

# DISCIPLINE

Good behavior arises from good character. Assisting parents in the development of godly character in their children is one of SCA's primary goals. This is done by focusing on good behavior and commending it, not by dwelling on poor behavior.

SCA is blessed with students and families who respect the rules and honor their obligations and responsibilities. We do not expect any significant misbehavior during the year. However, we are prepared for any incident which might prove disruptive or threaten good order and the safety of our students. The SCA faculty and staff have established a discipline policy, which is applicable to all students. Unacceptable behavior will be classified as minor, intermediate, or major with consequences as stated below.

**Important Note:** All out of school suspensions become part of a student's permanent record.

Discipline at SCA is designed to help develop Christ-likeness in the lives of SCA students. The purpose of the discipline policy at SCA is to:

- Assist students in developing a lifestyle that is pleasing to the Lord.
- Apply biblical principles in handling daily problems.
- Provide a consistent pattern of expectations to which students can respond positively.
- Encourage a positive student response to authority so they will be better prepared to yield their will to God's authority.
- Protect and build respect for the personal property of individuals and organizations.
- Encourage students to accept responsibility for their words and actions.
- Establish standards that support the biblical instruction provided in the Christian home of which SCA is an extension.
- Encourage honesty in all matters.
- Avoid behavior that may tempt a weaker Christian.
- Protect the integrity of the individual by keeping all disciplinary actions confidential.

## ADMINISTERING DISCIPLINE CONSEQUENCES

Unacceptable behavior will be classified as minor, intermediate, or major, each with its own set of consequences. It is impossible to anticipate every act that might be termed "unacceptable", therefore each act will be classified subjectively considering severity, the knowledge and age of the offender, the degree that the offense deviates from expected behavior norms of SCA, and the effect of the offense upon the classroom and school.

- Individual teachers are trained to handle classroom discipline and will be expected to do so.
- Each teacher must formulate a set of rules and consequences for his/her classroom. Frequent contact with parents must be characteristic of every discipline plan.
- All teachers, including elective teachers, are expected to set expectations for their classes and handle the behavior issues within that class.
- All who administer discipline will strive to approach the individual in the spirit of Galatians 6:1: "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you also may be tempted."

### Classroom Discipline

- Teachers are expected to use the *Discipline Behavior Form* to communicate behavior problems to parents. Copy Principal, teacher, and parent.
- Generally, **intermediate violations** will be referred to the Principal using the *Discipline Referral Form*. However, the teacher may use classroom management techniques if it is clear that such action would correct the behavior. The purpose of discipline is to correct behavior and to eliminate further violations of that

nature. The safety and well-being of all students in the classroom must take precedence over all other considerations.

### **Referrals to Administration**

- Principals are available to help with discipline issues. If a student's behavior requires administrative attention, the student should be sent to the principal's office with a *Discipline Referral Form*. Copies are for Principal, teacher, and parent. This form must contain enough information about the incident to allow the Principal to speak knowledgeably with the student and parents about the incident. If the behavior is a cumulative effect of multiple minor violations, the parent should already be aware there are behavioral issues through use of the *Discipline Behavior Form*.

It is very difficult for Administration to call a parent about a student's constant class disruptions, when the parent has never heard from the teacher about the problem. Do not expect Administration to handle minor violations that have escalated until you have handled the behavior in the classroom, and taken steps to notify the parent.

- Serious, intermediate, or major violations should always be referred to the Principal. Elementary and Intermediate school violations will be handled by the Elementary and Intermediate Principal. Middle and High School violations will be handled by the Middle/High School Principal. The Headmaster will be made aware of serious situations by the area Principal.

### **Assigning Detention, In-School and Out-of-School Suspension**

Principals will assign all detentions over 30 minutes and suspensions. Middle and High School teachers may assign an up to 15 minute detention for minor classroom infractions. Policies outlined in the student handbook will be referenced and the teachers issuing referrals will be made aware of any and all consequences resulting from their referrals.

## **CHEATING**

SCA expects a higher standard of conduct from its students than the minimum required to avoid disciplinary consequences. Honesty and integrity are virtues that need to be pursued by all Christian students. Each student's record is to reflect his/her own individual effort. Students should not give or receive assistance on tests or assignments, unless the teacher has specifically granted permission.

