

Code of Conduct

The Church of God Academy Code of Conduct demonstrates the commitment of the General Ministerial Body of the Church of God, providing a leadership team and teachers to ensure a safe environment for learning to take place. The gospel message of Jesus Christ is the foundation of the Church of God Academy Code of Conduct. In order to achieve and maintain a conducive learning environment, parents, faculty, and students work together to create a Christian faith-based school environment. In order to instill in each classroom a climate of order, discipline, control, and learning as well as to facilitate a climate that brings out the best qualities of both the faculty and the students, to allow for individual growth and differences we have designed and implemented this Code of Conduct. Growth in self-discipline, a responsibility for Christian moral values, and a loving respect for the rights of all persons are encouraged and nourished by the Code of Conduct. Foremost, this tool is used to reduce misconduct and thereby increase the educational benefits to which all students have the right to attain in our schools.

- Our teachers have the right to teach. No person outside of a more senior faculty member or governmental regulator will stop our teacher from teaching.
- Our students have the right to learn. No student, or visitor to campus, will stop a student from enjoying an environment conducive to learning.

In or on any school property, during any school activity either in the building or at any other location, at any place where the misconduct abides in a practical relationship to school, and when students are in route to and from school or until students are returned to their parents care, this Code of Conduct is the standard and will be adhered to.

To discipline means, literally, the practice of training for a specific goal. In order to do this effectively, the goals of disciplinary measures must be visible and meaningful for all. Each school observes the Code of Conduct based on fundamental Christian doctrine. This is how we create our successful schools. The role of the principal, head teacher, and classroom teachers is to work with the students and parents to assist the students in developing an intelligent, discerning, and strong Christian attitude toward life. The basis of our code of conduct is the philosophy that all children are expected to self-regulate their behavior in accordance with the gospel message, our code of conduct is a tool to correct shortfalls of behavior standards.

Train up a child in the way he should go: and when he is old, he will not depart from it. Proverbs 22:6

In registering at The Church of God Academy, parents and students agree to comply with and support the discipline policies and regulations. Please read the code of conduct thoroughly and sign if you agree to all terms and conditions.

Print First and Last – Date

Print First and Last – Date

Signature – Date

Signature – Date

Levels of Disciplinary Action

The Church of God Academy students must accept responsibility for their actions, both positive and negative. Failure to live according to this standard includes the following Levels of corrective actions to be used as tools for behavior modification.

Be not deceived; God is not mocked: for whatsoever a man soweth, that shall he also reap. Galatians 6:7

Level I

Teacher Level – can include temporary removal from class, parent or guardian conference (phone call, note home, email, etc.), teacher detentions over 30 minutes, verbal reprimand, withdrawal of privileges, and special assignments.

Level II

Head Teacher/ Assistant Head Teacher Level - can include temporary or permanent removal from class, parent or guardian conference (face-to-face meeting), Head teacher detentions (longer than a teacher detention), suspension of all privileges, withdrawal of privileges, special assignments, in-school suspension.

Level III

Principal/ Head Teacher Level - can include temporary removal from class, parent or guardian conference with a final warning, Head teacher detention (longer than a teacher detention), suspension of all privileges, withdrawal of privileges, special assignments, financial restitution, in-school suspension and out of school suspension.

Level IV

Principal - can include temporary or permanent removal from class, parent or guardian conference with a final warning, Head teacher detentions (longer than a teacher detention), suspension of all privileges, withdrawal of privileges, police involvement, financial restitution, in-school suspension and out of school suspension, expulsion recommendation or other General Ministerial Body of the Church of God recommendation.

- Police Involvement - A report can be made to the local police department and the action will be recorded in a headteacher's reports about the student. The police make the determination whether arrest is warranted. The Schools leadership team has the discretion to determine when police involvement is appropriate and have authority to sign police complaints on behalf of the school.
- Parent or guardian contact will be made at the earliest possible convenience. Staff members will refrain, unless the principal deems it necessary, talk about other students with another parent or guardian, even if there is involvement with another child attending the school. Our goal is to protect all students from humiliation, embarrassment, and discomfort.

Search and Seizure

To maintain order and security in Church of God Academy schools the Principal, Headteacher, and assistant headteacher has the authority, with another staff member present, to search (purses, wallets, book bags, lunch boxes, electronic devices, automobiles, pockets, etc) students in or on any school property. A search will take place when reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or school policy. Students may be inspected and searched by school authorities without notice or consent of the student or without a search warrant. Students have no reasonable expectation of privacy in lockers, desks, property, and equipment owned and controlled by the school including any personal items found in those areas. A search will take place away from the general student population. A parent or guardian will be notified if their student is searched for any reason. This applies during any school activity either in the building or at any other location, at any place where needed in a practical relationship to school activity/function/campus.

