

**EASTWOOD COLLEGE
KAFARSHIMA**

**Elementary School Discipline Policy
2009-2010**

1- Attendance Policy: Students must be in school at 7:45am every day and participate in all school activities (Classes/Chapels/Fieldtrips/evening programs...). After school, students go to the bus, or wait by the front gate for their parents to pick them up.

Leaving school early: In exceptional circumstances, a note must be received and approved by the administration at least 24 hours in advance.

Tardiness: Late students must go to the Elementary Office and get a Late Admission Slip to be able to enter the class. (Perfect Attendance Awards will be affected)

Consequence: Five tardy slips will automatically lead to an after school (3:30-4:30) detention **Or** loss of two breaks. This will be indicated in the student's records.

Excused absence: If a child is absent from school, a note from the parents is required on the first day of return to school, OR a phone call to school on the day of absence. (20 days of absence in one year may affect promotion).

In case the absence extends up to three days and more, then the parents/guardian must specify the following on a written note:

1- Date of the excuse / **2-** Date and days of absence / **3-** Reason for absence / **4-** Signature of parents/guardian.

Extended absences/ illness / must be justified by a physician' statement.

2- Ready for Class Policy: Every student must be ready to begin class with all materials, copybooks, complete pencil case, and agenda on the desk. (Tipp Ex/ whiteout are not allowed).

Consequences: Three times unprepared will lead to the loss of two breaks and a note will be sent to the parents.

3- Homework Policy: All homework must be neatly completed and handed in on time. The following is the appropriate duration that a student has to spend studying in the afternoons:

Grades (1-3): 30-45 min

Grades (4-6): 1.5 hours -2 hours

Agendas must be signed by a parent / guardian every night.

Consequences:

Grades 1-2 a student with incomplete HW will lose a break

Grades 3-6: **Five** incomplete HW in all subjects will result in a 3:30-4:40 afternoon detention. Parents will be responsible for picking up their children. (Effort grades will be affected)

4- Uniform Policy: Grades 1-6 students must always wear the approved school uniform (even on fieldtrips). All personal items must be named. Acceptable jewelry is a wristwatch and for girls small earrings. Make-up, nail polish, dyed hair, caps/hats, low waist pants, high heeled shoes are not allowed. Girls must keep their long hair tied up, and boys must keep their hair short. On NO UNIFORM DAYS all students are expected to wear acceptable and decent clothes only.

Consequences: Forbidden items (necklaces/ long earrings / caps/ bracelets...) will be confiscated and all make-up removed.

1st incomplete uniform offense will lead to a warning and a note to the parents.

2nd incomplete uniform offense will result in keeping the student out of class and directly calling the parents.

5- Theft, Destruction, and Vandalism Policy: Stealing destroying or writing on school property (including buses) or the property of others will not be tolerated at any time. Any damage, both accidental and purposeful, must be repaired or replaced. Stolen property must be returned.

Consequences: The student/parent will be charged for the reasonable repair or replacement costs, and the student will receive an after school detention. Stealing calls for immediate suspension.

6- Tuck-shop/Cafeteria: Students may visit the tuck-shop before school starts and during recess only. No student is allowed to go to the tuck-shop during class hours.

Since Eastwood College promotes healthy food at all times the students are not allowed to consume chewing gum, chocolate, fizzy drinks, chips, or lollipops.

Consequences: Any student who visits the tuck shop during class hours will automatically receive a note. Any inappropriate food will be directly confiscated.

7- Inappropriate Language Policy: The use of obscene or socially unacceptable language or improper gestures in any language is totally **prohibited**.

Consequences: An immediate severe warning along with an appropriate punishment will be directly given out. In case of repeated violation, the student will be directly referred to the Director's Office for a parent meeting.

1st offense: A warning letter is sent home.

2nd offense: The student will have an after school detention.

3rd offense: The student will not be allowed to enter the classroom. Parents will be asked to pick up their child.

