given semester.

6 detentions = Saturday detention – 2 hours

7 detentions = Saturday detention – 4 hours

8 detentions = Suspension – 1 day

**Additional detentions = Administrative discretion (Multiple day suspension, disciplinary probation, or withdrawal/expulsion).**

## “B” VIOLATIONS

1. Cutting class (absent without specific permission)
2. Copying/cheating on homework (**zero issued plus punishment below**)
3. Plagiarism (copying another’s writings and presenting them as your own) – **zero issued; disciplinary action determined at the discretion of the Administration**
4. Profanity (general, not directed at anyone)
5. Disrespect/rudeness to any faculty, staff or adult
6. Lying to a teacher (intentional deception)
7. “Borrowing” without specific permission

8. Careless driving/speeding may result in suspension of campus driving privilege and/or monetary fine
9. Taunting, badgering, or provoking another student (including athletic events)
10. Excessive or egregious "A" Violation(s)
11. Cell phones - These and other communication and listening devices must be turned off and stored only in the student's locker or vehicle during school hours. Students may not have their phones in their possession, in their book bag, or inside a purse that is carried during class periods, break, or lunch. ***These devices may not be visible in any way once the school day begins.*** We ask that students leaving school before 3:15 refrain from use until after they exit the buildings. Students found in possession of a cell phone will have the phone taken, to be returned to a parent only, and will receive Saturday School for the first violation.
12. Electronic devices should be placed in locker from 7:45 a.m. to 3:15 p.m.

### TYPICAL PENALTY

- 1<sup>st</sup> Offense – Saturday School (2-4 hours)  
 2<sup>nd</sup> Offense – Suspension (1-2 days) with academic penalty  
 3<sup>rd</sup> Offense – Suspension (3-5 days) with academic penalty  
 (Any excessive violations could result in suspension or withdrawal)

**Saturday School** – reserved for more serious violations. Students are assigned from 1 to 4 hours of Saturday detention from 8:00am – 12:00noon. Anyone that is late will stand up for the first hour. Over 5 minutes late = no admittance and detention is listed as a "no show."

**"No show" to Saturday School = 1 day of suspension. Repeated "No shows" to assigned detentions will result in Suspension from school.**

**In-School Suspension** – All work will be assigned and completed independently by the student while separated from the normal class routine.

**Out of School Suspension** – One point will be taken off each Quarter grade for each day of suspension. Supportive parental discipline will be expected.

Each day of suspension carries an academic penalty.

1. Academic penalty – Each day of suspension the student will have one point deducted from their quarterly report card average for each class.
2. Daily work for that day must still be completed or made up (so student will not fall behind).
3. Tests/major projects due on the day of suspension – must be made up and/or given to the teacher when they return to class.

### "C" VIOLATIONS

1. Cheating on test – **zero on test and Suspension**
2. Cheating on exam – **course failure for semester**
3. Truancy – Suspension/Expulsion
4. Illegal drug use, sale, consumption, or possession – Expulsion
5. Alcohol/Tobacco use, sale, consumption, or possession – 1<sup>st</sup> offense (Suspension or Expulsion); 2<sup>nd</sup> offense (Expulsion)
6. Present in situation above but not participating in drug, alcohol, or tobacco use - Suspension or Expulsion. **NOTE:** Tobacco use includes chewing tobacco, snuff, etc.
7. Sexual Immorality/Fornication/Promiscuity/Obscenity – Suspension/Expulsion/Withdrawal
8. Sexual Harassment (verbal or physical) – Suspension or Expulsion
9. Pregnancy or responsibility for – Expulsion/Withdrawal

10. Abortion or responsibility for – Expulsion/Withdrawal
11. Possession of deadly weapons (fire arms, knives, explosives) – Expulsion (Muscogee County Sheriff’s Department will be notified).
12. Continued disrespect or profanity directed to any faculty, staff, or adult – Suspension or Expulsion
13. Skipping School – Suspension with academic penalty
14. Vandalism – materials to repair damage and labor costs will be reimbursed plus 1-5 days suspension or expulsion, depending on the damage – (Muscogee County Sheriff’s Department will be notified)
15. Fighting – Suspension
16. Profanity (directed at someone) - Suspension
17. Premeditated stealing/Theft – Suspension or Expulsion
18. Threats or malicious actions either physical or verbal made to or against others or self that would be considered harmful in any way – Suspension/Expulsion
19. Improper postings on any social network such as “MySpace” or “FaceBook”. We have no desire to monitor student behavior outside the classroom or online; however, we have, on occasion, had to deal with discipline issues related to what a student has written or posted to these social networks.
20. Inappropriate text messages or **“Sexting” (see explanation below)**
21. Any other act of misconduct which, in the opinion of the Administration, is found to be inexcusable, and/or brings dishonor to one’s personal testimony or Calvary Christian School will receive discipline.

**“Sexting” Policy** - In keeping with the school’s responsibility to provide a safe learning environment for all students, the Board has established the following policy regarding the issue of “sexting.” *Sexting* is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. **Students engaged in such activities are subject to state laws and school discipline.** The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy; a violation that will result in school discipline, up to and including Expulsion, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

Due to the limitless variations in offense, mitigating circumstances, and the potential to properly minister to students’ spiritual growth, punishment may vary. A Discipline Committee will be convened as necessary to deal with “C” violations. We pray for God’s wisdom, direction, and grace as these issues arise.

The discipline policy applies to students on campus, field trips and at all school related functions. However, when serious offenses outside of the school limits occur and become public and impact the reputation or character of the school (24/7/365), disciplinary measures may also be taken. When student behavior makes disciplinary measures necessary, such measures will be carried out firmly and consistently.

