



OVCA Discipline Policy

Goals

The goal of OVCA: We strive to shape leaders who choose character before career, wisdom beyond scholarship, and service before self.

Philosophy

School discipline is a collaborative effort by the parents, guardians, students, and staff. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment. The focus of the OVCA Discipline policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach them about confession and that everyone should confess when they have wronged someone, not only to the person but also to God. We teach them about forgiveness and that God Himself forgives us when we ask. We teach them about consequences, that every choice we make has a consequence. When this occurs, we believe that a very positive and productive learning environment will result enabling students to strive for excellence.

Proverbs 6:23 “For these commands are a lamp, this teaching is a light, and the corrections of discipline are the way to life.

Student Standards of Behavior

In order to show respect, maintain safety, and focus on learning all students must:

1. Always be on time.
2. Follow directions the first time.
3. Speak using polite language, volume and tone.
4. Keep hands, feet, and objects to myself.
5. Be where I am supposed to be.
6. Take care of school property and personal belongings.
7. Walk quietly in the hallways so I do not disturb other classes.

Disciplinary Actions

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken.

Please note: *Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school.*

Tardiness

It is the student's responsibility to be on time to class. If student is not on time the following steps will be followed. This process will begin again with each new semester.

1. Child must check in at Welcome Center to receive an excused or un-excused tardy slip. (excused tardies include: doctor or dentist visit [with note from doctors office], funeral or family emergencies [we must be notified in advance w/phone call]).
2. Child must present the tardy slip to teacher, and teacher will record it in attendance.
3. Consequences are as follows:
 - *1st - 2nd tardy = recorded in attendance [excused/unexcused].*
 - *3rd - 5th tardy = teacher contacts parent/guardian.*
 - *6th - tardy = conference with parents/guardian.*

Minor Behavior offenses

- *Breaking classroom rules (talking, leaving seat without permission, etc.)*
- *Breaking bathroom rules*
- *Disobedience of instruction*
- *Disrupting class*
- *Violation of uniform dress code*
- *Throwing objects in class that do not pose a safety hazard*
- *Running in classroom or hallway*
- *Horse playing*
- *PDA*
- *Disrupting lunch room or assembly time*
- *Toys from home*
- *Petty theft (pencils, personal items belonging to another, etc.)*

Consequences for each minor behavior offenses (handled by teacher & supported by administration) Process will begin again with each new semester.

1. **First Offense**-Warning
2. **Second Offense**-Teacher contacts parent
3. **Third Offense**-Lunch detention with note home & Gradelink entry
4. **Fourth Offense**-One (1) day ISS & Gradelink entry
5. **Fifth Offense**-Conference with parents to determine next course of action

Lunch Detention Rules

- *Student is not allowed candy, carbonated drink or snack foods*
- *No talking during detention*
- *Student must remain seated*
- *Student must bring classroom work or independent reading material*

Major Behavior Offenses

- *Obscene language, materials, gestures or behavior*
- *Skipping school*
- *Outright defiant or disrespectful behavior*
- *Bullying (light physical, or verbal)*
- *Excessive horseplay*
- *Intentional biting and/or scratching*
- *Throwing objects that pose safety hazards*
- *"Look Alike" weapons (realistic toys/souvenirs)*
- *Deceitful behavior and lying*

Consequences for major behavior offenses

First Offense

1. Document

- *Written/dated journal entry; signed by student*
- *Gradelink entry*

2. Consequence

- *Writing assignment determined by the teacher; signed by a parent*

Second Offense

1. Document

- *Written/dated journal entry*
- *Email to parent*
- *Gradelink entry*

2. Consequence

- *Detention*

Third Offense

1. Document

- *Written/dated journal entry*
- *Email to parents*
- *Gradelink entry*

2. Consequence

- *Conference with parents*
- *One (1) day ISS (in school office; will be allowed to make up work)*

Fourth Offense

1. Document

- *Written/dated journal entry*
- *Email to parents*
- *Gradelink entry*

2. Consequence

- *One (1) day out of school suspension (receives 70% of grades in Gradelink for the day)*
- *Parents and student must meet with Administration before returning to class*

Severe Behavior Offenses

- *Cheating (Academic cheating has special circumstances, see bottom of section)*
- *Pulling False fire alarms*
- *Vandalism (altering any surface or item)*
- *Bullying (cyber, electronic, etc.)*
- *Possession, use, sale or distribution of a controlled substance including but not limited to tobacco, alcohol, narcotics or prescription drugs*
- *Fighting/ battery/assault with intent to injure (regardless of who started it)*