8- Unauthorized Items Policy: Potentially harmful, scary, or dangerous items such as firecrackers, weapons (including all plastic ones), skateboards, roller blades, tobacco products or illegal drugs are not allowed in the school or on the buses.

Nuisance items like water guns, cassettes/CD players, I-pods, cell phones, or the "latest toys" are also not allowed. As for any medication, it must be given to the nurse or to the Homeroom teacher.

Consequences: Any of the forbidden items will be confiscated and parents are required to retrieve the item from the Elementary Office by the end of the academic year.

9- Disruptive and Unacceptable Behavior Policy: For any disrupted or SUB (Socially Unacceptable Behavior) within the school premises including buses, the student will receive a warning and parents will be directly contacted.

Consequences: All disruptive behavior will be firmly dealt with including filling an Incident Form which will be reported in the student's disciplinary records.

10- Fighting, Bullying, and Threatening Behavior Policy: Eastwood College encourages a safe, caring, and loving environment full of mutual respect for all students. Fighting, playing fighting, wrestling, bullying, or any aggressive actions or behaviors are **entirely prohibited** at anytime and under any circumstances.

Consequences: All students involved will be automatically referred to the Director's Office to take formal measures.

1st offense: The student will receive a detention during breaks for one day. He/she will be asked to write down an apology.

2nd offense: The student will get a detention during breaks for one week. Parents will be asked to sign a warning form. The student will be sent to the counselor for corrective measures. Privileges may be withdrawn (activities/fieldtrips...)

3rd offense: The student will receive 1-3 days in-school or at-home suspension.

On the first day upon returning to school after the third offense, a meeting must be held between the parents and the School Director to discuss further arrangements. The incident will be reported in the student's Disciplinary Records.

11- Bus Behavior Policy: All students are expected to behave appropriately and politely in the bus. Students are expected to stay seated on their seats, keep hands inside the bus, speak in a quiet voice, and keep the bus clean by throwing trash in bags.

Consequences: Any misbehavior will receive a warning and will be automatically referred to the Administration in charge of Bus Transport. A note will be sent home for parents to sign. Repeated problem students will have bus privilege removed for a period of time.

Kindly read and discuss in details with your child. You and your child are requested to sign and return the attached form to school.

Middle & Upper School Discipline Policy
2009-2010

RULES AND REGULATIONS

1. All members of the school community are required to act in such a way that:

1.1 Shows courtesy and consideration for others.

1.2 Protects school buildings, equipment and grounds, and maintains an attractive, clean environment.

2. Students are required to attend all classes, to be punctual, to work consistently to the best of their ability, and to cooperate with teacher instructions within the educational program provided by the school.

3. All students are required to act in such a way to ensure safety:

3.1 Movement in corridors must be orderly, following Keep to the Right rule.

3.2 Special precautions are to be observed during laboratory classes.

3.3 Students are not permitted to smoke or consume alcohol at school, its property, within half a km radius from school or while taking part in any school sponsored activity.

4. Students are required to ensure protection of personal property

4.1 All personal belongings, books and clothing should be clearly labeled.

4.2 Expensive items such as MP3, I pods, cell phones, and many others must not be brought to school.

4.3 Valuables and large amounts of money must be left at the office for safekeeping.

4.4 The school accepts no responsibility for any items lost or stolen on its premises.

WHAT HAPPENS WHEN RULES ARE BROKEN?

You should expect some disciplinary action. Disciplinary action will be taken.

Disciplinary measures may include:

1. Counseling discussion, detention, assigned tasks, extra duties, removal of privileges, parent interviews, removal from classes, suspension for a period of time, and expulsion from school.

2. When gross misconduct occurs, such as loss or damage to school property, violence, vandalism, disrespect, insulting a teacher or an administrator, stealing, etc., further disciplinary action results in several days of suspension or expulsion from school.

First offense - Automatic 1 - 3 days suspension.

Second offense - Automatic 4 – 10 days suspension.

Third offense - Expulsion proceedings initiated.

3. If the law is violated, school officials will notify the appropriate authorities.

WHAT HAPPENS WHEN A STUDENT'S BEHAVIOR IS UNACCEPTABLE?

