

I. BASIC SCHOOL PHILOSOPHY ON DISCIPLINE

Discipline or Teaching?



“CUT TO THE CORE!”

A. Basic Premises for Consideration:

1. School climate is related to student behavior and student behavior is related to school climate.
2. Teachers and parents provide student with tools on how to act and how to speak with respect.
3. Students are responsible for their behavior-NOT parents and NOT teachers
4. As a teacher at Tween Valley Christian School, I have the responsibility to establish a structure that is realistic; to program to meet the needs of my students, and to support and encourage academic, social, and Christian responsibility.
5. As a teacher, we do not have an option as to what students we select. We take what we get.
6. As parents, they have the responsibility to work with the students to help identify and address the behavior expectations for their children and to consistently support those expectations.

“Sometimes parents expect a standard of behavior in school that they aren’t prepared to support in regular life.”

B. Making the Tough Call:

Remember the three B’s

1. Discipline must **be** part of the process:
 - a. Be careful
 - b. Be compassionate
 - c. Be legal
 - i. Keep it reasonable
 - ii. Don’t look for trouble
 - iii. Don’t expect miracles
 - iv. Settle for change
2. Discipline is NOT:

- a. Punishment
 - b. An isolated event
 - c. An individual philosophy
3. Discipline is an extension of what we do in our classroom with our students – “Every Day!”
4. “It is not the severity-It is the certainty”
- a. Be consistent
 - b. Be Calm
 - c. Be Cool
 - d. Be an actor
5. Be prepared to accept that we cannot meet the needs of every child in care.

C. The Wise Use of Power:

1. Positional Power

- a. This is the power, as teachers, and Administrator’s, we have by law, and hold it only a short time.

2. Personal Power:

- a. “Our work ethic, our humour, our caring, our sharing, and our concern for others lasts for a lifetime. “
- b. “For five and a half hours per day. We hold a child’s future in our hands, they are not play dough; a child is our reason for existing in our mission! We must NOT take the responsibility lightly!”

II. Student Responsibilities:

A. Violation Defined

According to Tween Valley Christian School Board Policy, violations are divided into three categories based on the severity of the action. While administrative response to these violations is based on the category in which the behavior falls, additional factors including past behavior will be factored into the decision-making process.

B. Code of Student Conduct

1. Category I—Minor Violations

Minor Violations are those behavioral issues, which individually do not warrant an office referral and can be handled by the individual teacher utilizing the classroom assertive discipline plan. These include, but are not limited to:

- Eating in class without permission.
- Being tardy to class.
- Talking in class.

- Failing to follow instructions.
- Failing to complete assigned tasks.
- Behaving impolitely.

2. Category II --- Moderate Violations

Moderate violations are those which negatively affect the teacher's or school's ability to meet educational commitments to our students. These include repetitive minor behavioral violations, which the assertive discipline plan has ineffectively discouraged.

These behaviors include, but are not limited to:

- Classroom disruption;
- Defiance of authority;
- Propagating dissention;
- Verbal or physical abuse;
- Excessive tardiness;
- Dress code violation;
- Deceptive behavior;
- Category I behaviors that are determined to be habitual and/or continuous.

3. Category III ---- Serious Violations

Serious violations are those which require the immediate attention of a school administrator because of severity or continuous action of Category I and II violations.

These behaviors include, but are not limited to:

- Continuous classroom disruption;
- Dishonesty and other forms of deception;
- Misuse of school property, including inappropriate use of technology, unauthorized use of school equipment;
- Skipping class, including extended tardiness and truancy;
- Obscene or lewd behavior;
- Possession of pornographic or sexually-explicit material;
- Physical, sexual, or verbal abuse;
- Slander or libel;
- Unauthorized possession of a weapon, including guns, knives, batons, bladed tools, pepper spray, and any additional items considering dangerous by the school administration;
- Commission of any crimes or misdemeanors, including (but not limited to) possession of alcohol, tobacco, or illegal drugs, immoral behavior and destruction of property;
- Insubordination to a school authority, including (but not limited to) walking out of class, failing to follow field trips procedures, continuous and willful violation of school rules;
- Behavior which potentially endangers another's safety;
- Cheating, including plagiarism and intentionally assisting another to cheat;

- Sexual misconduct or immoral behavior, including inappropriate displays of affection at school;
- Category I and II behaviors that are determined to be habitual and/or continuous;
- Any infraction determined to be severe by the administration

C. Consequences Defined:

1. Student Communication

We are blessed at Tween Valley Christian School to have a student body that possesses good Christian conduct. This allows the staff and administration to rely on reasoning to encourage appropriate behavior. As a result, our primary consequences are based on positive communication with our students. Most communication is preventative in nature and is designed to make students aware of our expectations to avoid situations where they unknowably exhibit inappropriate behavior.