Code of Conduct - Terms and Definitions

Absenteeism (Please Absentee policy)

- If a student acquires over 12 unexcused absences in one semester the student can be **TRUANCY FAILED** from that class or all classes. Students will only be truancy failed after a student has been properly notified as stated in the conditions below.
 - Prior to a student being truancy failed, the student must have at least one meeting with the Headteacher or Assistant Headteacher in regards to unexcused absences before the student accrues 7 unexcused absences.
 - Prior to a student being truancy failed, the student must also have at least one meeting with a parent or guardian and Headteacher or Principal before the student accrues 10 unexcused absences.
 - Truancy - a student subject to compulsory school attendance who is absent without valid cause for a school day or a portion of the school day. Unexcused absence from any class for more than 10 minutes will be considered a class truancy. All day truancy is if a student is absent unexcused for over half a school day.
 - Truancy failure – once a student has 13 truancies from class the student can be removed from the class and will not receive **any** credit to the course.

Academic Dishonesty/ Cheating

Attempting to pass off other's work as student's own or knowingly allowing another student to do so.

- **Level I/II**
 - Teachers have the discretion to assign student punishment. In addition to the teacher's punishment, the student will receive a zero for all misrepresented school work
 - Misrepresenting others' work as your own such as: plagiarism, allowing your work to be used by others, or violating the security of the testing, or grading situation in any way.

Alarms False

Creating alarm without cause.

- **Level IV**
 - Pulling the fire alarm when the student knows that no fire exists, unauthorized use of a fire extinguisher, or creating an emergency situation by making any type of false report.

Assault-Battery

Any fighting, physical attack, or threat of physical attack on another person (with or without a weapon), or other conduct, which a student should reasonably know, may endanger the health or safety of others.

- **Level III**
 - Two students have a physical altercation **with no injuries** as determined by the Headteacher. The building administration is not concerned with who began the altercation, but that we maintain a safe and secure learning environment. All students will receive a punishment if they are involved in the altercation.
- **Level IV**
 - Two students have a physical altercation **with injuries** as determined by the Headteacher. Also a physical altercation with more than two people with or without injuries. The building administration is not concerned with who began the altercation, but that we maintain a safe and secure learning environment. All students will receive a punishment if they are involved in the altercation.

Banned/ Prohibited Items

Possession of any unauthorized item while under the care and control of the school (examples below, not all inclusive).

- **Level II**
 - First offence - We will confiscate all ban items and return to parent or guardian at the end of the school day. A parent must come inside the school and pick-up all banned items.
 - Second offence - We will confiscate all ban items and return to parent guardian after five school days. A parent must come inside the school and pick-up all banned items.
 - Third offence and any offences hereafter - We will Confiscate all ban items and return to parent or guardian after ten school days. A parent must come inside the school and pick-up all banned items.
 - Cell Phones (all electronic devices not approved by the Principal including but not limited to ipod, ipad, or any MP3 player), Permanent Markers, Laser Point, camera, and chewing gum, headphones
 - If a student has been approved by the Principal (with special permission) to have or use a banned item and there is an improper use of the prohibited or banned item the student is subject to reasonable disciplinary action.

Bullying-Intimidation and Harassment

Bullying is any form of the following intimidation and/ or harassment. It may take various forms in different places, including without limitation: threats, texting

outside of school, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or even retaliation for alleging an act of bullying. Bullying is based on actual or perceived basis and/or personal differences.

- **Level III/ Level IV**

- If the student's off-campus misconduct has a connection to the educational environment, the student is subject to school disciplinary action. The connection is demonstrated by a disruption, or reasonably anticipated disruption of the educational environment caused by a student's conduct. All students will receive a punishment if they are involved in any way with bullying.
- Electronic Harassment is also deemed to be a part of bullying or harassment.
- Misuse of Electronic Imaging Devices for the purpose of harassment is also included as a form of bullying. If a student is using another student's photo for public humiliation all involved students will receive punishment.

Cafeteria/ Playground misconduct

This will be determined by any school staff member.

- **Level I/ II**

- The offense is demonstrated by an unreasonable disruption or disturbance of the educational environment caused by a student's conduct. Every student will be given a reasonable amount of time to explain any accusations.

Class Disturbance

This will be determined by any school staff member.

- **Level I**

- The offense is demonstrated by an unreasonable disruption or disturbance of the educational learning environment caused by a student's conduct. Every student will be given a reasonable amount of time to explain any accusations.

Dishonesty

The offense is demonstrated when a student knowingly makes a false claim/statement.

- **Level II/III**

- Every student will be given a reasonable amount of time to explain any accusations, but if the statement is marked by or contains falsehoods, the student will receive the corresponding punishment.

