

### ***3. Discipline Policy***

***a. Philosophy:*** Any statement on discipline must begin with agreement on the basis of the authority for administering discipline. We at Edgerton Christian School confess that God is the supreme authority in our lives. He is, therefore, also the source of all delegated authority. Authority over children is delegated by God to parents (Col. 3:20) and in the school setting this authority is further delegated to teachers.

Christ is our example of how authority is to be exercised. We see in him not only power and dominion, but also service and instruction. He is the one to whom we are subject and who commands obedience; and is also the gentle teacher and shepherd who gave his life for us. (Eph. 5:23-25).

We require obedience from our children who are religious beings, capable of recognizing and acknowledging authority outside of themselves. God has created them as responsible creatures, able to understand and accept responsibility. Since it pleases God to give his creatures the freedom to choose between right and wrong, children must learn to be responsible for their actions.

The obedience that God requires has the dual aspects of listening and submitting (honoring). Children have the responsibility to obey the authority. Those in authority have the responsibility to be sensitive to the needs of the children and to be realistic in their requirements.

Discipline is referred to in Scripture as nurture and has the two aspects of instruction and correction. Instruction is preventive discipline with the goal of developing the ability to make moral decisions based on God's Word. This instruction may be either verbal or non-verbal and consists of teaching norms, standards, and expectations in a positive way.

Corrective discipline, chastening, which becomes necessary when a child has erred, must be applied clearly, fairly, and consistently and should be a logical consequence of the misdeed. When this is accomplished, restoration and forgiveness must govern the response to the child.

Children are sinful and at times rebel against authority, but can be redeemed by God's grace. Christian discipline is one of the means by which God works in their lives.

"Train a child in the way he should go, and when he is old he will not turn from it." Prov. 22:6

***b. General Student Responsibility:*** In James 1:22, we are called to action. Not only must we know (hearers) what our responsibilities are to God and our neighbor, but also we must act (doers) upon this knowledge. Therefore, as students of Edgerton Christian:

1. We will honor God with time and talent.
2. We will show Christian love and respect for all people in our building: staff, students, visitors, and ourselves. We will be courteous at all times.
3. We will show respect for our school, its property, the private property of other people, and our private property.
4. We will keep the school and school ground neat and clean. Our desks will be kept clean and books will be kept off the floor.
5. We will be honest and fair.
6. Our speech will be positive. Negative attitudes about other students, their clothing, behavior, personality, looks, will not be publicly expressed. We will not make public negative comments about assignments or activities.
7. Orderliness in and around the school is conducive to learning – we will walk and speak quietly and in an orderly manner anywhere in the building. We will not run or play on the sidewalks in front of school. Disruptive behavior infringes on other's right to learn.

8. We will be prepared daily for school. We will be prompt. We will complete classroom assignments.
9. We will use proper language. God's name will be used with reverence. We will not curse objects, people, or circumstances. We will express ourselves without vulgarities.
10. We will groom and dress neatly. Shoes will be worn at all times. School dress will be worn at all school functions. **Parents are asked to clearly label student's clothes and equipment (snow pants, boots, sports equipment, etc.).**

*c. Elementary School Classroom Guidelines:* These guidelines will be expected of all students unless the teacher suspends a rule for a specific purpose.

1. Be a polite listener.  
Do not interrupt a teacher when he/she is working with another student or group.
2. Keep your hands and your feet to yourself.
3. Walk – do not run.
4. Raise your hand for permission to speak.
5. Use soft, inside voices in school.
6. Put your things away.
7. Sharpen pencils only at times designated by the teacher.
8. Put your name on your paper.
9. Use restrooms at recess and noon hour time.
10. Keep on task.

*d. Middle School Guidelines:* As a student in grades 6 - 8 at Edgerton Christian, you are involved in a new experience from what you have had previously. Generally, in your elementary classrooms you have had only one teacher. However, in grades 6 - 8, you will have many teachers for the various subjects you will study. You will also have an activity period instead of a noon hour and morning and afternoon breaks instead of a recess. In I Cor. 14:40 we read, "But everything should be done in a fitting and orderly way." Because there are many new and different things about Middle School, because you should be informed and understand these changes, and because everything must be done properly and orderly, the following guidelines will help you adjust to Middle School.

1. Students are not to go outside during morning and afternoon breaks, and must be in their classrooms except to use the restrooms, get materials from their lockers, or to get a quick snack. Each grade has approximately a 25-minute lunch break. The students are expected to remain in the lunch room, at the lunch table, until they are dismissed by a teacher. Activity period is a time for students to have recreation outside or in the gym as scheduled.
2. Students may not sell or purchase candy, etc. at school unless approved by the principal. Students are not allowed to bring pop for birthday treats. Students will no longer be allowed to keep candy in their lockers or desks. If they need a snack for on the bus or before practice after school, they will be allowed to keep that in their school bag.
3. Gum chewing is not permitted at school during regular school hours. Breaking this rule will result in a non-disciplinary A.P.
4. Students are not allowed to use permanent markers without teacher permission. However, pens may be used according to the directions of the teacher.

