

Monte Vista Christian Middle School Student Discipline Policy 2016-2017

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The Middle School Parent Expectations are an addendum to the Monte Vista Christian School Parent/Student Handbook and addresses policies and procedures that relate specifically to the Middle School and its operation. All other information related to the Monte Vista Christian Community (i.e., philosophy, mission statement, vision, values, statement of faith, goals, admission policy, high school expectations, withdrawal policy) can be found in the general Monte Vista Christian School Parent/Student Handbook.

The Administration, faculty and staff of MVCS are committed to providing an exemplary education in a safe environment. The guiding principles for conduct at MVCS are found in the words of Christ in the gospel of Mark 12 regarding love: “Love your neighbor as yourself,” and Matthew 18 regarding reconciliation: “If your brother sins against you go and show him his fault, just between the two of you.” It is our expectation that members of the MVCS community treat each other with respect, dignity, and kindness.

MVCS will work with parents during the discipline process. Students who are unable to meet the student conduct standards set by the school will be unable to remain at MVCS. The key aspect of this process is finding students that best fit the mission and goals of the school. The admission process affords the school this important distinction.

Self-Discipline

Any discussion of discipline must begin with self-discipline: the teachings of Paul, found in Galatians 5, regarding the Spirit-controlled life, and the teaching in James 3 regarding how we speak and the importance of self-control. The school’s educational process is based upon the personal integrity of students and their willingness to practice self-control. It is crucial that friendships at our school include the willingness to confront each other in love, and thus be encouragers of each other’s growth in this way.

Compliance with Classroom Management Policies

In the classroom, teachers are responsible for maintaining the control and discipline necessary to establish a quality learning environment. The Administration supports the teachers in this disciplinary role, and will become involved whenever it appears that student disruption and lack of cooperation warrant their attention and sanction. Teachers are encouraged to be consistent in their disciplinary actions, and to keep the discipline in line with the offense, with the goal in mind to minimize educational disruptions. Students are encouraged to seek out a significant adult (i.e., counselor, teacher, coach or Administrator) in an advisory capacity when faced with issues that need resolution.

Administrative Authority

The Administration has the final responsibility for all disciplinary actions taken. The goal of the discipline process at MVCS is to maintain a Christ-centered educational environment. Certain rules and expectations make living together safe and beneficial for everyone at MVCS. The school has the right and responsibility to make and enforce these rules.

Plagiarism and Cheating

According to the Merriam-Webster Online Dictionary, to "plagiarize" means

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source.

The use of another person's material in a paper or presentation without giving proper credit to the author is plagiarism. Therefore, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. Plagiarism is a serious offense, and the Administration requires all students to adhere to a school wide policy prohibiting it.

MVCS uses the software Turnitin.com to detect plagiarism in student work.

Copying someone else's homework, dishonestly acquiring information about a test, or assisting another student in either of these activities is cheating. The copying of another's work inside or outside the classroom and presenting it as one's own is a serious breach of academic integrity.

Students who plagiarize/cheat on an assignment/test will receive a zero for the assignment. A second offense will result in probation. (See Code of Conduct, page 7)

Rights of Others

MVCS is committed to the core values of faith, integrity, excellence, community, and global outreach. Respect for the rights of others is expected for all members of the school community. Academic disruption, which includes inappropriate behavior, will not be tolerated and appropriate consequences will be applied. Rudeness, profanity, offensive language, and malicious behavior (physical, verbal, and/or digital) is unacceptable behavior. Bullying, cyber-bullying, sexting, identity theft, and any acts of intimidation that impacts students, staff, and/or school community will not be tolerated.

MVCS reserves the right to discipline the student for off-campus actions if they adversely affect the safety and well-being of a student while in school. Dishonesty, abuse, heckling, harassing, hazing, being in possession or under the influence of a controlled substance, or acts endangering the safety of others are regarded as serious breaches of conduct and may result in dismissal from the school (see MVCs Code of Conduct, pp. 6-8).

Monte Vista Christian School encourages each student to:

1. Commit to real and personal faith in Jesus Christ.
2. Become serious about living the Christian life according to God's Word and standards.
3. Desire to work diligently to educate him/her spiritually.
4. Desire to become faithful to his/her local church and patriotic to his/her country.
5. Commit to positive interpersonal relationships.