Disrespect

This will be determined by any school staff member.

- **Level III**

- The offense is demonstrated by a reasonable disruption or disturbance of the educational learning environment caused by a student's conduct. Every student will be given a reasonable amount of time to explain any accusations.

Disturbance

This will be determined by any school staff member.

- **Level I**

- The offense is demonstrated by an unreasonable disruption or disturbance of the educational learning environment caused by a student's conduct. Every student will be given a reasonable amount of time to explain any accusations.

Dress-improper

Failure by any student to comply with dress standards.

- **Level II**

- The offense is demonstrated by school uniform policy as shown on uniform diagram.

The woman shall not wear that which pertaineth unto a man, neither shall a man put on a woman's garment: for all that do so are abomination unto the LORD thy God. Deuteronomy 22:5

Drug/ Alcohol

Involvement with drugs/alcohol or paraphernalia, non-exhaustive list of examples below.

- **Level IV**

- This includes but is not limited to use, influence, impairment, possession, paraphernalia, Delivery, and/ or Sale of drugs or alcohol.
- Possession, use, transfer, control or being under the influence of a controlled substance, look alike drugs, or drugs prescribed for another person. Possession, use, control or transfer of equipment, materials or products designed or used for drug use.

Explosives

Involvement with explosive devices or ammunitions, non-exhaustive list below.

- **Level IV**

- Possession, control or use of explosives, incendiary devices or any objects or devices that can explode. This includes but is not limited to fireworks, ammunition, firecrackers, smoke bombs, stink bombs, M-80's or any such like detinating devices.

Extortion

See local criminal code, summary explanation below.

- **Level IV**
 - Forcing or pressuring a person to give up money or anything of value (to one of the parties) by threats, intimidation, or force.

Forgery or use of forged notes or excuses

See also dishonesty

- **Level I/ II**
 - Misrepresenting others' signature as your own. Deliberately falsifying the signature of another person.

Gambling

See local criminal code, summary explanation below.

- **Level III/ IV**
 - Participation in games of chance of skill for money or profit.

Harassment/ Sexual

Any unwanted harassment of a sexual nature or non sexual nature is prohibited by this policy. Can include verbal or physical contact, which has the effect of humiliation, embarrassment, or discomfort.

- **Level IV**
 - The response to this action may include but is not limited to suspension from all school events, over a ten day suspension from school, and expulsion.
 - ALL students are encouraged to report any incidents of sexual harassment to Head teacher or Principal, parents and any staff members. If the complaint involved the Principal or Head teacher then the report should be made to a member of the General Ministerial Body of the Church of God or an Apostle.
 - **ALL staff members will report any incidents.**

Hazing

This includes behavior that is demeaning, degrading, or contrary to accepted standards of common decency.

- **Level III**
 - All forms of hazing are prohibited. The response to this action may include but is not limited to suspension from all school events, over a ten day suspension from school, and expulsion.
 - Parents and students should report any incidents of hazing to the School administration team or a member of the General Ministerial Body of the Church of God or an Apostle.

Illegal behavior not otherwise specified

See local criminal code.

- **Level IV**
 - Any behavior that requires any law enforcement agency. The response to this action may include but is not limited to suspension from all school events, over a ten day suspension from school, and expulsion.
 - Police Involvement - A report can be made to the law enforcement department and the action will be recorded in a headteacher's reports about the student. The police make the determination whether arrest is warranted. The Schools leadership team has the discretion to determine when police involvement is appropriate and have authority to sign police complaints on behalf of the school.

Insubordination - Gross

Failure to heed authority.

- **Level III**
 - Insubordination - Abusive or disrespectful conduct or language toward a staff member of the Church of God Academy.
 - Gross Insubordination - This action involves open or persistent defiance of authority and /or school rules and regulations and/ or reasonable requests of staff members of the Church of God Academy where there is safety concern present.

Leaving without permission

Failure to remain in appointed place at/for appointed time.

- **Level I/ II**
 - Leaving any Class, Pass-misuse, Building
 - First offence - Can result in but is not limited to the student receiving detentions and phone call home to parents.
 - Second offence - Can result in but is not limited to the student receiving detentions, phone call home to parents, and/ or suspension of pass privileges (student can lose the ability to leave the classroom without it being a scheduled break).
 - Third offence and any offences here after - Can result in but is not limited to the student receiving detentions, phone call home to parents, suspension of pass privileges (student can lose the ability to leave the classroom without it being a scheduled break) and/ or in-school suspension.

Loitering

Unexplainable idleness.

- **Level I**
 - Standing idly, lingering, proceeding slowly or with many stops in school hallways or classroom or on the school grounds.