1. Disciplinary action will be taken by the teacher who reports to the administration.
2. Persistent offenders are referred to the School Director for further action.
3. In cases of gross misconduct, offenders are referred to the School Director for action or a delegated administrator. Subsequently, offenders will be referred to a disciplinary committee, which may incur suspension or expulsion.
4. Recurrent suspension may lead to expulsion from school.

SCHOOL POLICIES, PROCEDURES AND CONSEQUENCES

I. INTRODUCTION

This handbook highlights many discipline and behavior problems that may occur within school. It is by no means an exhaustive listing of all situations or circumstances. Other problems or infractions will be handled on an individual basis. Discipline ranges from verbal warnings to expulsion from school.

Policy: Students have the responsibility to follow school rules and regulations. Corrective measures are designed as deterrents to unacceptable actions and behaviors.

II. FORMS OF DISCIPLINARY ACTIONS

Below are explanations of two of the most common forms of disciplinary actions taken by administrators: detention and suspension:

DETENTION

1. After school detention will be assigned only by an administrator. Students will receive a detention slip stating the reason detention was given, dates to be served, and rules and conditions to be followed during detention. It is the student's responsibility to take the slip to the parent/guardian for a signature and return it on the day of the assigned detention 3:30 – 5:30.
2. Detention is held from 3:30 – 5:30 pm or on a Saturday in a designated classroom. Students will be under supervision at all times in detention. Transportation arrangements must be made between the parent's and students.
3. Students must attend detention on the assigned day, unless absent from school. Students absent on the assigned detention day are to serve detention on the day of return to school.
4. Students who fail to attend detention will be suspended at home on the following day for their failure to comply with school regulations. The missed detention must be made up on the day the student is reinstated or on the following Saturday.

SUSPENSION

1. There are two categories of suspension: in-school and at-home suspension. Suspension will be assigned only by the School Director or a delegated administrator.

2. A conference between an administrator, parent/guardian, and student is required before a student can return to classes.
3. While on at home suspension, students are not to be on or near school grounds or associating with other students during school hours.
4. Students cannot attend any school-sponsored activities while on suspension. Students will receive zeros on all work done while they are on suspension and no make up work is permitted.

III. ATTENDANCE

Policy: It is the responsibility of every student to attend all classes. **As Eastwood College is an Evangelical school, Chapel attendance is compulsory.**

A. EXCUSED ABSENCES

An excused absence will be granted for illness, family emergency, medical necessities which cannot be cared for on non-school time, pre-approved non-school sponsored activities (such as family educational trips), or participation in school-sponsored activities. A note from a parent/sponsor is required on the first day of return to school. Make-up work is permitted.

Procedures:

1. Re-admission for Excused Absence:

- 1.1 Students desiring an excused absence must present a note from a parent/guardian (on the first day of return to school) to administration between 7:45 and 8:00am. An activity permission form is accepted for excused school-sponsored activity absences.
- 1.2 Absence will be determined as excused or unexcused.
- 1.3 A re-admit slip will be issued by the School Director or a delegated administrator for all excused absences.
- 1.4 It is the student’s responsibility to present the re-admit slip to each teacher on the day of return.
- 1.5 It is the student’s responsibility to arrange for make-up work on the day of return.

Consequences:

Students who will have their late arrival recorded as unexcused.

<u>SAMPLE ABSENCE NOTE</u>	

	Date of return
_____ was absent on _____	
Student’s Name	Date/s Absent
Because _____	

Parent/Guardian	Signature

2. Signing In Upon Late Arrival

2.1 The student is to report directly to the administration upon arrival and sign in at the reception and receive a slip to be handed to the supervisor or teacher.

2.2 The student will present a note from a parent/guardian. A parental note is not needed when a student is late because of a school bus delay. The late arrival is excused, provided the student reports directly to the receptionist upon arrival.