For this reason, teachers begin the year teaching students the rules and regulations for their individual classes and the school as a whole. Each teacher is also required to maintain an assertive discipline plan, which includes a concise and concrete set of rules and reinforcements designed to teach correct behavior. In addition, teachers are encouraged to talk to students regarding inappropriate behavior in such a way as to encourage the students and avoid embarrassment.

When teachers feel additional assistance is needed, they are encouraged to refer students to the office for counseling. Counseling may be provided by the school administrator and is designed to be a positive and proactive in order to prevent incidents before they become problematic. Many times, a “cooling off” period provided by counseling is all that is needed to prevent a more serious disciplinary problem.

2. Parent/Teacher/Administrator

It is our belief that the primary Biblical source of guiding student behavior should be the parents. Our mission for maintaining appropriate student behavior is to form a partnership between the school and parents, allowing parents to handle as many problems as possible. However, when the parent is in need of assistance, it is our responsibility to ensure that we maintain an optimal academic environment for all of our students. Our secondary consequences are parent contacts including letters, emails, phone calls, and parent conferences. However, when these forms of communication are no longer effective, graduated consequences are required.

3. Confiscation of Contraband

Students who bring contraband to school or use unauthorized items inappropriately (i.e., cell phones) may have the item confiscated by a teacher or the administrator. If a teacher determines that an item is inappropriate and should be confiscated, the student is to be referred to the office and the parent is to be notified. If the student continues the behavior, they may be denied by the right to bring the item to school for a specified period of time.

4. Denial of Class

Students may be denied class pending a specified action, such as a required parent conference or returning of school property. Students denied class will be allowed to make up work missed.

5. Suspension

A suspension is the denial of the right of a student to attend school. The purpose of a suspension is to send a clear message to the student that the behavior is unacceptable. Once a student has been suspended for one to three days, a student/parent/administer /teacher conference will be setup prior to the student being readmitted back into classes and school routines. A student may be assigned a suspension with probation. At this point, further violations may result in a recommendation for expulsion by the Board of Education.

6. Expulsion

Expulsion refers to the permanent dismissal of a student from school. It is considered only as an absolute last resort to be used when all attempts to correct disciplinary issue have been exhausted. At this point, it is determined that a complete change of environment is in the best interest of the student. An expulsion may also be justified when a student commits an act so severe that it threatens the safety of our other students or severely inhibits Tween Valley Christian School from meeting obligations to our other students. Finally, an expulsion may be necessary if a parent continuously refuses to support the school in our efforts to correct inappropriate behavior of our students and support our mission to promote a positive Christian-learning environment. This will only be possible after closely following the requirements of the Education Act-Expulsion Policy.

D. Recommended Consequences:

1. Recommended Consequences of Category I Violations:

- Assertive Discipline Plan
- Student Conference/Writing
- Parent Contact
- Confiscation of Contraband
- Parent Conference
- Counseling
- Detention

2. Recommended Consequences Category II Violations

- Parent Contact
- Confiscation of Contraband/Pending Action
- Parent Conference
- Counseling
- Administrative Student Conference/ Warning
- Detention

3. Recommended Consequences of Category III Violations:

- Immediate Referral to an Administrator
- Confiscation of Contraband/Pending Action
- Required Parent Conference
- Counseling
- Denial of Class/Pending Action
- Suspension

III. Discipline Policy Protocol:

A. Data Collection:

1. Throughout the use of Incident Form.
2. Contract between student and the Administrators

Incident Report

Recognizing that any problem involving student conduct are best handled in their early stages, before they have had time to become more serious, an “incident report” system has been set up to help determine which students may need special attention before they become a matter of serious concern.

In the event that a student makes some major disciplinary action, such as suspension, necessary, this system may also be used to help document the reasons for it.

