

STUDENT DISCIPLINE POLICY AND PROCEDURES

General Principles

The ultimate goal of the Academy in establishing the Discipline Policy and Procedures is to develop students who are wise. Wisdom is looking at and reacting to life from God's perspective. All that are involved in disciplining children in the home, in the school, and in the church are directed toward wisdom. Students are consistently taught to put off negative character qualities and put on positive character qualities. This is done through discipline that is grounded on firmness and love, with emphasis on who the student is, not what the student does.

At GCA, the classroom teacher is the primary educator of the students, and that includes character training. All other offices in the school are support groups in the character development of students. Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect for or confidence in either parents or teachers will harm the child. When there is a misunderstanding, a student should take it quickly to the teacher. Often a conference or even a note can clear up the difficulty.

GCA is dedicated to developing young men and women of Christian character and integrity. It is important as parents, teachers, and administration to be consistent with our children so that they clearly understand what is expected of them. We believe that established discipline within the classroom and the home is not only Scripturally admonished, but educationally sound.

The following are some general principles for all students to follow:

Classroom courtesy

Students are expected to maintain a friendly and disciplined academic atmosphere, always being courteous to one another and respectful of other cultures.

Teachers are the classroom authority.

Teachers require the cooperation and respect of students in order to be effective educators.

Obedience to authority

Any school employee is in authority over the student and the student is expected to show obedience and give respect to such individuals.

Showing proper respect for school property

Students are expected to respect the blessings of the Lord, including the grounds, buildings, and the entire campus. Vandalism and any such actions will not be tolerated on campus.

English is the official school language.

Because this is an English speaking school preparing for students for higher education, we feel it is beneficial to the student to learn to speak and understand English proficiently. Therefore, it is mandatory that English be spoken in the classroom during the regularly scheduled periods, except during foreign language classes and/or with teacher's permission.

RESPONSIBILITY ITEMS POLICY

The development of a student's sense of responsibility depends largely on the partnership of the parents and the school. Educational performance is enhanced when the student learns to be responsible. As part of the training and academic monitoring, homework and incomplete seatwork are considered responsibility items.

If a student fails to submit responsibility items once in a given week, parents are notified by phone and notification is logged. If it occurs twice in a given week, the following procedures take effect upon the second offense:

1. Conference with the Guidance Officer – Student will be counseled and warned of future consequences; and will receive a "0."
2. Steps of Discipline for Major Infractions will be followed for visits, thereafter.

CHEATING POLICY

Students are encouraged to do their own work and to help their classmates when in need. But when students are caught looking at another student's paper or using other such means to answer questions on tests, quizzes, or exams or committing plagiarism for writing assignments, the Guidance Officer (GO), and the parents are immediately notified. Students are given a zero (0) for coursework: plus Steps of Discipline for Major Infractions is followed.

Pre-Meditated Cheating

A student caught in possession or passing copies of exams, tests, quizzes, answer keys, or cheat notes. Students are given a zero (0) for coursework: plus Steps of Discipline for Major Infractions is followed.

Impulsive Cheating

A student who: looks at another student's paper, asks another student for answers, gives another student answers, looks at book or notes during the test, passes notes, or speaks in another language during the test. Students are given a zero (0) for coursework: plus Steps of Discipline for Major Infractions is followed.

DETENTION

Detention is a discipline measure the academy uses in which the student is required to stay after school (3:30 – 4:30 p.m.) in a monitored un-air conditioned room (an industrial fan is supplied). The student is not allowed to socialize, have musical instruments, have any electronics, or work on any school related assignments. In addition, the student must follow the guidelines posted in the detention room, and obey any instructions given by the supervising faculty. The student may be allocated supervised work detail or given assigned reading material. Detention notices will go out to the parents one to two days before any scheduled detention. Failure to serve detention will result in other forms of discipline.

CORPORAL DISCIPLINE POLICY

Corporal discipline is administered when the student has committed infractions in certain categories. The respective Guidance Officer (GO) or Principal carries it out, with a witness present in the room. A wooden paddle is used and one to three swats is given depending on the severity of the infraction. As much as possible, parents are notified of the action on the same day by phone. If attempts fail, then a notice is sent home with the student.

