

Faith Christian School Code of Student Conduct

Faith Christian School is committed to the philosophy of providing an excellent college preparatory education in a Christ-centered, biblically based environment. An essential part of this mission is to promote the development of students with strong Christian ethics and moral values. As a result, our School Code of Conduct has been established to assist in fostering personal integrity and responsibility among our students. The responsibility for ensuring proper development has been charged to the administration, faculty, and staff by the School Board of Faith Christian School. We believe that this responsibility should not be taken lightly, but should be measured with Christian love, grace, and understanding for the well-being of our students. As a part of this responsibility, we must serve as good role models for our students by living Christ-centered lives ourselves to promote appropriate conduct through our actions and words.

Expectations

Faith Christian School students are expected to

- Be Respectful.
- Be Responsible.
- Possess Integrity.

Guiding Principles

The School Code of Conduct is not intended as an exhaustive list of misconduct. As a result, Faith Christian School reserves the right to discipline a student for any conduct the School deems inappropriate even though not specifically mentioned in this Code.

All sanctions and consequences are designed to be fair, redemptive, and instructive, with an emphasis on growth and development.

The nature and severity of sanctions are based on the severity of the incident, past behavioral patterns, as well as the maturity and emotional state of the student in question. If at all possible, initial intervention for disciplinary problems should be minimal with an emphasis on caution, reasoning, and counseling. Throughout any disciplinary process, grace and forgiveness should be guiding forces, while maintaining firm and uncompromising position on inappropriate behaviors.

While Faith Christian School has no direct control over students and accepts no responsibility for students outside of school operations and activities, we do reserve the right to discipline students for inappropriate behavior because it reflects on the school.

A student who has knowledge that a violation could occur may be considered an accomplice. A student who finds himself directly involved in an inappropriate incident or potential incident has the responsibility to remove himself to avoid implication (II Timothy 2:22).

Parents and students have the right under the School Code of Conduct to appeal any decision following standard procedures. However, they have the responsibility of addressing the concern along each level of the process prior to appealing it to a higher authority (Matthew 18: 15-17).

Violations Defined

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

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

- chewing gum.
- eating in class without permission.
- being tardy to class.
- talking in class.
- failing to follow directions.
- failing to complete assigned tasks.
- behaving impolitely.

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 behavior 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.

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, and trespassing on campus after school hours.
- 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 considered dangerous by the school administration.
- commission of any crimes or misdemeanors, on or off campus, 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 trip procedures, leaving campus without permission, continuous and willful violation of school rules.
- behavior which potentially endangers the another's safety.
- cheating, including plagiarism and intentionally assisting another student to cheat.
- sexual misconduct or immoral behavior (on or off campus) including inappropriate displays of affection at school.
- failure to follow through with disciplinary disposition (i.e. failure to attend detention).
- inappropriate fanatical behavior at an athletic event.
- Category I and II behaviors that are determined to be habitual and/or continuous.
- any infraction determined to be severe by the administration.

Consequences Defined

Student Communication

We are blessed at Faith Christian School to have a student body who posses above-average intelligence. This allows the faculty 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 unknowingly 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 guidance counselor or a school administrator, and is designed to be 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.

Parent/Teacher/Administrator Communication

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, e-mails, phone calls,

and parent conferences. However, when these forms of communication are no longer effective, graduated consequences are required.

Confiscation of Contraband

Students who bring contraband on campus or use unauthorized items inappropriately (i.e. cell phones) may have the item confiscated by a teacher or an 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 the right to bring the item on campus for a specified period of time.

Detention

If communication is ineffective in solving disciplinary problems, the student may be assigned a detention to reinforce appropriate behavior. The structure of Faith Christian School's detention program is graduated in nature. For classroom problems teachers may choose to assign their own afterschool detention as a part of their assertive discipline plans. This level of reinforcement requires no office referral and would not be used to determine a pattern of student behavior. A more serious form of detention would be associated with an office referral. This would allow the office to keep a record of detentions (either morning or afterschool) based on the frequency and serious nature of the problem. The administration reserves the right to assign menial tasks of labor associated with detentions as additional reinforcement.

Denial of Class

Students may be denied class pending a specified action, such as a required parent conference or returning school property. Students denied classes will not be allowed to make up work missed unless specified by an administrator.