2.3 The student will receive a late permission slip to present it to the teacher of the current class session.

2.4 The first 3 unexcused late-arrivals count as are treated as one-day unexcused absence. Each subsequent unexcused late arrival results in after school detentions.

Consequences:

Students who fail to follow the above procedure will have their late arrivals recorded as unexcused absences.

3. Signing Out of School during the School Day

3.1 A student must report to the School Director or a delegated administrator prior to leaving the campus for any reason.

3.2 The student must present a note from the parent/ guardian to receive permission to leave the campus.

3.3 Upon return to school, the student is to follow the “Signing In Upon Late Arrival” procedure.

Consequences:

Students not signing out before leaving school are unexcused.

4. Emergency Leave

4.1 The student or parent/ guardian is to notify the School Director of the emergency situation.

4.2 Special arrangements for make-up work will be made depending upon length of absence and circumstances. Every effort will be made to accommodate the family.

Consequences:

Students leaving the school without parent or sponsor notification are unexcused. No make-up work will be authorized.

B. UNEXCUSED ABSENCES

An unexcused absence is one that is not listed above. Make-up work is not permitted. These may include, but are not limited to:

1. Students skipping school. Students found or reported outside the building during class time without a pass or having “Signed out”.

2. Students leaving school without permission.

3. Students arriving late without permission.

4. Students on suspension from school.

5. Students not having a note from a parent/guardian on the first day of return after an absence.

Consequences:

1. Students listed with an unexcused absent will not be granted make-up privileges for days missed.

2. Parents will be notified regularly of all absences.
3. The student will be subject to the following schedule of disciplinary action for unexcused absences in a particular class period:
 - 1 absence – 1 detention
 - 2 absences – 2 detentions
 - 3 absences – 1 day of suspension
4. Excessive absence or truancy may be grounds for the initiation of expulsion proceedings.

IV. UNIFORM POLICY: Gr. 1-12 students must always wear the approved school uniform (including on Field Trip Days). All personal items must be named. Acceptable jewelry is a wristwatch and single small earring (girls only). No nail polish or make-up. Low-heeled shoes, sports shoes only. Unnatural hair color is not allowed. Long hair must be tied up for girls and shortly cut for boys. No mousse/gel is allowed. Caps/Hats are for outside wear only. **PE uniform** must be worn on PE and House Sports days. On NO UNIFORM days acceptable and decent clothing only.

Consequences: Forbidden items will be confiscated and make-up removed. Incomplete uniform 1st time = warning and a letter home. 2nd time = not allowed to attend classes and parents are called.

V. INCOMPLETE HOMEWORK

Students are expected to hand in their assignments on time to their teachers.

Consequences: Students, who fail to hand in the assignments, will be asked to resubmit the work prior to entering the class. Repeat offenders will be asked to hand in three copies of the work before being admitted to class.

Persistent homework offenders will be asked to stay after school to finish five copies of the given assignment before leaving for home.

V. UNPREPARED FOR CLASS

Policy: It is the responsibility of every student to be present in class and ready for lessons with all materials, including books and pens, at the start of class.

Consequences: Students will be required to write all class work three times by the next day. If not done, students will write it five times at school.

VI. HALL PASSES

Students must have a permission slip while out of class.

Consequences: Disciplinary action will be taken by the administrator.

VII. INAPPROPRIATE LANGUAGE

Policy: Use of obscene or socially unacceptable language or actions will not be tolerated. Students have a responsibility to others to avoid use of inappropriate language.

Consequences: Students violating this policy will be referred to an administrator for further action.

VIII. UNAUTHORIZED ITEMS

Policy: Nuisance items, cellular phones, I-pods and cassettes/CD players, etc... are not allowed on buses or school grounds.

Consequences:

1st offense: The item will be confiscated. A parent/guardian is required to retrieve the item. A possible detention/suspension may be assigned depending upon the severity of the problem.

2nd offense: The item will be confiscated and not returned until the end of the year.

IX. USE OF TOBACCO PRODUCTS

Policy: Eastwood College policy prohibits smoking, possession and/or using all tobacco products by students while attending school and during all school activities. Tobacco products, therefore, may not be used on the school campus, on the school buses and within half a km radius from the school.