Just as sometimes we fail in providing our highest goals for MVCS, we know you will fail in some area of your commitment to these standards. **We are not concerned that you will fail!** We simply expect you to be teachable, to learn from your failures, and to have sincere commitment to be the kind of person described above.

The concept of "positive choice" is our goal for Monte Vista students. When students make

positive choices in behavior, they also choose positive consequences. Our endeavor is to provide direction and support of the intentional discipleship opportunities that will encourage students spiritually by pursuing God, His Word, and His purposes. Failure to make appropriate choices, however, will lead to consequences enacted by our school Administration.

Pornography

The possession, distribution, or acquisition of pornography via the communications network at school, on the iPad, or in paper copy, is considered a serious offense and may result in dismissal from school (MVCS Code of Conduct, p. 6.).

Property Rights

Students must respect the property belonging to the school and to others on campus. Stealing or vandalism will not be tolerated and will result in disciplinary action which may include dismissal from school. These offenses include the unauthorized “borrowing” of another’s belongings, entry into another’s locker, purse, backpack, or other personal items, removing food illegally from the cafeteria, removing Athletics Department equipment from the gym without permission, writing, carving, defacing desks, walls, bulletin boards/displays, or other property, or removing materials from the ARC without checking them out (see Code of Conduct p.8.).

Faith, Integrity, and Partnership with Parents

Character, values, and spiritual development are foundational to the education experience provided at Monte Vista Christian School. Our mission and core values reinforce the principles guiding and promoting the development of strong ethical and moral values within our students through Christ-centered educational excellence. Administrators and staff are eager to serve by coming alongside students and offering encouragement, accountability, and when necessary, loving discipline, in order to help them grow.

We take very seriously our role of partnering together with parents to provide a Christ-centered community. Attending MVCS is a privilege that is extended on the condition students and parents accept and support school policies, including our code of conduct.

Definitions

Below are definitions of terms appearing in Monte Vista Christian School’s Code of Conduct.

- Warning – A verbal or written warning by any teacher/staff member.
- Referral– Written discipline report to Administration by a teacher/staff member.
- Administrative warning--Verbal or written discipline report.
- Clean Up Duty– Disciplinary time spent cleaning the lunch and/or surrounding areas
- Level A Detention – Disciplinary time spent at school for one hour. This may occur after school on Tuesday and/or Thursday afternoon, 3:30-4:30 PM. Student will be assessed a \$10 fee, payable to the Business Office prior to date of detention. Student must present paid receipt when checking in to detention.
- Level B Detention – Extended disciplinary time (3 hours) spent at school usually on Friday afternoon, 2:00-5:00 PM. Student will be assessed a \$25 fee, payable

to the Business Office prior to date of detention. Student must present paid receipt when checking in to detention.

- All Day In-House Detention- School day spent in a supervised location out of class due to habitual attendance issues. Missed class-time assignments, quizzes, and tests are due on the day of in-house detention. In order to receive full academic credit, students are responsible to coordinate completion of assignments, quizzes, and tests through faculty and administration.
- Administrative Conference- Administrator and/or other school official meets with the student and the parent/guardian to discuss concerns and solutions.
- In-House Suspensions- School day spent in a supervised location out of class. Missed class-time assignments, quizzes, and tests are due on the day of in-house suspension. In order to receive full academic credit, students are responsible to coordinate completion of assignments, quizzes, and tests through faculty and the administration.
- In-House Suspension/Suspension due to breach of academic integrity- Time spent in school out of class or at home. Zero credit for missed classwork.
- Suspension—Time spent at home 1-5 days for serious behavior violations. Suspended students are responsible to turn in class work to their respective teacher on the due date posted online in order to receive full academic credit. They are responsible to coordinate completion of assignments through faculty and the administration. Furthermore, all missed testing will take place on the day the student is approved to return to school. A Suspension warns the student and their parent/ guardian that unless positive and consistent change in behavior is seen, the student may be dismissed or asked to withdraw from MVCS. Students suspended from school may be placed on disciplinary probation by the MVCS Administration for a period not to exceed one academic year. Parents of students who receive suspension are urged to cooperate with MVCS in making this correction beneficial to both the student and the school.
- Withdrawal – Administrative recommendation for voluntary removal from school.
- Expulsion – A student may be expelled for repeated serious infractions. The MVCS Board reviews the decision for adherence to school policy prior to it becoming official. Expulsion remains on the student’s permanent record. Students who are expelled are not permitted on the MVCS campus.