1. The offense is clearly discussed with the student.
2. Staff will discuss Scriptural applications and pray with your child.
3. Students are not physically restrained.
4. The corporal discipline measure is recorded.

This type of consequence is to help produce a positive in-class behavior.

Scripture: “He who spares the rod hates his son, but he who loves him is careful to discipline him.” Proverbs 13:24

SUSPENSION

Suspension is the removal of a student from school for a specified period of time (1 to 5 days) for a certain unacceptable behavior listed in the discipline policy. If a student serves in-school or at home suspension, those days are considered as unexcused absences.

1. A conference between the parents and a school official will be necessary before the student is allowed to return to school after each suspension
2. A suspended student will receive a zero for the period of suspension in all of his/her classes on all schoolwork, quizzes, exams, or projects.
3. The student is limited to three (3) suspensions in a school year. Any major infraction thereafter will result in **expulsion**.

PROBATION

Probation is enforced if a student exhibits inappropriate behavior and continues to receive discipline consequences or have academic problems.

1. Academic probation from the Principal
 - a. Low score on diagnostic tests for new students
 - b. Unsatisfactory academic progress within a nine-week period
 - c. Returning students with low academic grade
2. Discipline referral by Guidance Officer
 - a. When a student loses three or more points
 - b. Transferring students who may have discipline problems in former school
 - c. Returning students with discipline problems the previous year will be placed on probation for first quarter.
 - d. Students with two suspensions in a year.

Entering Probation

Probation takes effect after the student's performance is reviewed and found unsatisfactory. A conference is held with the student, parents, principal, and the guidance officer.

Probation Period

Probation period lasts for a minimum of three weeks, at the discretion of Guidance Officer and Administration. Student participation in extracurricular activities is suspended and all privileges are revoked during this period. Positions of trust and leadership are removed. Progress reports are given to parents every three weeks.

Evaluation Procedures for Probation

1. Academic Probation
 - a. The teacher reviews grades and other student behavior.
 - b. The principal evaluates grades and sends the progress reports to the parents.
2. Disciplinary Probation
 - a. Discipline records are reviewed.
 - b. Guidance officer initiates meeting and prepares progress reports.

KINDERGARTEN AND ELEMENTARY DISCIPLINE

General Rules:

1. Students are to receive permission before speaking or answering and before leaving a seat.
2. Chewing gum is prohibited **anywhere on campus**.
3. Students are expected to be in authorized areas only.
4. Students are prohibited from bringing distracting items to school (i.e. toys, electronic games, cards, knives, dolls, water pistols, BB guns, yoyos, etc.) unless it is a part of a class activity.
5. Students must work on assignments given in the classrooms.
6. Students are encouraged to respect and value the culture of others.
7. Students' desks and personal property must be clean and tidy.
8. Tipping classroom chairs are prohibited.
9. Students are required to have materials and supplies necessary for class.
10. Students are to follow teachers' instructions the first time it is given.

Minor infractions

1. Talking without permission
2. Making unnecessary noises
3. Leaving/changing seats without permission
4. Eating in class without permission
5. Being in unauthorized areas
6. Possession of distracting items
7. Not following directions
8. Making fun of others/teasing/pestering other students
9. Not lining up properly
10. Tipping chair
11. Untidy desk area
12. Writing/Passing notes
13. Reading or writing unrelated material
14. Chewing gum
15. Not showing effort to do work
16. Not having proper materials
17. No uniforms or Incomplete uniforms
18. No parent signature on assignment(s)/test(s)/quiz(zes)
19. Not returning a signed reply slip or disciplinary action notice
20. Possession of unapproved items during class time (pagers, cell phones, radios, tape/cd players, videos, deck of cards, game boys, and other such items)

Note: Cell phones and all electronic devices should be turned into the homeroom teacher before the start of the school day.

Major infractions

If a student commits any of the major infractions listed below, parents will be notified and the student counseled. If the infraction is repeated, the student is referred to the Guidance Officer with the Disciplinary Action Notice Form.