The major aspects of this system are:

1. Teachers are expected to tolerate no deviation from the accepted norm for student conduct.
2. Students who act in an unacceptable manner will have the matter brought to their immediate attention by the teacher in charge, or by any teacher who is aware of it.
3. Whenever a teacher feels that a student has deviated significantly from the acceptable behavior, he/she will file an “incident report” on that student to be kept in the office. (Incident forms will be made available to all staff.) This form must always be utilized in cases involving sending students to the office for breaches of discipline.
4. Incident Reports will be kept in the office, but not included in the students’ cumulative records, and will, as standard procedure, be destroyed at the end of each school year.
5. Whenever an incident report is turned in, note will be taken as to whether there may have been other incident reports filed for that same student. If that is the case, the most recent will be viewed as part of a totality of the situation regarding that student and his/her parents will be notified in writing and a conference with the parents arranged.



Incident Report

Student's Name(s): _____

Teacher: _____

Grade: _____

Date Reported: _____

Where: _____

Comments: _____

Teacher's Signature



Contract

This contract is made between ADMINISTRATOR and STUDENT.

STUDENT admits having broken the expectations and policies of Tween Valley Christian School.

STUDENT has firmly resolved to cause no further breaches of school discipline, and disruptions during class. ADMINISTRATOR and STUDENT both wish for STUDENT to continue his/her education at Tween Valley Christian School.

Now therefore, the student and principal agree as follows:

1. ADMINISTRATOR agrees to permit STUDENT to continue his/her education at Tween Valley Christian School.
2. STUDENT agrees to do all schoolwork quietly and without disrupting the class and without resorting defiance or the use of profanity and vulgarity.
3. STUDENT agrees to obey all school rules, and expectations, and to cause no further breaches of the good order and discipline of the school.
4. STUDENT agrees that this contract is made as a last resort, and is therefore the product of a progressively applied discipline action which could lead to: referral of the Board disciplinary committee for further action or such other measures as Board of Education may decide.

Made at Tween Valley Christian School, Taber, Alberta, this _____
day of _____, _____.

Student

Parent/Guardian

Principal

Discipline Policy Suspension

Legal

Reference

The Education Act

Section 36 (1)(2)(3)(4)(5)

Suspension

36(1) A teacher or principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal

- a) The student has failed to comply with section 31,
- b) The student has failed to comply with the code of conduct established under section 33(2), or
- c) The student's conduct, whether or not the conduct occurs within the school building or during the day, is injurious to the physical or mental well-being of others in the school.

(2) A teacher may suspend a student from one class period.

(3) A principal may suspend a student.

- a) From school
- b) From one or more class periods or courses,
- c) From transportation provided under section 59, or
- d) From any school related activity.

(4) When a student is suspended under subsection (3), the principal shall

- a) Immediately inform the student's parent of the suspension,
- b) Report in writing to the student's parent all circumstances respecting the suspension, and
- c) Provide an opportunity to meet with the student's parent and if the student is 16 years of age or older, to discuss the suspension.

(5) A suspension may not exceed 5 school days, except in accordance with the recommendation for expulsion made by principal under section 37.

Tween Valley Christian School
Code of Student Conduct
Student/Parent Contract

We request that students in Grades one through twelve and all parents sign below to confirm that you have received and reviewed the Code of Conduct and agree to the following principals of this contract. Please return the contract to your children’s homeroom teacher. Thank you for your continued support for the policies of Tween Valley Christian School.

Parents:

1. I have received a copy of the Tween Valley Christian School Statement of Faith, and we are choosing Tween Valley Christian School because of its strong religious nature and purpose.
2. I have received the Tween Valley Christian School Code of Conduct.
3. I have read the Tween Valley Christian School Code of Conduct and feel I have an overall understanding of its rules and procedures.
4. I agree with the educational and behavioural standards for my child as a student at Tween Valley Christian School.
5. My signature indicates my permission for Tween Valley Christian School to teach my child appropriate behaviour from a Christ-centered Biblical perspective.
6. My signature indicates my permission for the administration and staff of Tween Valley Christian School to enforce the rules and standards of conduct as outlined in the Code of Student Conduct.

Parent Signature

Date

Students:

1. I have received and read the Tween Valley Christian School Code of Conduct and agree to comply to the best of my ability.
2. I understand the goals and behavioural standards expected of me as a student, as outlined in the Tween Valley Christian School Code of Conduct.
3. I understand that violations of the Code of student Conduct will result in discipline, and that repeated violations which reflects complete defiance of authority may result in my dismissal from Tween Valley Christian School.

Student Signature

Date