



# DISCIPLINE POLICY

## INTRODUCTION

King's Christian Collegiate supports a safe and encouraging learning culture in which students and staff are caring and helpful to each other at all times. Jesus invites all to *"love the Lord your God with all your heart and with all your soul and with all your mind"* and to *"love your neighbour as yourself"* (MATTHEW 22:37, 39). He enables each person, through His Spirit, to respect not only each other's property and person but also their own identities, taking good care of total self. Every student has the opportunity and responsibility to encourage every other student to learn effectively, demonstrating exemplary behaviour in all aspects of school and community life. Our love for God is shown by the fruit of the spirit: *"love, joy, peace, patience, kindness, goodness, faithfulness, humility and self control"* (GALATIANS 5:22B, 23A).

This policy forms a guideline for student behaviour during the entire school day. The school day begins when the student arrives at school at the beginning of the day and ends when the student leaves the property at the end of the day. In addition to these criteria, this policy also applies whenever the student is dressed in school uniform, traveling to and from school, or participating in any scheduled school event such as a class trip or sports activity. Throughout the school day, teachers and administration are responsible for the well-being of students unless a parent or guardian has provided written instructions to waive this responsibility.

A variety of consequences may be administered by the teacher or the school administration in response to student misbehaviour. A student may be required to apologize, perform community service, serve lost time, or be suspended. The administration may suspend a student for up to five days. If warranted, the administration may expel a student, provided that the Board Chair or Vice Chair is informed. Extenuating circumstances may require a different course of action for similar deeds of misbehaviour. The administration reserves the right to act wisely based on all available information. Effective communication between parents and administration will be employed to encourage resolution grounded in Biblical principles. Parents are encouraged to participate fully in the restoration process.

## STUDENT CONDUCT

### Bus Expectations

Students have the privilege of riding a bus while on school-sponsored events including class trips. King's Christian Collegiate will ensure that all passengers have a safe and enjoyable ride. Our intent is that regular bus rides to and from school or the educational outing is beneficial to all parties involved. In addition, we expect our students to represent King's school very well. When students travel on a bus, each will:

- 1 Remain in the seat when the bus is moving.
- 2 Respect each individual who is riding the bus.
- 3 Respect each individual who is traveling beside or behind the bus.
- 4 Obey the bus driver and chaperone/teacher.



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- 5 Maintain an appropriate noise level during all interactions.
- 6 Show consideration for and appreciation to the bus driver.
- 7 Keep all hands and objects inside the bus.
- 8 Place all garbage in appropriate containers.
- 9 Do anything, which promotes a safe and pleasant ride for all participants.
- 10 No portable stereos are to be used during short bus trips of less than 100 km.

### Physical & Mental Abuse

No student may physically push or shove any student, at any time. Physical fights will not be tolerated. All students are encouraged to help one another in all circumstances. As such, students who use intimidation tactics designed to frighten others may lose the privilege of enrollment at King's Christian Collegiate.

### Alcohol, Illegal Drugs, and Tobacco

King's Christian Collegiate will not tolerate any complicity with, possession of, or consumption of alcohol, tobacco, or drugs during the school day or any school activity as described in the introduction. Consistent with the Memorandum of Understanding (attached) signed by the principal and student at the time of admission, association with alcohol, illegal drugs, and/or tobacco "will result in immediate dismissal from King's Christian Collegiate."

## DISCIPLINARY PROCEDURE

### Process for Expulsion

It is the responsibility of the administration to decide matters of expulsion wisely. Information regarding an alleged offense will be gathered and recorded. The student and/or a parent will have the opportunity to discuss the situation. The Chair of the Board of Directors will be consulted. A decision will be made prayerfully and in a timely manner. Administration will act in the best interest of the student and of the school community. Once a decision has been made, parents will be informed and an expulsion letter that summarizes the decision will be provided for the student, the parent(s), the Chair of the Board, and the school files. It is a King's goal that harmony and understanding will prevail and that the student will learn valuable life lessons, even to the extent that forgiveness is offered and reconciliation available.