1. Cheating (see cheating policies and consequences)

2. Outright disobedience
3. Swearing/Cursing/Using derogatory terms or slang words to put other person(s) down
4. Damaging school property
5. Lying to teacher or staff member
6. Stealing
7. Arguing with teacher or staff member
8. Fighting/Bullying/Injuring another student or teachers, verbally or physically
9. Smoking, chewing betel nut or tobacco
10. Possession of drugs or alcohol
11. Writing graffiti/Carving on school property
12. Inappropriate behavior/language (written or verbal)
13. Responsibility items (See Responsibility Items Policy)
14. Others deemed necessary by the administration

GUIDELINES TO DISCIPLINE POLICY AND PROCEDURES

It is very important when teaching to use visuals and manipulative to help students learn, comprehend and retain knowledge. A discipline plan using visuals and manipulative has been proven effective in this department.

Teachers follow a plan in disciplining students. This plan uses a key with different colors for each step. Each key with the child's name is placed on blue at the beginning of the day. After a rule has been violated, the student must change the key to the next color. This allows students to realize a rule is broken and to visualize the consequences. At the K4 – 3rd grades, the colors are as follows:

Blue:	Great behavior
Green:	First infraction
Yellow:	Second infraction
Orange:	Third infraction
Red:	Fourth infraction

The consequences to each infraction (misbehavior) are listed below in the Methods of Discipline section.

At the 4th through 6th grade level, colors are as follows:

Blue:	Great behavior
Yellow:	First infraction
Orange:	Second infraction
Red:	Third infraction

Steps of Disciplining for Minor Infractions:

The consequences for not making good choices are as follows:

Kindergarten to Grade 3

- A. First Infraction – 1st warning, student will be counseled – key moves to green
- B. Second Infraction – 2nd warning, key moves to yellow, time out or loss of privilege in class
- C. Third Infraction – 3rd warning, key moves to orange, teacher contacts parents
- D. Fourth Infraction – Key moved to red, treated as a Major Infraction.

Grades 4 – 6

- A. First Infraction- First warning, student will be counseled, key moves to yellow
- B. Second Infraction- Second warning, key moves to orange, teacher contacts parents
- C. Third Infraction – Key moved to red, treated as a Major Infraction.

Kindergarten to Grade 6

The following procedures are in effect when a phone call is made during one school week:

- First call: Teacher talks with parents (phone or in person)
- Second call: Parent conference with the teachers concerned
- Third call: Treated as a Major Infraction
- Fourth call: Parent/Student conference with the Guidance Office

Methods of Discipline Administered at the Kindergarten and Elementary (Kindergarten to Grade 6)

General Procedures

When a student commits a Major Infraction in or out of the classroom, the teacher or witnessing staff shall refer the student to the appropriate GO and parents shall be notified personally or by phone.

Steps of Discipline for Major Infractions (Kindergarten to Grade 6):

1st Red Key: The student is counseled and parent(s) notified by the supervising faculty or staff. Also, the loss of one privilege is administered.

2nd Red Key: Visit to the Guidance Office, Loss of Privileges (two or more), Loss of eligibility of Character Award and possibility of Academic Award (due to category or severity of infraction).

Students lose their privileges of being with classmates for one or more of the following activities: lunch, snacks, recess, physical education, and/or others deemed necessary.

3rd Red Key: Consequences of 1st and 2nd Red Key, Parent Conference with GO and teacher.

Conference to discuss problems and how the school and home may work together to help the student make better choices. Further consequences will also be discussed.

4th Red Key: Corporal Discipline and Parent Conference with GO, teacher, and principal.

5th Red Key: Suspension, All Coursework receives a grade of "0", Disqualified from Academic & Character Awards

An individualized discipline plan (IDP) is developed for the student, who is placed on discipline probation. All work assignments should be completed. The IDP will include a detailed plan of specific changes in attitude and actions to be expected of the student. It will also include responsibilities of the Parents and the Teachers. The student may not return to the classroom without clearance.

6th Red Key: Conference with the principal, GO, and staff/teacher involved

If the situation continues, the parents, student(s), and other appropriate faculty and staff meet with the principal to review the previous action taken and recommend further course of action.

7th Red Key: Conference with the board chairman

If the situation continues, the parents, student(s), and other appropriate faculty and staff meet with the board chairman to review the previous action taken and recommend further course of action.

