**Selle Valley Carden School Code of Student Conduct**

Selle Valley Carden School is committed to providing a positive learning experience that will be the cornerstone of your child’s future success. Our focus on a child’s overall growth enables not only academic readiness and preparedness, but also their social, emotional, and physical growth. Children get the opportunity to explore, question and learn—within a fun and supportive environment. We believe that each child has unique and individual talents and interests. Our teachers honor these differences with customized attention and activities to help each child learn and grow at their own pace, in their own style.

An essential part of this mission is to promote the development of students with strong Christian ethics and moral values. As a result, our School Code of Conduct has been established to assist in fostering personal integrity and responsibility among our students. The responsibility for ensuring proper development has been charged to the administration, faculty, and staff by the School Board of Selle Valley Carden School. We believe that this responsibility should not be taken lightly, but should be measured with Christian love, grace, and understanding for the well-being of our students. As a part of this responsibility, we must serve as good role models for our students by living Christ-centered lives ourselves to promote appropriate conduct through our actions and words.

**Expectations**

Selle Valley Carden School students are expected to

* Be Respectful.
* Be Responsible.
* Possess Integrity.

**Guiding Principles**

The School Code of Conduct is not intended as an exhaustive list of misconduct. As a result, Selle Valley Carden School reserves the right to discipline a student for any conduct the School deems inappropriate even though not specifically mentioned in this Code.

All sanctions and consequences are designed to be fair, redemptive, and instructive, with an emphasis on growth and development.

The nature and severity of sanctions are based on the severity of the incident, past behavioral patterns, as well as the maturity and emotional state of the student in question. If at all possible, initial intervention for disciplinary problems should be minimal with an emphasis on caution, reasoning, and counseling. Throughout any disciplinary process, grace and forgiveness should be guiding forces, while maintaining a firm and uncompromising position on inappropriate behaviors.

While Selle Valley Carden School has no direct control over students and accepts no responsibility for students outside of school operations and activities, we do reserve the right to discipline students for inappropriate behavior because it reflects on the school.

A student who has knowledge that a violation could occur may be considered an accomplice. A student who finds himself directly involved in an inappropriate incident or potential incident has the responsibility to remove himself to avoid implication (II Timothy 2:22).

Parents and students have the right under the School Code of Conduct to appeal any decision following standard procedures. However, they have the responsibility of addressing the concern along each level of the process prior to appealing it to a higher authority (Matthew 18: 15-17).

**Violations Defined**

According to Selle Valley Carden School, violations are divided into two categories based on the severity of the action. While administrative responses to these violations are based on the category in which the behavior falls, additional factors including past behavior will be factored into the decision- making process.

**Category I - Minor/ Moderate Violations**

Are those which negatively affect the teacher's or school's ability to meet educational commitments to our students. These include repetitive minor behavioral violations which the assertive discipline plan has ineffectively discouraged. These behaviors include, but are not limited to:

* chewing gum.
* eating in class without permission.
* being tardy to class.
* talking in class.
* failing to follow directions.
* failing to complete assigned tasks.
* behaving impolitely.
* classroom disruption.
* defiance of authority.
* propagating dissention.
* verbal or physical abuse.
* excessive tardiness.
* dress code violation.
* deceptive behavior.

Category I behaviors that are determined to be habitual and/or continuous.

**Category II-Serious Violations**

Serious violations are those which require the immediate attention of a school administrator because of severity or continuous action of Category I violations. These behaviors include, but are not limited to:

* continuous classroom disruption.
* dishonesty and other forms of deception.
* misuse of school property including inappropriate use of technology, unauthorized use of School.
* equipment, and trespassing on campus after school hours.
* skipping class including extended tardiness and truancy.
* obscene or lewd behavior.
* possession of pornographic or sexually explicit material.
* physical, sexual, or verbal abuse.
* slander or libel.
* unauthorized possession of a weapon including guns, knives, batons, bladed tools, pepper spray and any additional items considered dangerous by the school administration.
* commission of any crimes or misdemeanors, on or off campus, including (but not limited to) possession of alcohol, tobacco, or illegal drugs, immoral behavior and destruction of property.
* insubordination to a school authority including (but not limited to) walking out of class, failing to follow field trip procedures, leaving campus without permission, continuous and willful violation of school rules.
* behavior which potentially endangers another's safety.
* cheating, including plagiarism and intentionally assisting another student to cheat.
* sexual misconduct or immoral behavior (on or off campus) including inappropriate displays of affection at school.
* failure to follow through with disciplinary disposition (i.e. failure to attend detention).
* inappropriate fanatical behavior at an athletic event.
* Category I behaviors that are determined to be habitual and/or continuous.
* any infraction determined to be severe by the administration.