Consequences:

1st offense: One day suspension.

2nd offense: Two additional days of suspension.

3rd offense: Expulsion proceedings initiated.

4th offense: Chewing gum: free school.

X. PUBLIC DISPLAYS OF AFFECTION

Policy: Display of affection in school will not be accepted.

Consequences:

1st offense: Warning and counseling.

2nd offense: Letter to parent.

3rd offense: Referral to an administrator for further action.

XI. CHEATING

Cheating is a deliberate act where a teacher has proof or evidence showing clearly that such an irregularity has taken place. (This information must be reported and presented to the School Director).

Policy: Cheating will not be tolerated and will be dealt with severely.

Consequences: The following steps will be taken:

1st offense: A letter will be sent home with the student informing the student's parent/guardian of the occurrence and the student will also get a zero on the relevant piece of work.

2nd offense: The student will be suspended for a period of two days.

3rd offense: The matter will be referred to the School Disciplinary Committee which will officially notify concerned parties of their decision. The consequences could be as severe as expulsion from school.

XII. DISRUPTIVE OR UNACCEPTABLE BEHAVIOR

A. WARNINGS

3 warnings: 1 detention

6 warnings: 2nd detention

9 warnings: community service or cleaning during detention

- 12 warnings: Saturday detention (four hours)
- 15 warnings: Saturday detention (two hours)
- 18 warnings: Two days suspension
- 21 warnings: Three days suspension, referred to Disciplinary Committee.
- 24 warnings: Expulsion proceedings begin

If a student receives 12 warnings in one Trimester, he/she will be referred to the Disciplinary Committee and placed on probation.

Policy: Any disruptive or unacceptable both in and out of the classroom and in the buses will result in an official warning from the teacher and will be respect to the administration.

Students who receive six or less warnings in one Trimester will begin the following quarter with a clean record.

Bus Behavior. POLICY: all students will sit on their seats, keep hands inside the bus, keep the bus clean by throwing trash in the bags, speak in a quiet voice, and not disturb the bus driver or other students. Elementary students must get on the bus straight after school.

Consequences: warning and talk with the Administrator in charge of bus transport, with a note to parents. Repeated problem students will have bus privileges removed for a period of time.

B. Trimester Expulsions from Class.

There are two types of expulsions:

1. The student is asked to leave for five minutes to calm down
2. The student leaves the class for the whole period, which leads to detention automatically.

During a Trimester:

1st expulsion: 1 detention student and teacher must meet with the School Director or delegated administrator and the Counselor during the first break after the offense.

2nd expulsion: 1 detention same as above and parents/guardian must come to meet with the administration.

3rd expulsion: 1 day suspension and parents/ guardian come for meeting.

4th expulsion: The student meets with the Disciplinary Committee, and is placed on probation.

Continuous expulsions from class may lead to expulsion from school.

XIII. FIGHTING OR THREATENING BEHAVIOR

Policy: Fighting, wrestling, or behaving in a threatening or unsafe manner will not be tolerated. All parties involved in an altercation are subject to disciplinary action.

Consequences:

1st offense: One to three days of suspension

2nd offense: Four to ten days of suspension

3rd offense: Expulsion procedures initiated

XIV. THEFT, DESTRUCTION, VANDALISM

Policy: Theft, destruction and/or vandalism of personal or school property including buses, will not be tolerated at any time. Lockers are school property.

Forcing locker doors open damages them. Graffiti and defacement are considered vandalism.

Consequences: The parent/sponsor will be charged repair or replacement cost. The student will be suspended for a period of time proportionate with the severity of the offence.

XV. DRUGS, WEAPONS, POTENTIALLY DANGEROUS/HARMFUL ITEMS

All non- prescription drugs and all weapons are not allowed on school premises.

Consequences: Students possessing any kind of drugs or potentially harmful items will be referred to the Disciplinary Committee, which could lead to immediate expulsion from school.