8th Red Key: Expulsion

Expulsion is recommended if it is apparent that the school is unable to meet the needs of the student and all efforts to address behavioral or other identified issues. Expulsion requires the approval of the Board.

****Kindergarten to Grade 2: Students are given clean slates in January.***

GUIDELINES TO JUNIOR AND SENIOR HIGH SCHOOL DISCIPLINE POLICY AND PROCEDURES

Students are required to sign a student contract confirming their agreement and understanding of all school policies and procedures at the beginning of the year. We believe that when a student becomes a part of GCA, he/she represents the school at all times, whether on or off campus.

General Guidelines:

1. At the beginning of the year, students are given ten points for the entire year.
2. Points are deducted as infractions occur, based on the Category and severity of the infraction.
3. Parents are notified in writing and/or by telephone by the Guidance Officer (GO) when points are deducted. Written notices require parents or guardian's signature to be returned as indicated.

Points System:

The point level will determine the following actions:

1. Nine:
 - a. Conference with the GO explaining proper conduct.
 - b. Additional measures may be imposed.

- c. Ineligible for Character Award, and possible ineligibility for Academic Award due to Category or severity of Infraction.
 - d. Placed on probation from extra-curricular activities (i.e. sports team, mock trial team)
2. Eight:
 - a. Conference with the GO.
 - b. Referral to Pastoral Affairs.
 - c. Additional measures may be imposed.
 - d. If points deducted due to Major Infraction #2, student is removed from extra-curricular activities (i.e. sports team, mock trial)
 - e. Same as #1 , “c”
 3. Seven:
 - a. Conference with parents, student, and GO.
 - b. Referral to Pastoral Affairs
 - c. Additional measures may be imposed.
 - d. Disqualification from all honors and awards
 - e. Same as #1, “c”
 - f. Same as #2, “d”
 4. Six:
 - a. Conference with parents, student, and GO.
 - b. Loss of leadership privileges.
 - c. Loss of privileges for after-school activities.
 - d. Disqualification from all honors and awards.
 - e. Referral to Pastoral Affairs
 - f. Additional measures may be imposed from #1, #2, #3
 5. Five/Four/Three/Two
 - a. Suspension/Conference with parents, student, and principal.
 - b. Student is placed on probation.
 - c. Same as b-f above.
 6. One:
 - a. Conference with the board chairman
 - b. Same as b-f of #4 and #5
 7. Zero: Expulsion

Guidelines

1. Points lost due to a Category Two infraction **will not** be restored.
2. Points lost from repeated Minor Infractions may be restored.
 - a. One point may be restored to students who have not received any infraction for a three-week period.
 - b. Students may request to do work detail for an hour each day after school for two weeks or a total of ten hours to earn back one point.

DISCIPLINE CATEGORIES AND CONSEQUENCES

Misconduct will be classified into three (3) Categories depending upon the severity of the violation.

Minor/Category One Infractions

The classroom teacher will be responsible for enforcing the rules and passing out the consequences in the classroom. The teacher is the authority figure and is the primary character-building trainer of the school. As the authority figure in the classroom, the teacher demands the respect of each student entering his/her class.

Minor Infractions

1. Talking without permission
2. Eating in class without permission
3. Reading or writing unrelated material
4. Failure to obey instructions
5. Leaving seat without permission
6. Chewing gum is prohibited **anywhere on campus.**
7. Writing or passing notes
8. Changing seat without permission
9. Untidy desk area
10. Making fun of others (jokes or gags)
11. Possession of unapproved items during class time (pagers, cell phones, radios, tape/cd players, videos, deck of cards, and other such items) **(See detailed disciplinary measures for unapproved possession of electronic devices during class time.)**
12. Uniform violation (see **Uniform Violation & Consequences section**)
13. Speaking in language other than English (unless otherwise permitted by the teacher)
14. Not fulfilling classroom chores or duties
15. Unexcused tardiness (**see Tardy Policy & Consequences**)
16. Sleeping in class (first offense)

Consequences for Minor Infractions

These infractions will receive immediate consequences issued by the supervising staff/faculty member. The infraction and consequence will then be logged and submitted to the guidance office daily. The consequences could include, but are not limited to:

1. **Loss of free time:** A teacher may choose to keep a student during any free time the student may have such as lunch free time (after the 15 eating time allowed), any period without a scheduled class (for seniors), etc.
2. **Loss of classroom privileges:** A teacher may deny a student the privilege to go on a field trip, class picnic or class function.
3. **Penalties requiring physical exertion;** A teacher may require a student to do push-ups, run laps or other forms of physical exertion as a measure of discipline.

