

2021-22 REVISED DISCIPLINE POLICY

It is the aim of Pinewood Church and Pinewood Christian Academy to promote the highest possible standard of conduct to sustain an atmosphere conducive to learning. As such, PCA students are expected to behave in a manner that reflects well upon their Christian faith, their school, and their families.

Students can and do achieve self-discipline by first conforming to structured discipline. Therefore, in order to truly partner with each family, understanding of and agreement with this discipline policy is essential. This is one reason PCA includes in its *Family Covenant* the following statement:

We acknowledge that the Parent-Student Handbook contains the standard operating policies and procedures for students, parents, faculty, administration, and staff at PCA; and that its purpose is to not only ensure that the school operates smoothly, but also to honor and protect the dignity of all members of the PCA community. We therefore commit to abiding by the policies and procedures in the Parent-Student Handbook and, by our example, encouraging our child(ren) to do the same.

Philosophy

PCA believes that the Bible clearly instructs believers to bring their children up in the “discipline and instruction of the Lord” (Ephesians 6:4). Therefore, discipline at PCA is intended to teach God’s commands, in love, to accomplish good for the person being disciplined.

The primary concern at PCA is the hearts of students, as God has clearly revealed in His Word that behavior mirrors the posture of the heart (Luke 6:45). Therefore, commendable behaviors are encouraged by using positive reinforcement and inappropriate behaviors are corrected by applying natural consequences of the student’s conduct and attitude. And, just as Christ has reconciled us to God, all discipline is intended to be restorative in nature (Hebrews 12:11), offering grace to students when they make poor choices and teaching them how to behave differently in the future.

The following Code of Conduct was created in order to promote consistency among all teachers / classes. While it presents general cause & effect scenarios, all issues are handled on an individual basis, taking into account the context, severity, and recurrence of the behavior.

Code of Conduct

Please note that not all possible behaviors are included here, and the administration reserves the right to confront issues which may not be specifically listed. In addition, while this guide may refer to specific behaviors, it is desirable that all students conduct themselves according to the “spirit of the law” rather than the “letter of the law.” Behaviors have been classified into three Tiers as listed below:

Tier 1

1. Disruption of class.
2. Failure to treat teachers, staff, and/or fellow students with dignity, courtesy, kindness, and consideration (this applies also to interactions with others about teachers, staff, and/or fellow students – including email, text messaging, social media, etc.).
3. Dishonesty in social (e.g. lying), academic (e.g. cheating or plagiarism), or disciplinary situations (failure to own up to or accept responsibility for one's actions).
4. Obscene, vulgar, or profane language or gestures; taking the Lord's name in vain.
5. Engaging in inappropriate physical contact, including horseplay and/or public displays of affection at school or school-related functions.
6. Abuse or neglect of school property; students (and by extension, parents) will be held responsible for the replacement of, repair of, and/or payment for damage to school property (including textbooks).
7. Writing, reading, and/or passing or receiving personal notes in class.
8. Use of portable electronic devices including, but not limited to, gaming devices, tablets, smart watches, etc.) during the school day, during Extended Care, or on field trips (unless otherwise noted). If these items are seen by teachers or staff, they will be taken away and sent to the office where they must be picked up by a parent. ****Smart watches may not be worn at school even if they are not connected to a phone.***

The school strongly discourages students having cell phones at school. However, if parents deem it necessary that their child have a cell phone at school, **it must be turned off and stored in a secure place out of sight at all times. If a student has a cell phone out during the school day, during Extended Care, or on field trips (unless otherwise noted) it will be taken away and turned in to the office where it must be picked up by a parent. PCA will not be responsible for lost or broken cell phones.*

9. Dress Code infractions (please refer to *Dress Code* in the previous section).

Tier 2

1. Multiple or persistent infractions of Tier 1 behavioral standards
2. Failure to be in the right place at the right time; OR being in a place that is deemed inappropriate or "out of bounds"; OR persistent tardiness (especially Junior High).
3. Harassment or bullying, including, but not limited to, persistent teasing / name calling, social isolation, intimidation, and/or humiliation. **While PCA recognizes that such*

behavior occurring among students outside of school, whether in person, or via social media or the Internet, can and does affect the learning environment in school, it is ultimately incumbent upon parents to resolve the issue.

4. Organizing groups or “clubs” which (intentionally or not) exclude, discriminate against, or ostracize other students or groups.
5. Minor theft

Tier 3

1. Multiple or persistent infractions of Tier 1 and/or Tier 2 behavioral standards
2. Threatening or encouraging physical or emotional harm whether in person, or in written or digital form.
3. Fighting (i.e. pushing or striking a person with the intention to harm).
4. Major theft.
5. Possession of items such as weapons (real or fake), alcohol, tobacco, vaping devices and/or paraphernalia, incendiary devices (including matches, lighters, fireworks, etc.), narcotics or any medication (Rx or OTC), etc. at school or during school functions.