## **GENERAL**

Normally, classroom guidelines for behavior and work may vary slightly among teachers. Students are expected to adjust and accommodate these differences. While enrolled at CCS, students are expected to be a good example and testimony 24/7/365 both on and off campus.

## **A POSITIVE APPROACH**

To conclude this document, let's review how we can avoid conflict at home and at school, and insure God's blessing in our lives. Here are "Ten Commandments" by which to live.

While a student at CCS:

1. Be respectful to school personnel at all times
2. Follow school handbook guidelines
3. Be respectful of the rights and property of others
4. Be punctual
5. Be attentive and responsible to your teachers
6. Be polite, positive, caring, and gracious
7. Cheerfully abide by the dress code
8. Pursue morally pure conduct
9. Expect the best out of yourself
10. Prayerfully and physically support your school

## APPEARANCE POLICY

The following factors are taken into consideration in developing an appearance policy:

1. Biblical exhortations regarding modesty, moderation, and propriety.
2. Appropriateness for the activity
  - not too casual, which encourages a playful atmosphere
  - not too formal, considering the nature of children and young adults
3. Effect of orderliness in appearance on self image, respect for others, and a positive learning environment without distractions
4. Understanding of the trends in styles, availability of apparel, and the desire to keep costs reasonable

It is essential that students, parents, and faculty members adhere to the program on a daily basis because the personal appearance of each member of the student body reflects upon the entire school. Students are expected to dress in a neat and modest fashion, appropriate for the activities in which the students are involved.

### **ACCEPTABLE**

**GIRLS:** all tops must be no lower than 4 closed-finger widths from collar bone

**GIRLS:** tank tops and camisoles worn under sweaters, shirts, & tops must be no lower than 4 closed-finger widths from collar bone; must **completely cover** bust line and midriff and be loose fitting, if visible. Sleeveless tops and blouses must fit the total width of the shoulder.

**GIRLS:** dresses and jumpers that are no more than 2" above the knee

**ALL STUDENTS:** (Tops/shirts can have no writing or pictures except Calvary related or brand names)

- Collared polo-style shirts
- Collared button-up shirt
- Turtle/mock neck shirt
- Dressy-style blouses and tops (i.e. "baby dolls")
- Zip-up hoodie or jacket with dress code approved top underneath
- Sweaters
  - button up (cardigan)
  - crew neck pullover
  - v neck with crew neck or dress code approved top underneath
- Outerwear (garments to keep you warm) logo must be no more than 2" unless it is a Calvary logo
- Casual and cargo-style pants
- Walking and cargo-style shorts that are no more than 2" above the knee
- Skirts that are no more than 2" above the knee
- Skorts that are no more than 2" above the knee
- Capris
- Leggings (no fish-net styles) with approved length dress or skirt
- Pants or shorts worn at the natural waist
- Pants or shorts that are loose fitting
- Sandals or flip-flops

## **UNACCEPTABLE**

**BOYS:** hair that is over the eyebrows, collar or mid-ear

**BOYS:** facial hair

### **ALL STUDENTS:**

- Crew neck T-shirts unless under a sweater
- Pull-over hoodie
- Pull-over sweatshirt
- Tank tops or camisoles (unless covered by a dress code approved top)
- Spaghetti straps or halter tops
- Any shirt that covers the midriff, but moves to reveal the midriff when the student sits or reaches
- Sportswear material or athletic-style shorts or pants
- Shorts or pants (and jeans on Friday) with frayed areas, holes or patches
- Pants or jeans that are too tight; no “skinny” styles
- Low riders or hip-hugger style pants, shorts, or jeans on Friday
- Chains on belt or wallet
- Any item with spikes
- Hats and caps worn inside the building or classrooms
- Visible tattoos and body piercing (other than earring for girls)

### **FRIDAY DRESS**

- In addition to regular dress code, students may wear CCS, clearly Christian (positive, uplifting imagery/message) or plain T-shirts, or CCS hoodies/sweatshirts. (T-shirts must be outerwear – no “Hanes” or “Fruit of the Loom” undershirts.)
- Modestly loose fitting jeans (with no holes or frays) are allowed and must be worn at the natural waist – **no “skinny” style jeans.**

### **MISCELLANEOUS**

- Boys’ shirts must be tucked in at all times (except on Fridays)
- Boys must have belts on at all times
- Jewelry and makeup is to be neat and simple
- Hair is to be clean, neatly groomed, and trimmed. Students are not to wear extremes in hairstyles or hair colors
- Students are not permitted to wear camouflage items
- Boys are to be clean-shaven

### **SCHOOL-SPONSORED, ATHLETIC, AFTER-SCHOOL, OR RECREATIONAL/RETREAT ACTIVITIES**

Regular school clothes, warm-ups, sweats, or other recreational wear is appropriate. Shorts may be worn that extend to mid-thigh or no less than a four inch (4”) inseam. Pictures and logos are fine if they are conservative. Boys must wear shirts and girls’ tops must be modest in appearance. (No halter-tops, backless or strapless tops allowed. Midriff must be covered and the bust line may not be revealing in any way.)

### **FORMAL OCCASIONS**

Some occasions require a more formal appearance. Boys should wear a suit and tie or tuxedo. Girls’ dresses must be modest, completely cover bust-line and midriff, and not extend below mid-back.

**Every effort has been made to be clear; however, if an interpretation is to be made, the school administration will have the final say.**

*I will review the CCS High School Discipline Guidelines  
and the Student Handbook.*

**(Handbook is located at [www.calvaryknights.com](http://www.calvaryknights.com)).**

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please have form signed and return to 1<sup>st</sup> period teacher by  
**Monday, August 22, 2011.**