Corporal Punishment

Faith Christian School has the biblical and legal right to provide corporal punishment for all students. However, we feel that this form of punishment should be used sparingly as a last resort to denying students their right to an education. While all teachers are authorized to administer corporal punishment, teachers above the second grade are encouraged to refer a student to the office for a paddling by an administrator. Teachers are also strongly encouraged to communicate with parents prior to utilizing corporal punishment.

Suspension

A suspension is a 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. Students will be given an essay assigned by the school administration to be completed prior to their readmission to school. The topic of the essay will be determined by the school administrator. Once a student has been suspended for five days within a school year, he/she will be considered for expulsion. A suspended student will receive a zero for any missed assignments or tests during the period of suspension. Students are not allowed on campus or to participate in any school activities during the period of their suspension. For a serious Category III violation or when it has been determined that negative behavior has become habitual, a

student may be assigned a suspension with probation. At this point, further violations may result in a recommendation for expulsion.

Expulsion

Expulsion refers to the permanent dismissal of a student from school. It is considered an absolute last resort to be used when all attempts to correct disciplinary issues 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 Faith 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.

Recommended Consequences

Recommended Consequences of Category I Violation

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

Recommended Consequences Category II Violations

- Parent Contact
- Confiscation of Contraband/Pending Action
- Parent Conference
- Counseling
- Administrative Student Conference/Warning
- Detention
- Denial of Class/Pending Action
- Corporal Punishment
- Suspension

Recommended Consequences of Category III Violations

- Immediate Referral to an Administrator
- Confiscation of Contraband/Pending Action
- Required Parent Conference
- Counseling
- Detention
- Denial of Class/Pending Action
- Corporal Punishment
- Suspension
- Suspension/Probation
- Expulsion

Discipline for Off Campus Behavior

During times that students are outside of school operations and school-related activities, they are not under the direct supervision of the school and are not subject to the consequences of the Faith Christian Code of Conduct. However, as a part of their agreement to enroll children in school, parents have agreed to support the school in its educational endeavors to accomplish our vision, mission, and goals. As students represent the school at all times, their behavior outside of school operations and activities may reflect on the overall effectiveness of the school. As a result, the school has responsibility to hold students accountable under certain circumstances.

Procedure for Non-felonious Behavior

- If a student is reported to have committed a Category III offense of a non-felonious nature outside of school operations and activities, it is the responsibility the headmaster to report this to a parent as hearsay.
- If it is determined there are a minimum of two credible witnesses to a student violation of a Category III offense outside of school operations and activities, the headmaster will schedule a parent conference in which the incident will be discussed and the student will be warned that any further problems may result in the student being disciplined by the consequences for a Category III offense.
- Any additional off-campus behavior with a minimum of two credible witnesses will be treated as a Category III violation resulting in the appropriate consequences as determined by the headmaster.

Procedure for Felonious Behavior

- If a student is reported to have committed a felonious act outside of school operations and activities, it is the responsibility of the headmaster to notify the parents and begin a school investigation.
- If it is determined that there are two credible witnesses to the offense, the student is to be provided due process, a parent conference will be held, and a determination of guilt will be rendered by the headmaster. The punishment for guilt will be either suspension from school with probation or a recommendation to the Faith Christian School Board for expulsion.
- If a student is suspended with probation, any additional Category III problems (on or off campus) may result in a recommendation to the School Board of Faith Christian School for expulsion. For students who have been suspended with probation, a pre-enrollment hearing will be held at the end of the school year to determine whether the student should be reenrolled for the upcoming school year.

Attendance Policy

There exists a direct relationship between student success in the classroom and regular attendance. It is impossible to replicate the quality of education a student misses when making up work following an absence. It is imperative to the educational development of the students that they attend school as often as possible. In addition, failure to attend school may result in one or more violations of Alabama State Law regarding compulsory school attendance. For these reasons we strongly encourage that medical appointments, family trips, and other activities be scheduled outside of regular school hours whenever possible. Failure to meet the minimum standards of our attendance policy may prohibit a student from advancing to the next grade.