Disciplinary Action

Tier 1

The majority of Tier 1 discipline will be handled informally in the classroom and teachers will always attempt to communicate with parents when a student’s behavior becomes disruptive of learning or detracts from the teacher’s ability to effectively teach.

In general, teachers will use a “3 strikes” approach in which students are given two warnings, either by moving a child’s clip on a behavior chart, writing a student’s name on the board, or some other appropriate method. Upon the third warning, a consequence will be given by the teacher including, but not limited to, time out, moving of seat, loss of privilege, behavior journal, etc.

**PCA does not believe in requiring a student to “write sentences” or do extra academic work as a form of discipline. This tends to create a distaste for assignments which are part of his/her regular, required academic work.*

Tier 2

In cases where disrespect and/or disruption is persistent and/or correction in the classroom fails to produce a change in behavior, OR the misbehavior is extreme to the point of requiring immediate intervention, the student will be referred to an administrator. Potential consequences for Tier 2 behaviors include, but are not limited to:

- lunch detention – a student must eat his/her lunch in the office by him-/herself and miss recess for the day
- after-school detention – a student must stay after school for one hour, during which time he/she will be counseled by the administration
- after-school work detention – a student must stay after school for one hour, during which time he/she will be counseled by the administration and contribute volunteer time to campus clean-up
- in-school suspension – a student must spend his/her school day in the office; teachers will supply work for the student to complete, but he/she will not participate in lunch/recess or any resource classes scheduled for that day

An administrator will contact the parents to communicate the severity of the issue and its effects on the student and his/her peers, as well as the consequences to be administered.

Tier 3

Tier 3 behaviors are considered extreme and will result in immediate disciplinary action as well as referral to civil authorities if appropriate. With any Tier 3 infraction, a mandatory parent conference will be held with the teacher / staff member and the administration, and the student will be placed on a behavioral probation contract.

Tier 3 consequences include, but are not limited to:

- in-school suspension – a student must spend his/her school day in the office; teachers will supply work for the student to complete, but he/she will not participate in lunch/recess or any resource classes scheduled for that day
- multi-day in-school suspension – a student must spend two or more school days in the office; teachers will supply work for the student to complete, but he/she will not participate in lunch/recess or any resource classes scheduled for those days
- out-of-school suspension – a student will be prohibited from attending school for one day; teachers will supply work for the student to complete, and missed tests will be made up at the teachers' discretion; the student may not participate in any extra-curricular, athletic, or school-related activities during out-of-school suspension
- multi-day out-of-school suspension – a student will be prohibited from attending school for two or more days; teachers will supply work for the student to

complete, and missed tests will be made up at the teachers' discretion; the student may not participate in any extra-curricular, athletic, or school-related activities during out-of-school suspension

- forced withdrawal / expulsion – if a student's behavior is so severe that he/she impedes the smooth operation of the class or school, endangers others, commits a crime, or shows no sign of remorse and/or repentance he/she will be asked or compelled to leave PCA. *If a child is dismissed for disciplinary reasons, parents will still be responsible for payment of tuition due for the remainder of the current quarter.*

Please note: while Tier 2 disciplinary actions are documented and kept on file in the office, Tier 3 discipline (i.e. out-of-school suspensions and/or expulsion) become part of the student's permanent record.

Misconduct Outside of School-Sponsored Events or Activities

PCA believes that the primary responsibility for children's behavior outside of school rests solely with the parents. Therefore, the administration will defer consequences for reported student misconduct outside of school-sponsored activities or events to the student's parents or guardians unless the misconduct is illegal, is potentially damaging to PCA's testimony and/or reputation, or would normally result in automatic expulsion as outlined above. If the Head of School concludes the reported misconduct should result in expulsion, he will immediately initiate, with appropriate parental involvement, an inquiry to determine the severity of the misconduct and the appropriate disciplinary action.

Corporal Punishment

PCA does not administer corporal punishment.

CODE OF CONDUCT ACKNOWLEDGMENT FORM

**Please note: the Code of Conduct will be enforced whether this form is signed and returned or not.*

STUDENTS

I have read the Discipline Policy and the Code of Conduct, and I agree to abide by the guidelines and procedures outlined in it.

I will do my utmost, with the help of the Holy Spirit, to discipline myself in regulating my words, my actions, and my attitudes as is appropriate for a follower of Christ.

If I am disciplined for misbehavior, I will take full responsibility for my words, my actions, or my attitudes and accept correction so that I may grow in wisdom and stature, and honor God, my peers, my teachers, and my family.

NAME

DATE

NAME

NAME

PARENTS

I have read the Discipline Policy and the Code of Conduct, and I agree to abide by the guidelines and procedures outlined in it.

I will do my utmost, with the help of the Holy Spirit, to discipline my child(ren) by teaching them words, actions, and attitudes that are appropriate for a follower of Christ.

If my child is disciplined for misbehavior, I will encourage him/her to take full responsibility for his/her words, actions, and/or attitudes and accept correction so that he/she may grow in wisdom and stature, and honor God and his/her peers, teachers, and family.

NAME

DATE

NAME