5. For the benefit of all, there will be no water guns, peashooters, water balloons, sling shots, rubber bands, or any other gadgets or instruments allowed in school or on school buses.
6. When you come into your classroom, take your seat immediately. There is no bell for the end of the break. Therefore, use the restroom and go to the next class so class can begin immediately after the 7 minute break is over.
7. Students should provide their own:
  - a. Sharpened pencils ready for class
  - b. Notebooks and folders for each subject
  - c. Assignment book
  - d. A large box of kleenex or tissues for their homeroom.
8. Respect for the property of others applies especially to the teacher's desk and desks and lockers of fellow students. Keep out of other people's desks and lockers.
9. Each junior high student will be assigned a locker. The locker is intended to store all books and necessary school supplies. The following rules will apply to the use of the student lockers:
  - a. There will be no tampering with the lockers at any time.
  - b. No locks will be placed on a locker at any time.
  - c. No tape or other adhesive material will be placed on the inside or outside of the lockers at any time. Nothing is to be hung or displayed on the outside of the lockers at any time.
  - d. Supplemental shelving will not be attached in any locker.
  - e. Locker doors are to be closed gently. The doors will not be slammed at any time or under any circumstances.
  - f. Any student who marks or damages a locker will be assessed a maintenance or replacement fee, whichever is necessary.
10. Supplies in the teacher workroom are to be obtained only by the teachers, principal, or the school secretary/bookkeeper.
11. If visitors come into your classroom to visit, etc., students must carry on with the task at hand and not make comment or gestures to the visitors.
12. Students must change classes quietly and in an orderly manner. The students should be in their seats and ready for class to begin by the end of the two minute break between periods. The teachers must be punctual in dismissing classes and beginning classes on time.
13. Show respect to your teachers at all times.
14. Schoolwork must be in at the time it is due. If you have difficulty completing certain assignments when they are due, make certain you go to your teacher before class begins and talk over the reason(s) your work is late. Late work that is not excused will automatically be given a lower grade for each day it is late.
15. If you are absent, whether or not you are sick, it is your responsibility to find out from each teacher what YOU MUST MAKE UP. If work is sent home to you, complete it as soon as possible.

16. Your work must be neat. The administration requires that teachers DO NOT accept work sloppily done.
17. Three tardies will be allowed each 9-week period. The fourth tardy in a 9-week period will be an automatic Activity Period Detention. An “A.P.” means that you will not be permitted to participate in recreational activities.
18. You are encouraged to see your teacher if you are having difficulty with a subject area or if you need someone to talk with concerning something else. Your teachers are not just robots who hand out assignments, collect them, and grade them. They are here to help you and guide you and, yes, they do care about you.
19. No snowballing or rock throwing on the school premises at any time during the school day.
20. Lights and shades are to be operated by the teacher only or under teacher direction.
21. Study Hall is for individual, quiet study only. Use your time wisely! “Studying together” usually results in wasted time.
22. Because we believe that we can be successful here at school to the degree that the home and school work closely together, parents will be contacted when there is a discipline problem or any difficulty concerning a student. Particularly, when students are given A.P. for disciplinary reasons, the following action will be taken:
  - a. The 3rd A.P. within a school year will result in a letter sent home to parents.
  - b. The 4th A.P. will result in a parent-faculty conference.
  - c. The 7th A.P. will result in a parent-principal conference.
  - d. The 10th A.P. will result in one hour of in school suspension after school. Each additional A.P. will require one hour after school.
23. A teacher may issue a “non-disciplinary” A.P. to a student with incomplete work or for a minor infraction of the classroom rules. Non-disciplinary A.P.’s are left to the discretion of each teacher. Three (3) non-disciplinary A.P.’s will become the equivalent of one (1) disciplinary A.P., and it will be added to the cumulation of A.P.’s issued during a school year.
24. Each student is expected to do his/her own work. Students who use another student’s work or allow another student to use his/her work (cheating), will be sent to the principal and disciplined as follows:
  - a. 1st time - An A.P. will be issued and a zero will be given in the test or assignment.
  - b. 2nd time - An A.P. will be issued, a letter will be sent home, 1 hour of in school suspension after school, and athletes are ineligible for the next event.
25. Any student having an illegally controlled substance at school or a school related activity will be disciplined as follows:
  - a. 1st time - student will be suspended from 4 extracurricular events.
  - b. 2nd time - student will be suspended from school for one week. All work missed is to be made up by the student.