The Formal Follow-Up Process for Disciplinary Referrals

1. **All discipline referrals will be entered into Focus. The administrator will review the referrals on a daily basis. The following consequences will occur for minor infractions .**
 - a. **After four referrals for minor infractions the parent will receive an e-mail from the administrator listing the student’s consequences for further referrals.**
 - b. **On the sixth referral the parent will receive an e-mail from the administrator and the student is placed on behavioral probation.**
 - c. **On the seventh referral the student will receive after school detention.**

- d. **On the eighth referral the student will be assigned to Friday afternoon detention.**
- e. **On the ninth referral there will be a parent conference and another after school detention.**
- f. **On the tenth referral there will be another Saturday detention**
- g. **Every referral after ten will mean a one day suspension from school and a recommendation for withdrawal from Monte Vista Christian School.**

Probation

Probation is a disciplinary action taken in an effort to develop an action plan to assist students with insufficient academic progress and/or unsatisfactory behavior. The parent/guardian will be notified in writing of the probation and the scheduling of an administrative conference. The student and parent/guardian will meet with administration to review and sign a contract outlining the terms of the probation.

A student may be placed on Disciplinary Probation due to a breach in the code of conduct and/or multiple referrals indicating habitual behavior falling below established student expectations. Student progress will be monitored and evaluated. If the student on probation does not show necessary improvement to meet standards and expectations, Monte Vista Christian School administration may ask the parent/guardian to withdraw the student. The student is generally eligible to reapply for enrollment after one full semester away from Monte Vista Christian. The student and parent/guardian will need to provide proof of success at the previous school in order to be considered for re-enrollment. Such proof may include attendance and academic records, and documentation of participation in accredited programs and/or counseling, depending on the circumstances outlined in the withdrawal. Administration will not consider home-school or independent studies as an alternative to a traditional high school setting after a disciplinary withdrawal. Re-enrollment is not guaranteed. Administration reserves the right to evaluate re-enrollment requests on a case by case basis.

Reportable Suspension: 1-5 days of off-campus suspensions due to a serious breach of the MVCS Code of Conduct. These violations include:

- Arson
- Assault and Battery
- Bullying, engaging in harassment, threats, or intimidation directed against school personnel or pupils, creating substantial disorder, invading the rights of personnel or pupils by creating an intimidating or hostile education environment
- Engaging in habitual profanity or vulgarity, or committing an obscene act
- Fighting
- Habitual cheating
- Initiation/Hazing
- Possession of a weapon and/or injurious object
- Sexual Harassment
- Theft
- Truancy
- Unlawful possession or offering, arranging, or negotiating the use of drug paraphernalia

- Unlawful possession, selling, furnishing or being under the influence of any controlled substance including an alcoholic beverage or intoxicant of any kind
- Vandalism

MONTE VISTA CHRISTIAN SCHOOL CODE OF CONDUCT

<i>Breach of Conduct</i>	<i>1st Consequence</i>	<i>2nd Consequence</i>
Arson; Any Fire on Campus E.C. 48900	Administrative Conference Refer to Law Enforcement Recommend for Withdrawal Possible Expulsion	N.A.
Assault and Battery upon any school employee: E.C. 44811, 44014, 13559, 13560, P.C. 241.6, 243.6, 71, 415.3	Administrative Conference Refer to Law Enforcement Recommend for Withdrawal Possible Expulsion	N.A.
Committing an obscene act or engaged in sexting, or possession/distribution of pornography. E.C. 48900	Administrative Conference Parent notification Possible Law Enforcement Possible 2 Day Suspension Pending Investigation	Recommendation Withdrawal Possible Expulsion
Habitual profanity or vulgarity.	Administrative Conference Parent notification Immediate investigation	Possible Withdrawal Possible Expulsion
Disrupting school-wide activities or otherwise willfully defying the valid authority of teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. E.C. 48900 (K)	Administrative Conference Minimum 2 Day Suspension	Recommendation Withdrawal Possible Expulsion
Electronic Signaling Device and/or Laser Pointer Use	Confiscated Administrative Warning	Confiscated and Parent Notification In-House suspension
Engaging in bullying, cyberbullying, harassment, threats, or intimidation directed against school personnel or student(s); creating substantial disorder; and invading the rights of personnel or student(s) by creating an intimidating or hostile educational environment. E.C. 48900.2	Administrative Conference Parent notification Immediate investigation Possible law enforcement Possible Suspension or Withdrawal	Recommendation Withdrawal Possible Expulsion
	Administrative Conference.	Recommendation