Profanity

Use of any language deemed inappropriate.

- **Level II**

- First offence - Can result in but is not limited to the student receiving detentions and phone call home to parents.
- Second offence - Can result in but is not limited to the student receiving detentions, phone call home to parents, and/ or suspension of all privileges, withdrawal of privileges, special assignments.
- Third offence and any offences here after - Can result in but is not limited to the student receiving detentions, phone call home to parents, and/ or suspension of all privileges, withdrawal of privileges, special assignments, and/ or in-school suspension.

Sex Violation

See local criminal code, and sexual harassment definition above.

- **Level IV**

- Any conduct or possession/ display of an image of a sexual nature as determined by any school staff member. All students are encouraged to report any incidents of a sexual nature.

Smoking/Smoking Lookout/electronic-inhaling device

Any participation in burning/heating of substances for inhalation or possession/use of devices to facilitate the activity of.

- **Level IV**

- Possession, use, control, or transfer of and tobacco products or tobacco paraphernalia while in school or on school property.
- Any student who is supporting the use of tobacco products - smoking lookout.
- Students of minor age in possession of tobacco can face applicable village or city laws and/ or ordinances in addition to school consequences.
- Tobacco, matches, lighter in possession

Therefore to him that knoweth to do good, and doeth it not, to him it is sin. James 4:17

Tardies

See also the attendance policy.

- **Level I**

- A student is considered tardy whenever the student is not in his or her assigned station as defined by the teacher.
 - Tardiness to School - a student is counted tardy to school if he or she is under 10 minutes late in the building in his or her assigned area.

Technology use Unauthorized

Possession of unauthorized technical devices or misuse of authorized devices.

- **Level II/ III**
 - First offence - Can result in but is not limited to the student receiving detentions and phone call home to parents.
 - Second offence - Can result in but is not limited to the student receiving detentions, phone call home to parents, and/ or suspension of the students privileges to use any type of technology.
 - Third offence and any offences here after - Can result in but is not limited to the student receiving detentions, phone call home to parents, and/ or suspension of the students privileges to use any type of technology, and/ or in-school suspension.

Theft and/or possession and/or sale of stolen property

See also local criminal code.

- **Level IV**
 - Taking or possessing something without permission that belongs to the school or another person.

Thou knowest the commandments, Do not commit adultery, Do not kill, Do not steal, Do not bear false witness, Honour thy father and thy mother. Luke 18:20

Threat

Statement in any form conveying intent for harm of self or another person. See also local criminal code.

- **Level III/ IV**
 - Can be words or actions (electronic, in person, through another person) that deliver the message violence will occur in the future, regardless that it's disguised as "I was just joking..." or that states condition. If the threat is reasonably interpreted as threatening to the safety and security of a student, staff member, or school environment, the school will without reservation contact law enforcement.
 - Police Involvement - A report can be made to the law enforcement department and the action will be recorded in a headteacher's reports about the student. The police make the determination whether arrest is warranted. The School's leadership team has the discretion to determine when police involvement is appropriate and have authority to sign police complaints on behalf of the school.

Throwing of articles

Any projectile that a student propelled through the air without express permission from a school staff member.

- **Level I-III**

- Level I - person throws an object no injuries
- Level II - person throws an object and another person receives minor injuries as determined by the Headteacher.
- Level III - person throws an object and another person receives injuries as determined by the Headteacher.

Trespassing/ Unauthorized Entry Into Building

Student presence when not authorized/without permission. See also local criminal code.

- **Level III**
 - The unauthorized presence of any student on any school property or the unauthorized attendance of any student at any activity, or an authorized entry into school or private property.

For the grace of God that bringeth salvation hath appeared to all men, Teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world; Titus 2:11-12

Vandalism

See local criminal code.

- **Level III/ IV**
 - Destroying or defacing school property or the property of others.
 - The student will also be billed the financial restitution of the current cost (new) of the destroyed or defaced item if it can not be repaired or returned back to its original state.

Verbal Assault/ Verbal abuse

See also local criminal code.

- **Level II/ III**
 - Name calling or slurs or derogatory statements address to another person and disruption of the learning environment or incite violence.

Weapons-possession and/or use

Weapon possession or use of any object as a weapon.

- **Level IV**
 - Possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to, knives, guns, firearms, shotguns, brass knuckles, billy clubs, or “look-alikes” thereof. Can also include items such as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. In addition, the possession of chemical agents (including but not limited to pepper spray/ mace) is strictly prohibited.

All afore mentioned items in the code of conduct have a measure of discretion by the school administration. If an incident is gross or becomes habitual or multiple

items on the code of conduct have been offended then the punishment can be escalated or decreased based on evidence recorded by the staff member.