### **Definition**

- Cheating includes all acts of dishonesty in any academically-related matter and any knowing or intentional help or intent or attempt to help, or conspiracy to help another student commit an act of academic dishonesty.
- Cheating (using or attempting to use unauthorized information) and plagiarism (representing another's words, work, or ideas as one's own), including use of AI, are serious offenses. Whether giving or receiving information, the offense is the same.
- On homework assignments, students should accept the responsibility to honestly pursue academic growth and not merely the "right" answers to "credit points." Except in cases where group work is clearly intended and/or allowed by the teacher, copying another student's homework and representing it as one's own is cheating.
- Cheating is both lying and stealing. It is lying because it gives the impression of a student knowing or doing what he does not know or has not done. It is stealing because it is taking from someone else (synonyms: fraud, deception, dishonesty).
- Cheating is not just taking but using another student's work when expressly told to work individually (this includes parental help as well).
- One who aids in cheating is as guilty as the one who accepts another's work or help.

- Concerning parental help – the parent should show the children the difference in how to arrive at an answer as compared to actually doing the work for them.
- Cheating is not situational – there are definite boundaries. God’s Word gives the principles. (Exodus 20:15, Proverbs 20:17, Ephesians 4:28; James 4:17)

### **Examples of Cheating**

- During a test, quiz, or exam, it is the student’s responsibility to avoid every appearance of academic misconduct. No communication between students is allowed.
- *Receiving* answers during a quiz or test in any way – orally, copying from another student, by text messaging, or looking at any other source containing answers. Looking on another student’s paper or at any other source of information, including the internet, for that subject during a testing time is considered cheating whether or not an answer is changed.
- *Giving* answers during a test or quiz, either orally, by text messaging, or by intentionally allowing another student to copy them.
- *Obtaining* test or quiz questions and/or answers in advance through unauthorized means. (A person giving someone else access to these is also guilty of cheating).
- *Altering* of or filling in of answers, either the student’s own or another’s, when grading tests or quizzes in the classroom.
- *Having* another student’s homework, test, quiz, or workbook without permission to do so by the teacher of that subject.
- *Copying* of homework answers. Students may occasionally be encouraged or permitted to “work together” either within or outside the classroom. Even then, students should only help each other, not simply give/receive answers. *If there is any doubt about the appropriateness of this, the teacher of that subject should be consulted.*
- Not having totally completed work but giving the impression of having done so.
- *Flash drives* containing any assignments are to be used only by that student. They are NEVER to be used by any other student for any reason. Having another’s flash drive in your possession is cheating.
- Copying assignments from a disk or a computer for another student is cheating.

### **Consequences for Cheating**

-If “nobody else” knows – loss of fellowship with God; loss of respect for one’s self (personal dignity).

-If “caught” cheating – loss of trust in relationships; loss of reputation; loss of points academically; suspension; etc.

#### **Kindergarten – 4th Grades**

Teachers will complete a *Discipline Behavior Form* for the first offense of cheating and the student will receive a zero for that particular piece of work. Zeros earned as a result of cheating may not be dropped under any circumstance. The second offense for cheating will result in a *Discipline Referral Form* to the Principal. The Principal will notify the parent. The third offense for cheating will result in a parent conference.

#### **5<sup>th</sup> – 12<sup>th</sup> Grades**

- The first occurrence of cheating will result in a “0” for that particular piece of work. Teachers should complete the *Discipline Referral Form* for all instances of cheating.

- The second occurrence of cheating will result in a “0” grade for that piece of work and assignment of one day of in-school suspension. The student will be re-admitted to class only after a second student/parent(s)/Principal conference.
- Third offense results in an administrative review.
- Zeros earned as a result of cheating may not be dropped under any circumstance.

## **DISCIPLINE CLASSIFICATIONS**

### **Minor**

*Violation* - Conduct which interferes with the orderly operation of the classroom or school activity. (Littering, excessive noise, inappropriate lunchroom behavior, minor class disruptions, dress code violation, excessive tardies to class, etc.)

*Consequences*—Individual teacher will handle these using classroom management techniques and a teacher-made consequence schedule. Excessive violations will be treated as an intermediate violation.

### **Intermediate**

*Violation*—Conduct which is directed against other persons or property, or which is essentially disruptive or dishonest. (Cheating, disrespect, defiance or insubordination, theft, defacing school or church property, damaging or inappropriate technology usage, possession of inappropriate media, profanity, etc.)

*Consequences*—Depending on the severity: Warning/Written Notification, Parent Conference, Detention, In-school Suspension (1-5 Days), Out-of-School Suspension (1-5 Days)

**Bullying Policy:** SCA believes that all students have a right to a safe and healthy school environment. SCA will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words, actions or on social media. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as excessive teasing or name-calling; and social isolation or manipulation. SCA expects students and/or staff to immediately report incidents of bullying to the building level principal. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds during the school day, students traveling to and from school, or students attending a school-sponsored activity, whether on or off campus. In certain instances, this policy will also apply to student behavior during non-school hours. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action.