26. **Incomplete Work!**  
All work for each nine week period is due and must be completed by the Friday that ends the nine-week period. Exceptions may be made by a teacher if students were ill at the end of the nine week period (teachers will determine this on an individual basis). All work not completed will result in a zero on assignments not completed in order to determine a grade for the quarter.
27. **Promotion!** Students who have a failing grade in any subject at the end of the school year will not be promoted to the next grade. Students may do additional work during the summer in order to obtain a passing grade (teachers will determine what must be done and whether the work is satisfactory). The deadline for completing work in the summer is July 15.
28. Students will not be allowed to wear headsets during school hours.
29. Cell phones must be off during school hours, and may only be used during breaks with a teacher's permission. Cell phones must be kept in student lockers or school bags.
30. The secretary will keep a log of student calls. Any student making more than 1 call per week will be required to serve a 20-minute A.P. Exceptions may be made for emergencies or last minute schedule changes (weather, etc.).

***f. Instructive Discipline -Teacher Responsibility:*** As stated in our philosophy, discipline is nurture and has the two aspects of instruction and correction. This instruction may be either verbal or non-verbal and consists of teaching norms, standards and expectations; shaping behavior in a positive way. The staff, especially the classroom teachers, are responsible for establishing an atmosphere of respect and obedience. Standards and expectations must be appropriate to the age level, and clearly defined and communicated to the students.

Because teachers' authority is delegated by God, they must assume their responsibility of authority and are remiss when they do not exert that authority.

Therefore, as teachers of Edgerton Christian:

1. We will have the day planned, lessons prepared, material organized, and supplies and equipment available.
2. The instruction we give will be appropriate to the needs and abilities of the students, to prevent idleness and/or frustration, and be given with enthusiasm.
3. We realize the students' need for supervision and we will be consistent in supervising them.
4. We will maintain the high standards of respect and obedience for which Edgerton Christian stands and will demonstrate these standards in our relationships with students and the entire school community.
5. We will not only expect obedience and respect from our own classes but from all Edgerton Christian students, to foster the unity of the school and an atmosphere of discipline in the entire school.
6. We will convey by our attitudes that we expect proper behavior from the students.
7. We will strive for consistency in our day-to-day dealings with the students.
8. We will make our assignments to students carefully and purposefully, and require them to be done well.
9. We will correct and grade all assignments promptly and make comments that will enhance students' growth and development.
10. We will demonstrate Christian love and compassion in all our dealings as Christian teachers.

**g. Corrective Discipline:** Although students have the “freedom” to choose how they will respond, true freedom can only be found in submission to Jesus Christ and Biblical norms. As students freely respond, they are to be held accountable for their actions. When it becomes necessary to exercise corrective discipline, teachers have the following options:

- I. Teachers and/or Principal will deal specifically with the student by:
  - A. verbal reminders,
  - B. denial of privileges such as recess break, or AP,
  - C. conference between authority and student,
  - D. appropriate consequences for rule infraction, e.g. cleaning restroom for restroom misconduct.
- II. Dismissal from class. Any serious offense will result in dismissal from class. Any student dismissed from class must report to the Principal’s office with the following consequences:
  - A. The first time in a school year – the student will fill out a discipline sheet with counseling by the Principal.
  - B. The second time in a school year – the student will fill out a discipline sheet and the parents will be contacted.
  - C. The third time in a school year – the student will fill out a discipline sheet and the parents will be called in for a conference with the teacher, Principal, and/or Education Committee.
  - a. The fourth time in a school year – the student will be suspended.
- III. No corporal punishment will be used in our school.

**h. Comments**

1. Negative influences and attitudes are subject to disciplinary action as well as rule infractions.
2. Chronic behavior problems are reported to the school board.
3. Authority for suspension lies with the principal and need not follow the ordinary steps if the offense is serious or flagrant.

**4. Grievance Policy:** Student/Parent-Teacher Communication (Matthew 18 Principle):

Questions and complaints inevitably arise even in a well-run school. It is important that these be handled courteously and promptly. The following steps are an application of the Biblical injunction recorded in Matthew 18 for the resolution of a problem between believers.

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times. Request a conference with the teacher and meet privately to seek the resolution, with a spirit of reconciliation. Both want the good of the child and are not in adversarial positions.
  - i. At the discretion of the teacher, all parent concerns should be submitted to the principal in writing within 24 hours of meeting with the parents. All written records will be stored in the teacher's file.
2. If the parent is uncomfortable meeting directly with the teacher, the parents may first approach the administrator to set up a meeting between the three parties.
  - i. All complaints should be submitted in writing.

- ii. The administrator should notify teachers within 24 hours if a complaint has been reported.
  - iii. Anything put in a teacher's file needs to be signed by the teacher.
3. If after the parents meet with the teacher and the problem is still unresolved, the parents or student may bring the concern to the administrator. If the student brings the concern, he must have permission from his/her parents to do so. If there is still no resolution, the problem is brought to the school board chairman and they should request a hearing from the ECES Board.

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