4. **Assigning classroom chores:** A teacher may require a student to do extra classroom chores such as but not limited to sweeping floors, taking out the trash, and cleaning windows.
5. **Assigning a writing assignment:** A teacher may require a student to write an assignment aside from having to do his/her coursework.
6. **Lunch detention:** A teacher may require a student to be in lunch detention: Room A-16

Repeat Offenders

1. If a student receives two (2) Minor/Category One infractions within one class period for any reason, he/she will be sent with a completed Major Infraction form to the guidance office.
2. If a student receives two (2) Minor /Category One infractions within one week in the same class, he/she will receive a single day of after-school detention to be served on the following Wednesday.
3. If a student receives three (3) Minor/Category One infractions for any reason within one week, he/she will be suspended for a day. All consequences for suspension will apply. It will be considered as a Major Infraction.
4. If a student receives four (4) or more Minor/Category One Infractions within a month it will be treated as a Major/Category Two Infraction.

Major “Category Two” Infractions

Activities and actions that are serious in nature constitute a Major “Category Two” Infraction. The school will attempt to work with the student for change.

Infraction List:

1. Fighting: Verbal Responses/Reactions or Physical Responses/Reactions
2. Outright disobedience to a teacher’s instructions
3. Extortion from other students (obtaining money, or personal property from other students by force or threat)
4. Injury to another student or staff from reckless behavior
5. Stealing
6. Truancy (cutting/skipping classes, leaving campus without permission)
7. Consistent failure to respond to correction
8. Vandalism
9. Opening of prohibited web sites
10. Inciting rebellious acts such as fights/ other behavior
11. Bullying – inflicting physical, emotional, and mental distress on another student by means of threats or harmful actions
12. Lying to teachers and staff.
13. Possession and smoking or chewing of betel nut, cigarettes, or tobacco on campus
14. Making harmful threats to students or staff

15. Destroying school property. In addition to initial consequences, the student will be required to pay for damages and present a receipt from the Business Office to the Guidance Officer before returning to class.
16. Driving to school without a license – students will lose driving privileges for reckless action on campus.
17. Transporting other students off-campus without authorization
18. Cheating on exams, tests, or quizzes. (Students receive a “0” for applicable coursework, in addition to consequences listed below.)
19. Swearing/Cursing/Using derogatory terms or slang words to put other person(s) down
20. Leaving the classroom without permission
21. Failure to keep appointment with assigned counselor
22. Forgery of parent’s or staff’s signature
23. Possession of pornographic material
24. Spreading gossip
25. Repeated minor infractions.
26. Speaking to unauthorized campus visitors without permission
27. Possession of firecrackers, stink bombs
28. Causing safety hazards through reckless behavior
29. Refusal to receive correction
30. Being in unauthorized areas (computer room w/o permission), vehicles, offices, wooded area outside campus boundaries, and other areas declared off limits by school administration)
31. Inappropriate behavior/language (written or verbal)

CONSEQUENCES FOR MAJOR INFRACTIONS:

First Major Infraction- Student is sent to the Guidance Office with the Discipline Referral Form (Major Infraction Form) completed and signed by supervising faculty or witnessing staff. The teacher/staff and student need to sign the referral. An investigation is done by the Discipline Officer. The student will be counseled (1pt. deduction) by the Discipline officer and serve one 1 day after school detention. Discipline Policy & Procedures will be administered. Student will be placed on probation (see Probation section) from extra-curricular activities/sports team.