Fighting/Assault: E.C. 48900 (a)	Parent notification Investigation and possible Suspension/Withdrawal Possible Law Enforcement	Withdrawal Possible Expulsion
Forgery	Parent Notification 1 Day Suspension	3 Day Suspension Possible Withdrawal
Fireworks E.C. 48900 (b)	Administrative Conference Minimum 2 day Suspension Possible Law Enforcement	Recommendation for Withdrawal Possible Expulsion Refer to Law Enforcement
Inappropriate use of the Internet and /or electronic resources, including the iPad	Parent notification Possible Suspension Possible Law Enforcement	2 Day Suspension Recommendation for Withdrawal
Initiation/Hazing E.C. 44014, 44811	Administrative Conference. Suspension Pending Investigation Possible Withdrawal Possible Law Enforcement	Recommend Withdrawal Possible Expulsion
Plagiarism and/or Cheating E.C. 48900(A)	Administrative Conference Parent Notification Zero Credit	Academic Probation In-House Suspension Zero Credit
Possession of a Weapon: An object capable of inflicting substantial bodily damage not necessary for the academic purpose of the pupil or an imitation firearm. E.C. 48900 (b) & (m)	5 Day Suspension Referral to Law Enforcement Recommendation for Withdrawal Possible Expulsion	N.A.
Representation of material as illegal substance, or object as weapon E.C. 48900. Consequences for Representation action as real and viable Action.	5 Day Suspension Referral to Law Enforcement Recommendation for Withdrawal Possible Expulsion	N.A.
Skateboarding/Roller Blading on Campus (only resident & boarding students permitted).	Confiscate and Warning	Confiscate and Parent Notification
Smoking, chewing, vaporizing nicotine/ tobacco products. Possession of Tobacco	Parent Notification and Behavior Contract	Administrative Warning 1 Day Suspension
Truancy. E.C. 48260 (See MVCS policy)	Parent notification 1 Day In-House Suspension	3 Day Suspension Possible Recommendation for Withdrawal

Unlawful possession of/or unlawfully offering, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900 Including vaporizers, e-cigarettes for the consumption of intoxicants	5 Day Suspension Referral to Law Enforcement Recommendation for Withdrawal Possible Expulsion	N.A.
Unlawfully possessing, selling, furnishing or being under the influence of, <u>any</u> controlled substance including an alcoholic beverage or intoxicant of any kind. E.C. 48900(c)	Recommendation for Withdrawal Possible Expulsion	N.A.
Unsafe Use of Motor Vehicle	Parent Notification Parking privilege revoked for 5 days (See MVCS policy)	Revoke Campus Parking Privilege
Vandalism/Theft. MVCS assumes no responsibility for any personal property lost, damaged or stolen	Administrative Conference Minimum 2 day Suspension Restitution	Recommend Withdrawal Possible Expulsion

Special Note Regarding the MVCS Code of Conduct

The California Education Code addresses many of the above areas with a common yet very important word: “represents.” If a student brings material to school and “represents” this material as an illegal substance, or if a student brings an object to school and “represents” it as a weapon, etc. the Education Code views the consequences for this representative action as the real and viable action.

Alcohol and Drugs

Monte Vista Christian School is committed to providing a safe and healthy environment free from tobacco, drugs, alcohol, and weapons of any kind. MVCS actively opposes the presence or use of alcohol, illegal narcotics and intoxicants, or hallucinogenic drugs on campus or at school sponsored events. Unlawfully possessing, selling, furnishing, or being under the influence of any controlled substance, including an alcoholic beverage or intoxicant on campus or at a school sponsored event may result in recommendation for withdrawal and possible expulsion. Also, MVCS reserves the right to request substance abuse testing of suspected individuals. Parents will incur the cost of testing.