Number of Allowable Days Absent

A parent may excuse a maximum of five days (without a doctor's excuse) for their child each semester for one of the reasons listed below (under excused absences). In addition, a student may be excused by the headmaster for a maximum of five days per semester for students who are passing all classes for the semester in which the absence is scheduled. In order to secure headmaster permission, a parent must make a written request (e-mail or note) in advance of the planned absence. The request must include the full name of the student, the homeroom teacher, the reason for the trip, and all dates the student will be absent. The school will excuse absences in which the parent secures an authorized excuse of a physician. While there is no limit on the number of days which are excused by a doctor, the student is fully responsible for making up all assignments and passing the class within the time frame specified by school policy. Doctor's excuses should be submitted within three days of the student returning to school.

Excused Absences

Student absences will be considered excused for the following reasons

- illness.
- medical appointment.
- driver's license examination.
- severe illness of a family member.
- death of a family member.
- extreme weather conditions.
- headmaster permission.

Make-up Work

Students have three days following an absence in order to make up assignments and tests. Students have one additional day beyond the initial three days for every day they are absent up to one calendar week. If a student misses an extended leave due to a medical absence, the parent may request an accommodation planning meeting to develop a schedule for making up assignments.

Consequences for Excessive Absence

- A disciplinary notification will be e-mailed by the teacher for the first unexcused absence.
- A letter will be sent home by the administration notifying the parent of a second unexcused absence.
- A parent conference will be required following a third unexcused absence.
- All additional unexcused absences will require student attendance to Saturday school at the cost of \$30.00. The fee will be forfeited if the student fails to report as scheduled.
- If a student in grades 7-12 obtains more than fifteen unexcused absences in a semester he/she will be required to take a credit recovery class for each of the core courses whether the course is passed or not. The cost of each course will be \$250.00.

Tardy Policy

Elementary students are required to report to class by 7:45 a.m. If a student does not report to school on time, the students must be signed in by their parent through the school office. Each time students are late, they will receive a mark on their assertive discipline plan. If they are late more than two times each nine weeks, then they will be referred to a school administrator. Possible consequences include a warning, parent notification, referral to the counselor, or a required parent conference.

High school students are required to report to school by 7:30 a.m. They are also required to be in each of their classrooms at the appointed time. Each time students are late to a class, they will receive a mark on their assertive discipline plan for that class. If students are late more than two times during a grading period to any of their classes, they will be referred to the office. Once a high school student has been referred to the office for being excessively tardy to class, it will be treated as a Category II violation.

High School Dress Code

Expectations

Dresses-High school students may not wear skirts, "skorts", or dresses. Exceptions will be made for formal occasions with the consent of the headmaster. Exceptions will also be made for religious reasons, but dresses must comply with all other aspects of the dress code. Dresses may not be shorter than two inches above the knee.

Pants and shorts-Pants may be flat-front, pleated dress pants, khaki-style pants, or denim jeans. Colors may vary with the exception of white. Athletic, yoga, sweat, cargo, or camouflage pants are not permitted. Leggings and "jeggings" may not be worn. Pants must be worn at the waist line. Shorts may not be shorter than two inches above the top of the kneecap. All boys' shorts must have belt loops and must be worn with a belt. Belts may be leather, faux leather and woven materials. All shorts worn in high school P.E. must be purchased through the school.

Shirts and blouses-Polo shirts, golf shirts, and Oxford cloth shirts may be worn. Colors may vary with the exception that female students should not wear white blouses or shirts. Shirts with buttons should be buttoned to the second button. At no time should cleavage, midriff, or under garments be exposed (including camis). Sleeves must cover the shoulders. Shirts must cover the students' backs.

T-shirts-T-shirts purchased and approved from Faith Christian School or Faith Presbyterian Church are permitted. T-shirts with a conservative branded sport logos (i.e. Alabama, Auburn, Nike) are allowed. T-shirts must have a crew neck or rounded neck and not be tight fitting. T-shirts from other Christian churches will be allowed as long as they do not communicate controversial messages.

Sweaters-Cardigan, v-neck, vest, or crew-neck sweaters are permitted but must be worn over an approved shirt.

Sweatshirts and Jackets-Sweat Shirts or Jackets are permitted when worn with an approved shirt. Sweatshirts and Jackets should follow the same restrictions as t-shirts.

Warm-ups-Only those purchased through the Faith Christian athletic department or website may be worn at school.