### Appeal Process for Expulsion

A student or parent may appeal an expulsion decision made by administration. The first level of appeal for a change in decision is made directly to the school principal. A hearing will be arranged in a timely manner. If this appeal proves to provide unsatisfactory resolution, a second appeal can be made directly to the Board Chair. The Chair of the Board of Directors will institute an ad hoc committee of three persons to consider the disagreement.



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The ad hoc committee decision is the final decision on the matter. This committee may confirm the decision of administration, modify the type or duration of the expulsion, or overrule the decision of administration and reinstate the student. At every stage of the process, we trust that all participants will season their thoughts with much prayer.

### **Applying for Re-Admission**

Initiated by the student and supported by the parent(s), a student may apply for re-admission to King's by contacting the principal at the time specified on the expulsion letter. Once such a request is made, the principal will establish an ad hoc committee comprised of a board member, a parent member, and a senior staff member. A student who has been expelled must demonstrate readiness to return. This may include, but not be limited to, demonstrating respect for self, for others, and for those in authority; demonstrating an acceptance of consequences for actions; complying with the expected standards set out in the Memorandum of Understanding; showing evidence of completed work; and interviewing with administration to discuss commitment and forgiveness.

### **Summary**

The disciplinary process and consequences will be administered in a manner which is consistent with the tone expressed in this discipline policy. Our Lord has taught us to live in love with each other. In each situation, participants are encouraged to restore broken relationships. Restoring the sense of trust and community is an important component that will be addressed in each circumstance. Ultimately, the participants require a commitment to live in love and harmony with each other within the school community.



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## MEMORANDUM OF UNDERSTANDING BETWEEN KING'S CHRISTIAN COLLEGIATE AND:

Student's Name: \_\_\_\_\_

PLEASE PRINT

Together we agree that a high school education should be a valuable, spiritual and academic experience. King's Christian Collegiate strives to equip students to grow "IN WISDOM AND STATURE, AND IN FAVOUR WITH GOD AND MAN" (LUKE 2:52). It is the goal of the staff to achieve this mission by delivering a superior program that is integrated with the Word of God. To achieve these goals, hard work is required by the student and the teacher.

We agree that it is a privilege to gain admission to King's Christian Collegiate. Jesus has taught us to "LOVE GOD WITH ALL OUR HEART, WITH ALL OUR SOUL AND WITH ALL OUR MIND AND TO LOVE OUR NEIGHBOUR AS OURSELF" (MATTHEW 22: 37-39). Consistent with this divine direction, it is our goal that all students and staff respect each other as they perform their work from day to day. This is the heart of God, the heart of the gospel.

### As a responsible student at King's Christian Collegiate, I promise:

To be attentive and participate in the lessons delivered

To the best of my ability, to work diligently on my assignments

To be respectful towards my fellow students

To be respectful towards all the employees of King's Christian Collegiate

To be respectful of the property, avoiding damage and always tending to my own garbage, and in community, I am willing to tend to the garbage of others

To never steal anything that is not mine

To participate in the life of a Christian church and to attend worship services regularly

To attend all my classes unless I have prior permission from staff to be absent

To wear my King's uniform as required

To use language that is edifying and to reject language that is vulgar or abusive.

No student will be permitted to use the "F" word, give the finger or say "what the hell"

To reject and avoid using computer technology for visiting pornographic web sites

To refrain from and avoid sending inappropriate messages such as gossip, name calling or slander

To refrain from and avoid any and all racial slurs

To abstain from and avoid any association with tobacco, alcohol, illegal drugs or any other harmful substance while in uniform, and during, prior to, or following any other activity associated with the school

I understand that failure to abide by the first thirteen promises will result in disciplinary action that could include suspension or expulsion from King's Christian Collegiate. Failure to abide by the last promise will result in expulsion. My signature indicates that I understand these guidelines and consequences.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