Possession or Use

Monte Vista Christian School encourages students experiencing tobacco, marijuana, alcohol and/or substance abuse issues seek intervention before it presents itself at school. Administration will initiate a 3-5 day suspension to investigate the issue and consult with parents if found in possession and/or under the influence. Proof of participation in a recognized accredited counseling program may be mandated if circumstances warrant the

recommendation. Also, law enforcement may be notified if an alcoholic/narcotics violation or a controlled substance has been found on campus.

Suspected Drug Possession, Sale and/or Use

In cases of suspected campus use of drugs and/or alcohol, Administrators may do the following:

1. Evaluate observable symptoms.
2. Attempt to determine if the student is in possession of alcohol, marijuana, drugs, and/or narcotics.
3. Interview the student in the presence of an adult witness (school official) when available.
4. Request the student's cooperation in conducting a search of his/her person and possessions. The search may include the student's backpack, PE locker, and other locations on the school grounds including the student's vehicle.
5. If the student refuses to cooperate, MVCS retains the right to conduct a search of his/her person and possessions as well as lockers and other locations on the school grounds, including the student's vehicle.
6. Determine the need for medical attention; in cases which require emergency medical treatment, parents will be contacted immediately.
7. Recommend examination by a physician.
8. Drug test the student. Parents will incur the cost of testing.
9. Provide information regarding the availability of public or private resource agencies for intervention and rehabilitation.
10. Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation.
11. Consult with Law Enforcement. The degree of involvement by the Law Enforcement will be determined in each case.
12. If Administration releases a student to Law Enforcement, the parent/guardian will be notified immediately. If an arrest is made, Law Enforcement will notify the parent/guardian.

School Searches

A locker search will be based upon *reasonable suspicion* that the locker contains something that would compromise the health and safety of the student(s) and/or reveal evidence that the student has violated or is violating either the law or the rules of the school. To ensure that the campus remains safe for students, searches for alcohol, drugs and weapons are conducted by Administration as a necessity without warrants. Lockers are the property of the school and only made available for student use. The student has some control over her/his school locker in that he/she may keep other students out, but not school officials. A search of a student includes the observation of specific and describable behavior leading one reasonably to believe that a particular student is engaging in or has engaged in prohibited conduct.

ANTI BULLYING & SEXUAL HARASSMENT POLICY

MVCS Commitment

Monte Vista Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment. The school is prepared to take action to prevent and correct any violations of this policy and anyone who is found in violation of this policy will be subject to disciplinary action up to and including withdrawal from school and/or termination of employment.

Definition of Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

1. *Verbal bullying* is saying or writing mean things. Verbal bullying includes: teasing, name-calling, inappropriate sexual comments, taunting, and/or threatening to cause harm.
2. *Social bullying*, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.
3. *Physical bullying* involves hurting a person's body or possessions. Physical bullying includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Definition of Cyberbullying

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Definition of Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.

2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through MVCS.

Examples of Sexual Harassment

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes.
- Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

Student-Student Harassment is prohibited. Staff-Student Harassment is prohibited.

What To Do If You Experience or Observe Bullying and/or Harassment

Students who feel that they have been subjected to bullying and/or harassment are encouraged to promptly report the matter to a trusted teacher or Administrator.

Students who observe conducts of bullying and/or harassment are also encouraged to report the matter to a teacher or administrator.

The following individuals are authorized to receive complaints and to respond to concerns of bullying and/or harassment:

Steve Sharp, Headmaster
Steve Woods, Dean of Academics
Josh Davis, Dean of Humanities
Nathan Talley, Dean of Ninth Grade
Ray Blute, Middle School Principal
Any Academic Advisor
Any trusted staff member

Monte Vista Christian School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation, proceeding or hearing concerning sexual harassment.

Investigation and Corrective Action

Upon receipt of a complaint, staff will immediately inform his/her supervisor who will determine the course of the investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered from bullying and/or harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found responsible for bullying and/or harassment and in violation of the school's policy will be subject to disciplinary action up to and including withdrawal from school and/or employment termination. The severity of the disciplinary action will be based upon the findings of the investigation.