Consequences for severe behavior offenses

First Offense

1. Document

- *Written/dated journal entry; signed by student*
- *Email to parents*
- *Gradelink entry*

2. Consequence

- *Writing assignment determined by the teacher; signed by a parent*
- *One (1) day ISS (in school office; will be allowed to make up work)*

Second Offense

1. Document

- *Written/dated journal entry*
- *Email to parents*
- *Gradelink entry*

2. Consequence

- *Conference with parents*
- *Writing assignment determined by the teacher; signed by a parent*
- *One (1) day out of school suspension (receives 70% of grades in Gradelink for the day)*

Third Offense

1. Document

- *Written/dated journal entry*
- *Email to parents*
- *Gradelink entry*

2. Consequence

- *Conference with parents*
- *Three (3) days out of school suspension with zeros in all graded assignments for the day*
- *Parents and student must meet with principal before returning to class*

Fourth Offense

1. Document

- *Written/dated journal entry*
- *Email to parents*
- *Gradelink entry*
- *Formal letter in student records*

2. Consequence

- *Expulsion*

Academic Cheating (on quizzes, Tests and Plagiarizing):

First Offense

1. Document

- *Written/dated journal entry*
- *Email or call parent*
- *Gradelink entry*

2. Consequence

- *Zero on quiz, test, or written assignment; signed by student*
- *Writing assignment determined by teacher; signed by parent*
- *One (1) day in school suspension (will receive 70% of grades in Gradelink for the day)*

Second Offense

1. Document

- *Written/dated journal entry*
- *Email or call parent*
- *Gradelink entry*

2. Consequence

- *Zero on quiz, test, or written assignment; signed by student*
- *Writing assignment determined by teacher; signed by parent*
- *One (1) day out of school suspension with zeros in all grades assignment for the day*

Third Offense

1. Document

- *Written/dated journal entry*
- *Email or call to parents*
- *Gradelink entry*

2. Consequences

- *Zero on the Quiz, Test or Written assignment; signed by student*
- *Writing assignment determined by the teacher; signed by a parent*
- *Three (3) days out of school suspension with zeros in all graded assignments for the day*

Fourth Offense:

- *Must have conference with the Principal before returning to OVCA*

Extreme Behavior Offenses

- *Bomb threats*
- *Weapon possession*
- *Arson*
- *Grand Theft (anything valued over \$50)*

Consequences for extreme behavior offenses

- *Expulsion*
- *Police notification*

Student Behavioral Contract

_____/_____/_____

Name of Student _____ Date of Birth _____ Grade _____

I know that I have a right to:

- be in a safe school, free from discrimination, harassment and bigotry;
- know what is correct behavior and what behaviors may result in disciplinary actions;
- counseling by staff about my behavior and how it affects my education and welfare in school;
- due process of law when I violate school regulations for which I may be suspended or removed from class.

I agree to [items in parenthesis applies to 5th-12th grade only]:

- come to school on time, prepared to work; [appear for class on time, prepared to work with appropriate materials and assignments for class]
- use courteous and polite language; show respect to all members of the school and church staff;
- participate in class, behave respectfully, refrain from arguing, and cooperate with staff members
- resolve conflicts peacefully, express my feelings in words, & avoid fighting inside/outside of school
- refrain from bringing weapons, illegal drugs, controlled substances, and alcohol to school
- refrain from bringing personal possessions that are disruptive to the class
- dress in a clean, neat and safe manner, with appropriate uniform or dress down clothes;
- take care of my personal belongings and respect other people's belongings;
- keep my parents/guardians informed about school-related matters and make sure I give them all information sent home
- share information with teachers/administration that might affect the health, safety, or welfare of the school
- complete my homework every day and show it to my parent(s)/guardian(s);
- follow the rules in this Discipline Policy, behaving responsibly while on school grounds

Student Signature _____ Date: _____

Parent Section

I have received a copy of the Discipline Policy and understand the behavior that is required of my child.

I understand that my participation in my child's education will help him/her be successful in school. I have read this agreement and I will carry out the following responsibilities to the best of my ability.

- Encourage my child to be a respectful and peaceful member of the school community.
- Discuss the Discipline Policy with my child.
- Participate in parent conferences, class programs and other activities in which my child is involved.
- Bring my child to school on time every day, and provide a quiet place for them to do their homework.

Parent/Guardian Signature: _____ Date: _____

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