

children so that their choices are based on worthwhile motives. To do “the right thing for the right reason” is true moral development and a means for developing personal responsibility and respect toward self and others.

Discipline is handled in each class by the classroom teacher. The teacher may contact the parent when a problem occurs. This may be done via telephone or a teacher’s report of unsatisfactory conduct. When a notice is sent home, parents are expected to discuss the reason for the notice with the student, sign it and return it to the teacher the next day. If there is a question, parents should contact the teacher directly to resolve the problem. If, after this communication, the situation does not improve, then a principal-parent-teacher conference can be scheduled. Students in grades 3-8 may serve WEEKLY disciplinary detention.

We expect students to treat adults and one another with respect, to follow regulations which are made for safety and order, and to cooperate with others in the learning process.

#### STUDENTS SHOULD:

1. Show respect and concern for one another and for adults by:
  - (a) listening to the speaker
  - (b) using polite language such as “please”, “thank you”, “pardon me”, etc.
  - (c) avoiding personal, verbal or written abuse of students or school personnel
  - (d) cooperating with teachers and all adults in a supervisory position.
2. Complete required assignments and participate actively in class work.
3. Maintain appropriate classroom behavior by:
  - (a) not disturbing other students
  - (b) maintaining silence during instruction times
  - (c) participating in projects and discussions when assigned
  - (d) having the necessary school supplies.
4. Play in designated areas on the playground.
5. Use containers for trash to keep the school yard and classrooms free from litter.
6. Refrain from damaging books, materials and other school facilities. Each student is responsible for the set of textbooks assigned to him/her. If a student defaces school property in any way, he/she will be expected to pay for the repairs.
7. Maintain covers neatly on books at all times.
8. Be well groomed and wear the school uniform each day in a clean and neat manner.
9. Be on time for school each day and not leave school without permission.
10. Follow school rules before and after school and at the recess period.
11. Play in a way that is fair and kind during recess and lunch.
12. Settle problems in a positive way and ask adults for help in doing this. **Intimidation or harassment of any kind is not acceptable.**
13. Refrain from gum chewing on school or church grounds or during school activities.
14. Refrain from riding bikes, skateboards, or roller-skates in the school yard.
15. Refrain from bringing toys, cameras, electronic equipment and music devices, pagers, radios, C.D. or MP3 players, video games or cartridges to school. Students who bring these items to school risk having them confiscated. The school cannot accept responsibility for recovering lost personal items.
16. Refrain from bringing weapons of any kind, including toy replicas, onto campus.
17. Refrain from bringing alcohol, white-out, fireworks, cigarette lighters, matches, tobacco products or drugs of any kind onto the campus. (All medication must be accompanied by the proper authorization and be administered in the school office.)
18. Abide by school cell phone policy. All phones must be checked into office in the morning and picked up after school. Students may not use cell phones anywhere on campus.
19. Refrain from signing parent/guardian name on school documents.

#### **C. BEHAVIOR AND WORK HABITS GRADING SYSTEM**

Behavior and work habits grades are based on the observance of class and school rules inside and outside the classroom. All students are responsible for the academic atmosphere of the classroom and contribute to the development of a classroom environment conducive to learning. Any behavior which detracts from the teacher’s ability to teach, the student’s ability to learn, or other students’ ability to learn is unacceptable. Since this is part of scholarship and academic responsibility, a student who receives below a “G” in behavior and work habits is not eligible for academic honors.