

## **CCA Discipline Policy 2021-2022**

The purpose of discipline in a Christian school is not only to establish an atmosphere conducive to learning, but also to bring the student to maturity in Christ as well as to develop qualities of good citizenship. To help attain these goals, certain standards of conduct are established. Students are asked to discipline themselves in relation to these standards because the best form of discipline is self-discipline under the guidance of the Holy Spirit.

Based on Deuteronomy 6:6-9 and Ephesians 6:4, we believe education and discipline of children is the parents' responsibility. Teachers and staff at CCA will strive to work in unity with parents to establish and reinforce Godly character traits in the lives of our students. CCA seeks to cooperate with the home in forming positive behaviors including but not limited to:

- Obedience to authority
- Courtesy and respect for others
- Truthfulness and honesty
- Morally correct conduct
- Wise use of time, talents, and possessions

We have high expectations for our students and believe that with clear and consistent age appropriate limits, each child will learn what is appropriate behavior.

### **Our Belief:**

- All students have the responsibility to learn.
- All teachers have the responsibility to provide a positive learning environment.
- All parents have the responsibility to support the students and teaching staff.

### **Behavior Standards:**

- Listen and follow directions the first time
- Keep hands, feet, and objects to yourself
- Be courteous, kind, and thoughtful to all
- Show responsibility by attendance, punctuality, and preparedness
- Respect the rights and property of others
- Use safe conduct at all times

## **Prohibited Activities:**

- Any behavior that verbally or physically abuses another student or adult
- Habitual tardiness
- Not returning homework
- Horseplay anywhere on campus
- Written or verbal profanity
- Biting or hitting another student
- Throwing objects in classroom
- Unauthorized use of electronic equipment, including cell phones
- Disruptive behavior that impedes the educational process
- Eating food or candy during class other than when approved by teacher
- Misbehaving in class (including talking out of turn or disturbing the class)
- Use of any item that disrupts a class (such as a wristwatch alarm or cell phone) will be taken to the office.
- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- Littering
- Disturbance or rude behavior in Chapel
- Defacing of any kind of school, student, or faculty property
- Direct disobedience to any teacher or Administrator
- Deliberate destruction or damage to school, church, student, and/or faculty property
- Disrespect by word or action toward any faculty, staff member, or student
- Display of any advertisements of items in whatever form (e.g., posters/stickers on books or on any personal possessions brought into the school) that are in conflict with the values of the school as stated in our objectives

## **Behavior Guidance:**

Staff shall provide each child with guidance that helps the child acquire positive self-concept and self-control. Behavior guidance used by each staff member will be constructive, positive, and suited to the age of the child at all times.

To prevent unacceptable behavior from occurring the staff will:

- Clearly state and explain expectations
- Model appropriate behavior through instruction and example
- Arrange the classroom environment to enhance the learning of acceptable behaviors
- Use descriptive praise when appropriate behavior occurs

- Use tangible classroom incentives
- Recognize exemplary behavior through award ceremonies
- Adheres to dress code at all times including school shirts on designated days

A rebellious spirit or negative attitude, which is unchanged after much effort by the faculty, can be a poor influence on other students. Continued deliberate disobedience to a teacher or to school rules has an adverse effect upon the school's testimony. When unacceptable behavior occurs or is about to occur, staff will:

- Use nonverbal cues such as eye contact and proximity control
- Seek to determine the underlying cause of the behavior
- Give verbal warnings
- Encourage the child to change behavior
- Redirect the child's behavior
- Use time-out as a short separation from the group
- Temporarily remove playground/activity privileges
- Lunch detention

Parents and CCA staff will work together to deal with persistent behavioral issues. If a child appears unusually stressed or anxious, or otherwise motivated to engage in negative behaviors, it is the duty of the CCA staff to consult with the parents. Situations that the teacher evaluates as chronic, flagrant, or otherwise worthy of special handling will be referred to the Administrator.

Parents are included in our discipline process so that children may see consistency in that both parents and teachers reinforce limit setting. Parents will be notified verbally or in writing regarding disciplinary action taken by the teacher to better aid the child in improving their behavior.

In the interest of maintaining a safe and happy learning environment, CCA reserves the right to exclude any child from the CCA academic school day, programs and/or activities, and/or any extended school programs for a specified period of time. If desired behavior cannot be met, CCA reserves the right to terminate any child's enrollment if that child is found to be continuously disruptive to our program.

CCA will use the following guidelines in the event the behavior is habitual and the positive reinforcement and methods of discipline from above are not successful:

- A first incident will be reported to the parent.
- A second incident will result in a parent-teacher conference to discuss the behavior and establish a plan of action

- A third incident will result in the parent being called, and another conference will be set up with the teacher(s) and the administrator to continue the discussion to understand what might be causing the problem.
- A fourth incident CCA reserves the right to terminate any child's enrollment if any further incident occurs, or if we feel that any of following conditions exists:
  - The school cannot meet the child's needs.
  - The parents are not able or willing to work with the school to find an acceptable solution.
  - The continuing behavior endangers the wellbeing of other children, and/or the child engaging in the behavior.
  - The child continues in behaviors that prohibit the learning opportunity of other students.
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**Other reasons which may result in the termination of enrollment include:**

- Non-payment for tuition and/or lack of adherence to our tuition payment policies.
- Lack of cooperation by the parents with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
- Abusive behavior and/or verbal threats by parents toward CCA staff, students or parents.