**Consequences Defined**

Student Communication

We are blessed at Selle Valley Carden School to have a student body who posses intelligence. This allows the faculty and administration to rely on reasoning to encourage appropriate behavior. As a result, our primary consequences are based on positive communication with our students. Most communication is preventative in nature and is designed to make students aware of our expectations to avoid situations where they unknowingly exhibit inappropriate behavior.

For this reason, teachers begin the year teaching students the rules and regulations for their individual classes and the school as a whole. Each teacher is also required to maintain an assertive discipline plan which includes a concise and concrete set of rules and reinforcements designed to teach correct behavior. In addition, teachers are encouraged to talk to students regarding inappropriate behavior in such a way as to encourage the students and avoid embarrassment.

Parent/Teacher/Administrator Communication

It is our belief that the primary biblical source of guiding student behavior should be the parents. Our mission for maintaining appropriate student behavior is to form a partnership between the school and parents allowing parents to handle as many problems as possible. However, when the parent is in need of assistance it is our responsibility to ensure that we maintain an optimal academic environment for all of our students. Our secondary consequences are parent contacts including letters, e-mails, phone calls, and parent conferences. However, when these forms of communication are no longer effective, graduated consequences are required.

Confiscation of Contraband

Students who bring contraband on campus or use unauthorized items inappropriately (i.e. cell phones) will have the item confiscated by a teacher or an administrator. If a teacher determines that an item is inappropriate and should be confiscated, the parent is to be notified. If the student continues the behavior, they may be denied the right to bring the item on campus for a specified period of time.

Detention

If communication is ineffective in solving disciplinary problems, the student may be assigned a detention to reinforce appropriate behavior. The structure of Selle Valley Carden School's detention program is graduated in nature. For classroom problems teachers may choose to assign their own afterschool detention as a part of their assertive discipline plans. This level of reinforcement requires no administrative referral and would not be used to determine a pattern of student behavior. A more serious form of detention would be associated with an administrative referral. This would allow the Administrative Faculty to keep a record of detentions (either morning or afterschool) based on the frequency and serious nature of the problem. The administration reserves the right to assign menial tasks of labor associated with detentions as additional reinforcement.

Denial of Class

Students may be denied class pending a specified action, such as a required parent conference or returning school property. Students denied classes will not be allowed to make up work missed unless specified by an administrator.

Suspension

A suspension is a denial of the right of a student to attend school. The purpose of a suspension is to send a clear message to the student that the behavior is unacceptable. Students will be given an essay assigned by the school administration to be completed prior to their readmission to school. The topic of the essay will be determined by the school administrator. Once a student has been suspended for five days within a school year, he/she will be considered for expulsion. A suspended student will receive a zero for any missed assignments or tests during the period of suspension. Students are not allowed on campus or to participate in any school activities during the period of their suspension. For a serious Category I violation or when it has been determined that negative behavior has become habitual, further violations may result in a recommendation for expulsion.

Expulsion

Expulsion refers to the permanent dismissal of a student from school. It is considered an absolute last resort to be used when all attempts to correct disciplinary issues have been exhausted. At this point it is determined that a complete change of environment is in the best interest of the student. An expulsion may also be justified when a student commits an act so severe that it threatens the safety of our other students or severely inhibits Selle Valley Carden School from meeting obligations to our other students. Finally, an expulsion may be necessary if a parent continuously refuses to support the school in our efforts to correct inappropriate behavior of our students and support our mission to promote a positive **Christian** learning environment.

**Recommended Consequences**

Recommended Consequences of Category I Violation

* Assertive Discipline Plan
* Student Conference/Warning
* Parent Contact
* Confiscation of Contraband/Pending Action
* Parent Conference
* Detention
* Denial of Class/Pending Action
* Suspension

Recommended Consequences of Category II Violations

* Immediate Referral to an Administrator
* Confiscation of Contraband/Pending Action
* Required Parent Conference
* Detention
* Denial of Class/Pending Action
* Suspension
* Expulsion

**Discipline for Off Campus Behavior**

During times that students are outside of school operations and school-related activities, they are not under the direct supervision of the school and are not subject to the consequences of the Selle Valley Carden School Code of Conduct. However, as a part of their agreement to enroll children in school, parents have agreed to support the school in its educational endeavors to accomplish our vision, mission, and goals. As students represent the school at all times, their behavior outside of school operations and activities may reflect on the overall effectiveness of the school. As a result, the school has a responsibility to hold students accountable under certain circumstances.

