

Discipline Policy

Enforcement of the SCS Code of Christian Conduct is guided by the SCS Discipline Policy. There are four main components to this policy: Expectations of Faculty & Staff; Violations Guidelines; Individualized Contracts; and Protocol for Dismissals. First and Foremost, students are encouraged to self-report when they have knowingly committed a violation of the Code of Christian Conduct. When this is done, SCS will provide discreet counsel and support to the student and their parents. This policy is intended for students seeking to acknowledge wrongdoing and make immediate corrections.

1. Expectations of Faculty & Staff: All faculty and staff are expected to be familiar with and enforce all rules of the school. All faculty and staff have the authority and responsibility to address misbehavior when they observe it, whether or not the student(s) are in their division/department of the school.
2. Violations Guidelines: Violations of the SCS Student Honor Code and the Campus and Classroom Guidelines as contained in the current edition of the SCS Elementary and Secondary Handbooks (updated annually) will be addressed by school staff, faculty, and administration for the dual purposes of nurturing Christlike character in our students and preserving a well-ordered learning environment. All SCS students are held to the same behavior standards. Mental health considerations (such as effects of psychotropic medication and/or medication changes) will not be considered as mitigating factors in discipline

decisions. The following outlines basic principles for how violations will be handled.

Group One Violations include nuisances and minor behavioral problems.	
Typical Group One Violations	Possible Consequences
● Running, shoving or boisterous activity ● Shouting, excessive noise or talking when not appropriate ● Passing notes in class ● Uniform violations ● Minor violations of individual teacher classroom guidelines ● Cell phone or personal electronic device usage	● Verbal warning or correction ● Conference with teacher ● Parent notification ● Reflective Journal ● Lunch detention ● Temporary removal from class ● Confiscation of device and device recovery fee ● Other consequence deemed appropriate by administration

Group Two Violations include significant behavioral problems, often accompanied by deeper attitude and heart issues.	
Typical Group Two Violations	Possible Consequences
● Repeated Group One violations ● Cutting class ● Profanity or obscenities ● Overtly disruptive behavior ● Threatening behavior, including bullying of any kind (emotional, physical, verbal) ● Fighting ● Cheating or plagiarism ● Leaving school without permission ● Malicious damage to, or theft of, school property or the personal property of others ● Disrespect to staff, faculty or administration ● Public displays of affection ● Use or possession of tobacco, e-cigarettes or similar devices ● Malicious teasing, scoffing or fault-finding ● Computer/Internet Acceptable Use violations	● Verbal warning or correction ● Conference with teacher ● Parent notification ● Reflective Journal ● Lunch detention ● Restriction of privileges (i.e. computer privileges, recess, extra-curricular activities, etc.) ● Referral to Dean of Students ● Counseling with school staff or approved volunteer mentors ● After school detention ● Behavioral contract ● Suspension from sports teams ● Failing grade on test or assignment ● School community service project ● Counseling with professional counselor ● In/out of school suspension ● Other consequence deemed appropriate by administration

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Group Three Violations include serious infractions, on or off campus, and likely evidence significant heart issues.	
Typical Group Three Violations	Possible Consequences
● Repeated or egregious Group Two Violations ● Failure to meet expectations of individualized behavioral or academic contract ● Possession and/or use of unreported prescription or non-prescription medications. ● Falsely activating a fire alarm ● Sexual harassment ● Blatant insubordination ● Serious threats to the safety or welfare of another individual(s) ● Possession or use of pornography, alcohol, firearms (on campus), weapons (on campus), illegal drugs, or abuse of prescription or non-prescription drugs. ● Illicit sexual behavior ● Homosexual behavior	● Involvement of law enforcement, as necessary ● Out of school suspension ● Referral to Discipline Review Committee ● Dismissal ● Other consequence deemed appropriate by administration

**Administration will follow the Group Three Violation flow chart when determining appropriate response and consequences for these violations.*

3. Individualized Contracts: All individualized behavioral contracts are created and tracked by the Dean of Student Life, and must be in writing. Signed copies of any such contract will be 1) given to the parent, 2) placed in the student's file, and 3) forwarded to the Superintendent and the SCS School Board President. This applies to both elementary and secondary students. (Note: The elementary and secondary principals are responsible for generating and tracking *academic* contracts, which are outside of the scope of this document.)

A sample behavioral contract is included in Appendix B.

4. Protocol for Suspensions:

- a. One to three day suspensions may be given to students based on the severity of the behavior incident. Parents and teachers will be notified in advance of the suspension. Students will receive a zero on any assignments that are completed in class the day of the suspension. Assignments that are due on the day of suspension will be counted as late, and tests or quizzes may be made up in the testing room without penalty.
- b. Students will sit in the office the entire school day for the day(s) they are suspended if they receive an in-school suspension. They may have a discipleship-oriented assignment involving reading and reflection on various articles, books, and scripture. Students may not report to school if they are serving an out of school suspension, but may have the last day of their suspension changed into an in-school suspension in order to make up missed tests.
- c. All elementary suspensions are served out-of-school and all missed work is due immediately upon return to school.

5. Protocol for Dismissals:

- a. The first step for any dismissal is for the appropriate administrator (behavioral dismissals: Dean of Student Life; academic dismissals: Elementary or Secondary Principal) to make a written recommendation to the Superintendent, which should include a summary of the case as

well as any supporting documentation. The decision for dismissal will only come from the unanimous consent of the Superintendent and the appropriate Administrator(s).

- b. All dismissals from SCS require an in-person meeting with the parents and the student, as applicable, and require follow-up documentation in the form of a formal letter outlining the reasons for dismissal, and advising parents of the option to appeal a dismissal decision to the SCS School Board. Such appeals must be in writing, addressed to the SCS School Board President, and must be postmarked or delivered by hand to the school office within 7 days of the dismissal. Copies of dismissal letters will be immediately 1) mailed via certified, return receipt mail to the parents, 2) placed in the student's file, 3) and forwarded to the SCS School Board President. This applies to both elementary and secondary students.
- c. Dismissal appeals will be handled by the Discipline Review Committee of the SCS School Board, under the direction of the SCS School Board President.