### **Major**

*Violation*—Serious misconduct directed against other persons or property, or which is grossly defiant of school policy and authority. (Fighting, false fire alarm, vandalism, sexual immorality, obscene or vulgar language or gestures, possession of fire arms or other concealed weapons, sexual harassment, possession of pornographic material, possession or use of alcohol or illegal drugs, charged with a crime on or off campus, etc.)

SCA has a “no tolerance policy” for behaviors in this category. Law enforcement authorities will be notified for certain violations. The consequences listed are not necessarily sequential. Expulsion could be immediate if safety or school reputation is compromised.

*Consequences*—Parent Conference and, depending on severity: In-school-suspension (1-5 Days), Out-of-School Suspension (1-5 Days), Expulsion

Repeated instances of negative behavior will be considered insubordination and will be characterized as a major offense.

## **CONSEQUENCES**

### **Warning/Written Notification**

Warnings may be verbally given to the student with no further action required (other than obedience). Written warnings require a parent signature to verify that parents are aware of the violation.

### **Parent Conference**

When a parent conference is required, one or both parents are expected to be present. Failure to comply with this requirement could result in suspension of the student until the conference is held.

### **Detention**

Procedure for serving a 45 minute detention:

1. Report to the detention room at 3:15 pm.
2. Students who arrive after 3:15 pm must serve an additional day of detention.
3. No talking is allowed during detention, except to the supervisor.
4. Students will be assigned work during detention.
5. The parents' account will be assessed a \$10.00 fee for the detention.

### **In-School Suspension**

Fifth through twelfth grade students assigned to in-school suspension will report to the designated suspension room at 8:00 a.m. each day with all books and materials needed for the day. Teachers will have prepared work for the student to complete during the day. Additionally, a writing assignment relating to the offense will also be completed. Students assigned to in-school suspension will remain in the suspension room for the entire day. Activities such as music, art, PE, and computer will not be attended while assigned in-school suspension. The school will hire a substitute to supervise the student at a cost of \$75 per day. The cost will be billed to the parents' account.

Students may not eligible to attend or participate in athletic practices or events on the day assigned to ISS.

### **Out of School Suspension and Expulsion**

Attendance at Spartanburg Christian Academy is a privilege with certain responsibilities. One responsibility is to maintain a consistent standard of behavior which will reflect the student's commitment to Christ and respect for Christian education.

Types of behavior, including (but not limited to) defacing school or personal property or leaving school without permission, may also be grounds for suspension or expulsion. Sexual, racial, or personal harassment or intimidation by students will not be tolerated. Such actions will be the basis for disciplinary actions up to and including dismissal from school. Some discipline issues may be referred to the Headmaster.

If a student chooses to violate school standards and is suspended, the following consequences will occur:

1. The student may be required to serve the suspension at school.
2. The student shall not attend any school sponsored extra-curricular event on day(s) suspended.
3. The student may be required to do some in-school research and/or work related to the violation.
4. All academic work must be made up within the normal framework of time, as outlined in "Make-up Work for Absences."
5. Athletes who are suspended *will not* be allowed to participate in the next scheduled game. They may not serve as captain or co-captain for the remaining part of the season and for the next sport in which they participate. Those who receive a second suspension any time during the school year will be immediately dropped from the team for the remainder of the season and will not be awarded a letter or certificate and will not be allowed to participate the following year. Students suspended between seasons may lose the privilege of participating in the first game(s) of the next season or next sport. Upon certain circumstances, the student may be permitted to go before the student body or a group of peers to ask forgiveness for the wrong committed.
6. Students assigned to out-of-school suspension will undergo administrative review to determine continued involvement in sports, student government, and leadership positions at SCA.