Second Major Infraction- Student is sent to the Guidance Office with the Discipline Referral Form (Major Infraction Form) completed and signed by supervising or witnessing faculty/staff. The teacher/staff and student need to sign the referral. An investigation is done by the Discipline Officer and findings reported to the Principal. Parents will be contacted by the Discipline Officer in writing and a conference will be called with the Principal, Parents, Guidance Officer, and student. The student will serve 3 days lunch and 1 day after school detention and will be counseled by one of GCA’s pastors. Points deducted will be minimum of 2 or maximum of 4 depending on the severity of the Infraction. Student will be removed from extra-curricular activities/sports team. Discipline Policy & Procedures will be administered.

Third Major Infraction – Student is sent to the Guidance Office with the Discipline Referral Form (Major Infraction) completed and signed by supervising faculty or witnessing. The teacher/staff and student need to sign the referral. An investigation is done by the Discipline Officer and findings reported to the Principal. Parents will be contacted by the Discipline Officer in writing and a conference will be called with the Principal, Parents, Guidance Officer, and student. Student will receive one 1 day in school suspension, minimum 5 points deduction, two 2 after school detention, removed from any extracurricular activities, and be counseled by one of GCA's pastors. Discipline Policy & Procedures will be administered.

Fourth Major Infraction- Student is sent to the Guidance Office with the Discipline Referral Form completed and signed by supervising faculty or witnessing. The teacher/staff and student need to sign the referral. An investigation is done by the Discipline Officer and findings reported to the Principal. Parents will be contacted by the Discipline Officer in writing and a conference will be called with the Principal, Parents, and student. The student will receive 3 days in school suspension, minimum of 2 points deduction and 1 week of after school detention. Number of suspension days may be prolonged depending on student's behavior during suspension. All grades during this time will be counted as zero. The student will be recommended for counseling, probation for the rest of the year and possible expulsion.

Immediate Expulsion: Major “Category Three” Infractions

Category Three Infraction includes activities that seriously threaten the safety of a student, his/her classmates, or others. Activities that show blatant lack of respect for CNMI laws, authority or property and activities that violate the Biblical moral codes or conduct.

Sample infractions:

1. Violation of CNMI laws (legally charged and found guilty of drunken driving, burglary, vandalism, rape, etc.)
2. Strong immoral behavior/sex on or off-campus
3. Possession, dealing, use of drugs and alcohol on or off campus or also during school-sponsored activity
4. Violence (involvement in a riot; possession or use of any deadly weapon)
5. Blatant lack of respect for school authority (obvious defiance)
6. Three or more suspensions in a school year
7. A student who has used up 10 points from the Discipline Points System

DRESS CODE & UNIFORM POLICY

The attire and grooming of Grace Christian Academy must be modest, clean, neat, and adhering to the standards expected of a representative of the school. Whether on or off campus, proper dress indicates one's self-respect and symbolizes the unity of purpose and philosophy of Grace Christian Academy. The school uniform should be worn with dignity and proper decorum and students must conduct themselves properly. The uniform should also be worn to promote discipline and foster pride in being a student of Grace Christian Academy.

Students are required to observe the dress code fully and properly at all times on or off campus during a school-related activity. Students not observing this code shall not be admitted to classes and be subject to immediate discipline, at the discretion of the Guidance Officer.

Casual dress days are privileges, not rights. If the dress code is not observed, the privileges shall be revoked.

Students are required to wear the prescribed uniforms when representing the school in interscholastic activities and or field trips.

Kindergarten

Boys and girls wear the gray GCA shorts/skorts and white shirts with the school's logo.

Girls Uniform (Grades 1-6)

Jumper- Blue plaid with GCA embroidered logo

Blouse- White, with a collar and three quarter sleeves, without logo

(Blouses must be tucked in at all times)

Girls Uniform (Grades 7-12)

Skirt- Blue plaid skirt

(Skirts must be two inches below the knee)

Vest – Blue vest with GCA embroidered logo

(Vests must be buttoned at all times)

Blouse- White, with a collar and three quarter sleeves, without logo

(Blouses must be tucked in at all times)

Boys Uniform (Grades 1-12)

Trousers- Gray with GCA logo embroidered on the belt loop.

Belts must be worn in the belt loops.

(Pants must be worn at the natural waistline, not on the hips.)