**Attendance Policy**

There exists a direct relationship between student success in the classroom and regular attendance. It is impossible to replicate the quality of education a student misses when making up work following an absence. It is imperative to the educational development of the students that they attend school as often as possible. For this reason we strongly encourage that medical appointments, family trips, and other activities be scheduled outside of regular school hours whenever possible. Failure to meet the classroom minimum standards for attendance may prohibit a student from advancing to the next grade.

**Number of Allowable Days Absent**

A Student may not miss more than 20% of scheduled school days without prearrangement with the teacher. A parent may excuse their child each semester for one of the reasons listed below (under excused absences). In addition, a student may be excused by the student's teacher if the student is passing all classes for the semester in which the absence is scheduled. In order to secure teacher permission, a parent must make a written request (e-mail or note) in advance of the planned absence. There is no limit on the number of days which are excused by a doctor, however the student is fully responsible for making up all assignments and passing the class within the time frame specified by school policy. Doctor's excuses should be submitted within one day of the student returning to school.

**Excused Absences**

Student absences will be considered excused for the following reasons

* illness.
* medical appointment.
* severe illness of a family member.
* death of a family member.

Make-up Work

Students have three days following an absence in order to make up assignments and tests. Students have one additional day beyond the initial three days for every day they are absent up to one calendar week. If a student misses an extended leave due to a medical absence, the parent may request an accommodation planning meeting to develop a schedule for making up assignments.

Consequences for Excessive Absence

* A disciplinary notification will be e-mailed by the teacher for the first unexcused absence.
* A parent conference will be required following a third unexcused absence.
* All additional unexcused absences will require a student after school catch up session at the cost of $100. The fee will be administered if the student fails to report as scheduled.
* If a student obtains more than fifteen unexcused absences in a semester he/she will be brought to the administrative faculty for discussion on grounds of expulsion.

Tardy Policy

School starts at 8:00 a.m. If a student does not report to school on time, the students will be reported as tardy. If they are late more than two times each nine weeks, possible consequences include a warning, parent notification, or a required parent conference. Once a student has been identified as being regularly tardy to class, it will be treated as a Category II violation.

**Dress Code**

Expectations

Pants/ jeans are permitted. Leggings must not be worn as pants.

Shorts are permitted depending on weather, but must be within 3-4 inches from knees.

Shirts and sweaters-Long and shorts sleeve shirts are allowed. T-shirts should not have controversial logos or designs.

Dresses, skirts, and jumpers are allowed. Dresses should be no more than two inches above the knee.

Jackets and sweatshirts must fit appropriately and be worn with an approved shirt. Sweatshirts must be void of controversial logos and messages.

**Selle Valley Carden School**

**Code of Student Conduct**

**Student/Parent Contract**

We request that students in grades four through eight and all parents sign below to confirm that you have received and reviewed the Code of Conduct and agree to the following principles of this contract. Please return the contract to your child's teacher. Thank you for your continued support for the policies of Selle Valley Carden School.

Parents:

1. I have received a copy of the Selle Valley Carden School Code of Student Conduct.

2. I have read the Selle Valley Carden School Code of Student Conduct and feel I have an overall understanding of its rules and procedures.

3. I agree with the educational and behavioral standards for my child as a student at Selle Valley Carden School.

4. My signature indicates my permission for Selle Valley Carden School to teach my child appropriate behavior from a Christ-centered Biblical perspective.

5. My signature indicates my permission for the administration and faculty of Selle Valley Carden School to enforce the rules and standards of conduct as outlined in the Code of Student Conduct.

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Parent Signature Date

Students:

1. I have received and read the Selle Valley Carden School Code of Student Conduct and agree to comply to the best of my ability.

2. I understand the goals and behavioral standards expected of me as a student, as outlined in the Selle Valley Carden School Code of Student Conduct.

3. I understand that violations of the Code of Student Conduct will result in discipline and that repeated violations which reflect complete defiance of authority may result in my dismissal from Selle Valley Carden School.

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Student Signature Date