## **GENERAL DISCIPLINE GUIDELINES FOR FACULTY**

- I. Foundations of Good Discipline
  - A. Respect is never given free of charge, but is always earned
    - 1. Be respectful to each student
    - 2. Be respectable and worthy of your student's respect
  - B. Acceptance or biblical love is accepting each student in your classroom because God created him in His image, He loves them, and He called you to disciple them.
    - 1. There must be a positive trait in every student that you can focus on and believe in
      - a. Accept this fact by faith
      - b. Look until you find it
      - c. Become a co-laborer with God
    - 2. Students will be more accepting of one another when you set the pace
    - 3. Pray aloud with students remembering individual needs often
    - 4. Be a good listener to every student; expect the rest of the class to listen when one is talking during class; do not allow a few to monopolize the time
    - 5. Respond facially and physically as appropriate for age
  - C. Expectations
    - 1. Firmness
    - 2. Flexibility
    - 3. Discourage derogatory remarks, and eventually disallow them
    - 4. Offer rewards and extra privileges as well as punishments and loss of privileges to encourage instead of discourage students.
  - D. Teacher is "real"-authentic
    - 1. Be realistic
    - 2. Let life be the teacher
  - E. Children are "real"
    - 1. Visitors to the class should not find the environment regimental with children being squelched
    - 2. Children should be able to respond and question freely, without fear of embarrassment
  - F. Display serving spirit without losing authoritativeness
    - 1. Be friendly, not familiar
    - 2. If you are concerned about serving your students, they know it
- II. Teacher Must Exhibit a Self-Disciplined Life and Walk
  - A. Students will not control themselves if the responses of the teacher are not controlled
    - 1. "Jim, that's the tenth time I've told you . . . I've had enough!"
      - a. Do not nag or you may be advertising a lack of control on the part of the teacher which becomes the focus rather than the student misbehavior
      - b. ACT
    - 2. When students are at their worst, or when "life has thrown you a curve ball," be more alert than ever because that is when students will learn the most from your example
  - B. Goal of Discipline
    - 1. External controls (rules) – purpose is to develop
    - 2. Self control – purpose is to develop
  - C. Spirit control (goal)
    - 1. You will never be a Spirit-controlled person until you are self-controlled
    - 2. Being self-controlled is
      - a. Your responsibility not God's
      - b. Commanded in the Bible
      - c. A fruit of the Spirit

### **Time-Honored Tips for Discipline**

The following time-honored tips may be helpful:

- 1. Have only a few rules. Be sure they are necessary and in the general interest, not just for your comfort, and be sure everyone knows what they are. Enforce them without emotion or commotion.

2. Be consistent and impartial. Do not have pets that get away with things others cannot. It should not make any difference “who” does it – “what” is done and “under what circumstances” should make the difference.
3. Do not argue with a student. Enforce the rules.
4. Do not nag.
5. Certainty of punishment is more of a deterrent than severity.
6. It is better to be strict with new groups at the beginning. It is easier to loosen up as the school year progresses than it is to tighten up.
7. Stop the little things. It is easier to put out a match than a forest fire.
8. Take it for granted that the class is well-intentioned. If you expect trouble, you will probably get it.
9. Do not make threats you can not carry out, such as, “If you do that again, you will be sent to the office and I will not take you back.”
10. Do not be afraid to acknowledge an error. You are not infallible and the class knows it.
11. Do not discipline an entire class for the misconduct of a few students.
12. There is a difference between being friendly and being familiar.
13. Study your class before making a final seating arrangement.
14. Remember that true discipline is self-discipline. This should be your goal, and you should make it clear to the students.
15. Sarcasm and ridicule have no place.
16. If you get satisfaction from punishing a child, you are probably being unfair.
17. In punishing a child, never speak disrespectfully of his parents or his home training.
18. Make use of pivotal figures in the room, the ones who enjoy high regard in the eyes of the student body. Win them and you win the class, but do not bribe them with favors.
19. Discipline is not necessarily synonymous with punishment. Some teachers achieve good discipline by a system of rewards and privileges. Students who are disorderly are deprived of privileges.

### **HONOR CODE**

Our desire should always be to obey Scriptures (“So then, whatever you do, whether in word or deed, do all to the glory of God.” Col. 3:23). In the best interest of the entire school community, so that we might all live happily together and function as smoothly as possible, certain guidelines of conduct must be maintained by all students of SCA, both on and off campus. The following minimal personal virtues are required of all students and serve as the honor code regulating community life at SCA.

Kindness

Truthfulness

Respect for and courtesy towards the person and property of others

Punctuality in attendance and work

Respect for and obedience to those in authority

Diligence in effort and attention

In addition, the following are expectations that need to be specifically addressed and infractions may result in major violations:

Abstain from the use or possession of alcoholic beverages, tobacco and tobacco products, drugs, vapes and other illegal/undesirable practices which are generally recognized to be harmful to health and Christian character. Any student who violates these requirements while on or off campus, during the school day, while on a school sponsored trip, or while attending a school sponsored function will be subject to suspension or expulsion.

Abstain from profanity and vulgar or abusive speech or actions. Such speaking and acting is harmful to others and certainly not appropriate nor conducive to one’s own moral and spiritual development. Any student using profane, vulgar language, obscene gestures, or who is physically or emotionally abusive and threatening or bringing harm to the person or property of another member of the school community will be subject to administrative discipline.

## **PERSONAL PROPERTY**

Students are to respect the property of other students. No student should enter another student's desk, backpack, lunch, or locker. Students are urged to put their names on items they bring, especially in the lower grades.