Shirt- White, short sleeves with collar and front buttons, with GCA embroidered

Logo (Shirts must be buttoned and tucked at all times.)
Under-Shirt – White or gray, short-sleeves

Physical Education (P.E.) Uniform

Kindergarten – Gray shirts with logo with GCA logo and gray or black shorts

Elementary, Junior, and Senior High – Gray shirt with GCA logo and solid black or navy blue shorts. Shirts are available at the Business Office. Shorts must be no shorter than 3 inches above the knees and may be purchased outside GCA.

Excuse for Physical Education Class

When students have a medical or physical limitation that prevents them from full participation in physical education classes, the instructional component is modified in order for the student to benefit from the program. To qualify for this, students must produce a note from a qualified physician explaining the nature and duration of the limitation.

Activity Day Dress Code

Ankle-length blue or black jeans
Class T-shirts
Closed-Toe Shoes

Casual Day Dress Code

Pants with ragged edges, patches, holes, any type of hand-printed markings, wide legs, drawstring waists, or extreme styles **are not permitted**.
Modest clothes – no shirts exposing belly skin, no spaghetti strap or sleeveless shirts
Shorts are prohibited for both boys and girls.

OTHER UNIFORM RELATED POLICY

Allowed

- ❖ Solid white, black, gray, navy jackets, or **cardigan sweaters with zipper can only be worn inside the classroom or outside the classroom, as needed on**
- ❖ Belts are only allowed in the belt loops, not hanging down.
- ❖ Girls may wear jewelry according to the policy of two:
2 pairs of earrings, 2 bracelets, 2 necklaces, 2 rings
- ❖ Shoes are close-toed
- ❖ Uniforms must be worn clean and neatly pressed
- ❖ Hats or caps are allowed only during PE classes
- ❖ Socks should be visible
- ❖ **The principal must approve other types of uniform**

Not Allowed

- ❖ Bandanas and hanging chains on trousers
- ❖ Male students with earrings (at all times during school-related activity & on campus)
- ❖ Hair on male students two inches below the collar or longer
- ❖ Hair dye with outrageous color and outlandish hair decorations
- ❖ Braided hair or Ponytails on boys
- ❖ Displayed tattoos or skin markings
- ❖ Sandals, zorries, or jellybean-type shoes, flip-flops
- ❖ Kinder to grade 5 – outlandish nail polish or make-up
- ❖ Any form of facial glitter
- ❖ Dangling earrings
- ❖ Roller skate shoes
- ❖ Shirts with inappropriate print
- ❖ Shirts that are see-through, revealing
- ❖ Hats, hoods, or sunglasses, at any time inside the classroom, chapel, and offices

Accountability:

- ✚ **Parents are to ensure that the students understand and abide by the school dress code/uniform policy.**
- ✚ **Teachers are to check that students are dressed properly and disciplinary action will be enforced to those who are not following the dress code/uniform policy.**
- ✚ **The administration reserves the right to serve as the final authority on student appearance during school operations and at any school functions and will take appropriate disciplinary measures for repeated offenses.**

UNIFORM VIOLATIONS

Standards of dress vary from school to school. The standards are reflections of several factors: philosophy of the school, reflection of community, climactic conditions, appropriateness for the activities, and Christian modesty.

First time violations- The violation will be treated as a Category One infraction, and the student must ***immediately*** correct the offense, or he/she will not be admitted to class. If the offense can not immediately be corrected the student is to be sent to the Guidance Officer, whereupon, the student must call home for necessary items to be brought to correct the violation, or the student is sent home. Should the time in the Guidance Office exceed fifteen (15) minutes to remedy a uniform violation, the student receives an unexcused absence for that class period.

If a student is sent home for uniform violation, it is treated as an unexcused absence for all scheduled classes he/she misses.

Repeated offenses- Repeatedly violating the uniform policy is seen as an act of disrespect to the school, and outright disobedience to the school's policies. This then will be treated sternly.

1. Two infractions within a week or three within a month will be treated as a Category Two Infraction receiving a suspension.
2. If there is another infraction after a student receives a suspension due to uniform violation he/she will receive a three (3) day suspension and be placed on disciplinary probation.