Shoes-The school does not prescribe a specific style of shoe. Shoes must be clean, odor-free, and in good condition. Shoes should be safe to wear on tile floors. Only athletic shoes may be worn on the gym floor.

Hair-No extreme hair color or style. Color should be natural and hair may not be multicolored (i.e. no bright red, blue, or green streaks or layers). Boys must be clean-shaven. Boys' hair may not extend below the bottom of the earlobe, over the eyes, or over the top of the shirt collar. Sideburns must be no lower than the bottom of the ear.

Accessories-Earrings are the only acceptable pierced jewelry and are limited to two for each ear. Only female students are allowed to wear earrings. Tattoos are not allowed under any circumstances.

General Condition-Clothing may not have holes by design or obvious tears. Ripped, frayed or cut off clothing may not be worn. Hats, caps, hoods, or sunglasses may not be worn inside the school. Translucent clothing is not allowed.

Consequences

- *First Offense*-If a teacher determines a student is not dressed within the guidelines of the school dress code, the student is to be immediately referred to the office pending a parent bringing the appropriate clothing to school. If it is determined that the student had appropriate clothing at school and chose not to wear it, the student is to be assigned morning detention for the following day.
- *Second Offense*-Students who are referred to the office for a second dress code violation are to be assigned morning detention.
- *Third Offense*-Students are to be referred to the office as a Category II violation-Defiance of Authority and disciplined accordingly.
- *Fourth Offense*-Students are to be referred to the office as a Category III violation-Insubordination of a School Authority and disciplined accordingly.
- *Additional Offenses*-will be disciplined in a graduated manner according to a Category III violation.

Elementary Dress Code

Expectations

Pants-Slacks, jeans, gauchos, cropped and/or cargo pants are permitted. Capris and leggings are allowed at the elementary level. Avoid pants that ride low at the hip (no slacking).

Shorts-Walking, Bermuda, and cargo shorts are permitted. Length of shorts in elementary school is dependent on the grade level. Athletic shorts are not allowed.

Shirts and sweaters-Long and short sleeve shirts are allowed. Sleeveless shirts are allowed as long as they are not tank tops or have spaghetti straps.

T-shirts-T-shirts should not have controversial logos or designs. Faith Christian School shirts are encouraged.

Dresses-Dresses, skirts, and jumpers are allowed. Dresses should be no more than two inches above the knee. Exceptions are made at lower grades based on teacher discretion.

Jackets and sweatshirts-Jackets and sweatshirts must fit appropriately and be worn with an approved shirt. Sweatshirts must be void of controversial logos and messages.

Warm-up Suits-Only Faith Christian School warm-ups are allowed.

Shoes-The school does not specify a type of shoe. Shoes must be clean, odor-free, and in good condition. Shoes should be safe for wear on tile floors. Only athletic shoes may be worn in the main gym.

Accessories- Earrings are the only acceptable pierced jewelry and are limited to two for each ear. Only female students are allowed to wear earrings. Tattoos are not allowed under any circumstances.

Consequences

- *First Offense*-Students are warned by their classroom teacher and may be asked to call home for appropriate dress at the teacher's discretion.
- *Second Offense*-Students are referred to the office. Student is required to call home for a change of clothing if applicable.
- *Third Offense*-Students are referred to the office. A parent conference is required to discuss how to eliminate the developing problem.
- *Additional offenses*- Students are to be referred to the office as a Category II violation-Defiance of Authority and disciplined accordingly.

**Faith Christian School
Code of Student Conduct**

Student/Parent Contract

We request that students in grades four through twelve and all parents sign below to confirm that you have received and reviewed the Code of Conduct and agree to the following principles of this contract. Please return the contract to your child's homeroom teacher. Thank you for your continued support for the policies of Faith Christian School.

Parents:

1. I have received a copy of the Faith Christian School Code of Student Conduct.
2. I have read the Faith Christian School Code of Student Conduct and feel I have an overall understanding of its rules and procedures.
3. I agree with the educational and behavioral standards for my child as a student at Faith Christian School.
4. My signature indicates my permission for Faith Christian School to teach my child appropriate behavior from a Christ-centered Biblical perspective.
5. My signature indicates my permission for the administration and faculty of Faith Christian School to enforce the rules and standards of conduct as outlined in the Code of Student Conduct.

Parent Signature

Students:

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

Student Signature