Items not permitted for use in school without teacher permission, such as skateboards, radios, laser pens, Nintendo games, hand held toy games, and other electronic devices used as games or entertainment and toys, etc., will be collected by the teacher, and given to the Principal for a parent to pick up.

Guns, knives or any other dangerous weapons may not be brought to school at any time. Infractions will be dealt with severely. No fake guns, water guns, etc., should be on campus, or at any school event.

Personal property including, but not limited to, clothing, book bags, notebooks, etc. may not have any controversial or offensive graphics, writing, or logos (i.e. skull and crossbones, etc.)

Students are discouraged from bringing valuables such as cameras or large amounts of money to school. Cell phones, jewelry, watches, glasses, and other personal items are strictly the responsibility of the student, not the school. Preschool and elementary school students should not bring toys to school, except on designated days.

All music, games, personal property, etc. taken on field trips must meet honor code guidelines.

### **3K – 8<sup>th</sup> Consequences for Cell Phone and Electronic Equipment Use**

Cell phones and electronic equipment cannot be visible, turned on, or used during the school day, in the school building, or during afterschool extended care. The school day is defined as 7:00 a.m. until 3:15 p.m. The following are consequences for cell phone and electronic equipment infractions:

- 1<sup>st</sup> offense-cell phone/electronic equipment held until the end of the day by Principal and parent will need to pick up
- 2<sup>nd</sup> offense- cell phone/electronic equipment held until the end of the day by Principal and parent will need to pick up; two days of detention will be issued
- 3<sup>rd</sup> offense- cell phone/electronic equipment held until the end of the day by Principal and parent will need to pick up; one day of in-school suspension
- 4<sup>th</sup> offense-three days of out-of-school suspension and parent conference

**9<sup>th</sup> – 12<sup>th</sup> students have a different set of consequences for cell phone and electronic equipment use. See the Acceptable Use Policy handout at the beginning of school or on the website.**

## **RESPECT/COURTESY**

Respect is one of the most important ingredients in any relationship. Relationships have been designed by God in part to bring us to Christian maturity. Proverbs 27:17 states, "As iron sharpens iron, so one man sharpens another." Without mutual respect, there can be no lasting positive benefits in a relationship. Respect is needed between students and teachers as well as among the students themselves, as each one is made in the image of God.

Disrespect serves to tear down the work of God in the life of the individual, as well as the life and nature of the school. Disrespect should not and will not be tolerated, whether in the form of talking back or "sassing" a teacher, willful disobedience, willful damage to another's self esteem, including unkind or derogatory remarks, or in the form of willful damage to property. Students will make errors due to immaturity or forgetfulness, and these will be dealt with appropriately. However, disrespect will be considered intolerable.

Courtesy is the rule in all relationships. The Apostle Paul says that "love . . . is not rude," that is, it is mannerly. This should be true at school, in the halls, in the classrooms, on field trips, on the athletic field, and on the bus.

Middle and high school students should remember that the buildings are being shared by different grade levels. Courtesy to elementary teachers and students and to each other is expected. Talking in the halls should be in a



quiet conversational tone. Loud talking, yelling, and horseplay are not permitted and will be considered minor to intermediate infractions.

Adults are to be addressed as Mr., Coach, Mrs., Ms., or Miss—never by first names.

Boy/girl relationships should include no physical contact, such as holding hands, embracing, or kissing. Couples should not be together, un-chaperoned, at any place on the school grounds before, during, or after school. This also applies to any school-sponsored athletic or social event.

SCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of abuse, intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy.

### **SCHOOL PROPERTY**

Spartanburg Christian Academy is God's property, having been provided by FBNS to provide a Christian education to families. Respect, therefore, for the appearance and care of the buildings and grounds is expected of all students as a part of their Christian testimony. Students are expected not only to avoid littering and defacing the campus, but also to actively help by picking up the trash that someone else has dropped, and to seek to prevent other people's defacing the property. This is especially relevant to the lunch room facilities. Students are responsible for cleaning up trash and spills in their areas (floor, table, chair, etc.), making certain it is clean for the next lunch shift. Any student who disfigures property, breaks windows, does other damage to the buildings or equipment, or is part of a group that does, will be required to pay for damages or replace the item. If the damage is willful, discipline will also result.

Students, guests, and visitors are asked to refrain from loitering, skating, or "hanging around" the buildings and grounds.

### **SCHOOL-SPONSORED TRIPS**

The same standard of conduct and dress required of students at school is also required of students and parents on school-sponsored activities and athletic events. Siblings of students may not accompany parents on field trips. When a school vehicle is used to transport a mixed group of students to an activity, there will be adult chaperones aboard.