TARDY FOR SCHOOL/CLASS POLICY

In junior high and high school, students missing ten minutes per subject will be counted ABSENT for the class. Three unexcused tardies will constitute one unexcused absence. The following procedures will be administered when tardy for school/class:

- 1st unexcused tardy = written warning
- 2nd unexcused tardy = lunch detention
- 3rd unexcused tardy = one (1) unexcused absence, "0" for assignments for that class period, & after school detention
- 4th unexcused tardy (Major Infraction) = one (1) day of in school suspension (unexcused absence), "0" for all assignments that day, and loss of parking permit for five (5) school days
- 5th unexcused tardy (Major Infraction) = two (2) days of in school suspension (unexcused absences), "0" for all assignments for those two days, and loss of parking for (10) school days
- 6th unexcused tardy (Major Infraction)= three unexcused absences (unexcused absences), three (3) days of in school suspension, "0" for all assignments for those three days, and loss of parking for the remainder of the school year
- 7th unexcused tardy (Major Infraction)= five (5) days of in school suspension (unexcused absences), "0" for all assignments for those five days.

CELL PHONES, IPODS. MP3, RADIOS, CD AND DVD PLAYERS, LAPTOP COMPUTERS OR ANY OTHER ELECTRONIC DEVICE

The use of these electronic devices is prohibited during the school day. All electronic devices must be turned into the homeroom teacher at the beginning of the school day. These devices can only be used by permission from the Guidance Office with a written request note from the teacher of the class it is to be used for on that given day. ***Cell phones should be turned off or on silent mode and must have student's name upon surrender to the teacher. All electronic devices must have identification name.*** Students are prohibited to use the school's internet connection during school hours on their laptops without permission from the teacher that has notified the Discipline Office before hand. Disciplinary consequences will be assigned to students as follows:

- 1st Offense-minor infraction is given and devices retrieved by teacher and parents notified.

- 2nd Offense- minor infraction is given and sent to Guidance Office for counseling and 1 day after school detention and electronic device taken and given to Guidance Officer and parents notified, and electronic device could then be picked up at the end of the day.
- 3rd Offense- major infraction is given, student is sent to Guidance Office for counseling and 2 day after school detention and electronic device taken, parents notified and conference with Guidance Officer. Electronic device will only be returned to the parents at the end of the day.
- 4th Offense- 2nd major infraction given, student is sent to Guidance Office. Conference set up with parents, guidance officer, parents, and student. Student may serve 1 day in school suspension and 3 after school detention. Recommendation for probation may also be imposed.

SENIOR PRIVILEGES

Seniors are given privileges in recognition of their years of hard work and discipline in the educational arena. They may leave the campus during lunch and after their last class but only with the parent's written permission. They are expected to be the examples to the student body of the Christ-like character that the school aims to develop in all the students. With the privileges come the responsibility to maintain honor and integrity within the student population on and off campus.

Privileges begin second quarter of the school year. In order to qualify, students must be earning a 73% average in all subjects and not have any major discipline infractions on record. Seniors on probation are prohibited from leaving campus unless they have completed all course work for that day.

STUDENT DRIVER ETIQUETTE

Driving on campus with personal vehicles is a privilege and not a right. All traffic regulations imposed by law are to be adhered to and will be strictly enforced. Non-compliance will result in revocation of privileges.

1. Students must present to the guidance officer a copy of a valid driver's license, car registration, and a copy of their vehicle insurance before receiving permission to drive and park on campus.
2. Students are to park in designated areas only.
3. Students are prohibited from sitting in parked cars while on campus.
4. Chasing other vehicles or pedestrians, rapid starts and stops, spinning of tires, and other such careless driving tactics are prohibited.
5. Objects are not to be thrown or dropped from the vehicles.
6. Bumper stickers that promote the use of drugs and alcohol or convey vulgar and obscene language, and promiscuity are not allowed on cars.

7. Activation of loud car stereo systems on campus during class or work hours is prohibited
8. Students must receive written permission from the guidance officer to transport other students to extracurricular activities during school hours.
9. Parking places are limited and therefore issued on seniority and need.
10. Seniors who leave campus for lunch are still subject to all GCA policies and procedures. Seniors are prohibited from taking underclassmen off campus and are subject to immediate revocation of privileges and possible suspension.
11. Students driving without a valid driver's license will be suspended.
12. Students who have failing grades may have their privileges revoked.