

**Welltain Christian International School**

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**DISCIPLINARY PROBATION AGREEMENT FORM**

**Purpose**

**Philosophy of Discipline**

Welltain Christian International School, as a Christian academic institution, strives to uphold a unity based on the Lordship of Jesus Christ, guided by Biblical principles and certain prudent rules which we believe are beneficial in establishing an atmosphere conducive to Christian growth and learning. Members of WCIS are expected to live according to the Word of God, responding to one another in love. Those who join this community are asked to accept the responsibilities of membership by respecting and supporting its Christian values and its standards of conduct.

A SUMMARY OF GOOD SCHOOL BEHAVIOR – Be at the appropriate place, at the proper time, with the right materials, in a quiet manner, with an expectant and respectful attitude.

AN ACCURATE, BIBLICAL DEFINITION – “Obedience is doing exactly what you’re told to do, when you’re told to do it, with a right heart attitude.”

**Discipline Policy Overview**

In WCIS, the purpose of discipline has two goals: to guide the student to **maturity in Christ** and to raise the student with the **qualities of a global leader**. To uphold our discipline, WCIS established certain standards of conduct. Our students are expected to behave themselves in regard to these standards.

WCIS seeks to cooperate with the home efficiently in developing recommended traits in the students, such as respectful obedience to authority, polite manners, respect for others, responsibility, orderliness, truthfulness, honesty, strong morality, and prudent use of time and personal talents. WCIS seeks to build a model Christian who fully acknowledges and develops the talent the God has gifted him or her with. Through religious guidance, instruction, and example, WCIS guides our students to reach his or her potential. However, an overly negative and rebellious attitude which remains unchanged after much effort from our faculty can be a poor influence on other students. Continuous, deliberate disobedience and disrespect toward our faculty or toward discipline has an adverse effect upon the WCIS’s testimony.

As a projection of Welltain Christian International School’s mission, our discipline policy is aimed to support the discipleship process for students, to serve as a reflection of Jesus Christ and as an extension of the home. The primary purpose of the discipline process is to encourage maturity in students while maintaining an environment of learning and order, providing a support to parents, and reflecting scriptural principles of conduct and influence. The scriptural principles that provide the foundation for the disciplinary policy are as follows:

* The responsibility of parents for the education of their children (Deuteronomy 6:6-9)
* The importance of submission to authority (I Peter 2:13-17)
* The principle of reaping and sowing (Galatians 6:7-8)
* The value of confrontation, restoration, and separation (Matthew 18:15-17)

Under the guidelines of these scriptural principles, the goal of Welltain Christian International School through the disciplinary process is to:

* Cooperate with parents within the process of discipline
* When appropriate, request for the spiritual authority and influence from the family’s church affiliation.
* Provide an environment of order and respect that promotes a productive learning atmosphere.
* Apply appropriate and fair penalty or reward for the student’s conduct and choices.
* Establish a healthy, strong relationship within the guidance of Jesus Christ at Welltain Christian International School, among its faculties, employees and students.
* Utilize both institution and domestic influence to guide the student’s spiritual and behavioral maturity.
* Do so in a context that seeks the best interest of the involved parties and the student body as a whole.

As a general rule, the student’s behaviors within the school which indicate disrespect, lack of courtesy, general disturbance, abuse of permission, tardiness or other offenses shall be handled by the teacher. The more severe situations that the teacher evaluates as chronic, flagrant, or requiring a special handling will be referred to the Administrator. Such situation will be dealt with in the best interests of the student and student community, as outlined within the WCIS’s Disciplinary Policy.

**Code of Conduct**

To fulfill the ultimate goals of our discipline process, Welltain Christian International School (WCIS) has established a Code of Conduct which defines appropriate student behavior and enacted the procedure and process for addressing inappropriate student behaviors which do not abide by the Code of Conduct. Please be aware that a student’s conduct and behavior in both at WCIS and outside of WCIS can influence a student’s standing at WCIS as well as the reputation of WCIS. Therefore, WCIS expects our students to abide by the Code of Conduct with integrity, in both school and outside the school. Consequently, Administration may address the student’s violations of the Code of Conduct with disciplinary concern, even when the violation took place outside the school perimeters and academic semesters. The students are specifically considered to be under WCIS’s jurisdiction and policies at any time in which they are under the direct supervision of WCIS and its faculties and employees, including the times when students are taking a school bus or attending a school function or activity.

Students are expected to demonstrate the following behaviors and characteristics:

* Integrity of keeping of one’s word, speaking the truth, doing one’s own work independently, carrying out responsibility (doing assignments adequately and on time) and respecting authority.
* Self-respect and respect for Welltain Christian International School and its faculties and employees and students, and the property of others
* Courtesy and polite manners extended in all relationships, from student to student relationships to student-teacher/staff relationships.
* Exemplary stewardship of the property, supplies, and equipment of Welltain Christian International School, as well as wise stewardship of personal items
* Eagerness to learn and appropriate preparation for the class.
* Reconciliation and forgiveness through Biblical and appropriate repentance when one is either the offender or the offended party.

**Prohibited Activities**

In order to inform our students and interested parties, the following prohibited in-school activities (including time spent on school buses or in transport to school-related events and activities) are provided, as disciplinary penalties will be assessed according to these criteria. While the actions described below represent set of prohibited activities, as the list cannot be all-inclusive, the students are expected to act with discretion and to refrain from behavior may be related to, or be included in prohibited activities listed below.

**Attendance Parameters**

* Unexcused tardiness to school or class
* Leaving WCIS campus without permission
* Being in halls during class time without teacher’s permission
* Being in locations where students are not allowed to enter.
* Excessive time out of class
* Failure to notify appropriate teachers/staff when leaving early
* Unexcused absences
* Skipping class
* Skipping detention
* Skipping school

**Dress Code**

* Failure to conform to the appropriate dress code.

**Careless Behavior**

* Running in the halls or in the classroom
* Purposely holding door to classroom closed, or slamming doors
* Horseplay
* Throwing or shooting objects in the building
* Improper behavior on the school bus
* Causing disturbance at school or at any school event through clamorous behaviors.

**Classroom/School Etiquette**

* Disruptive behavior that impedes the academic process and curriculum.
* The use of cellular phones and other electronic devices during school hours, especially during class hours.
* Eating food or candy during class without a teacher’s approval.
* Any item that disrupts a class (such as a wristwatch alarm or cell phone) will be taken from the student and kept at the office. For a first offense, the student is allowed to pick up the object at the office at the end of the classes. For ensuing offenses, the student’s parents will be required to pick up a confiscated item. They must pick the item up within one month. The items that are not picked up within a month will be discarded.
* Unauthorized possession of electronic equipment such as laptops, computers, and tablets.
* Misbehaving in class or disturbing the class

**Physical/Sexual Behavior**

* Inappropriate public displays of romantic affection (i.e., holding hands, kissing, excessive hugging)
* The possession and/or distribution of pornographic materials and information, including the distribution of sexually suggestive material via cell phones, computers, or any other electronic devices
* Possession of inappropriate or suggestive literature, writing, symbols, drawings, or recordings (audio or video). Distribution of such will result in a severe penalty.
* Sexually harassing another individual
* Immoral sexual conduct

**Harassment/Intimidation**

* Sexual harassment includes all acts of a sexual nature, both verbal or physical, which are inappropriate and/or demeaning, which create an intimidating, hostile or offensive atmosphere
* Physical harassment includes threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive or fearful environment. Examples of threats or intimidation includes provoking a fight, fighting, bullying, acts that inflict injury or damage to other individual and/or acts intended to control the other individual by fear and/or intimidation.

**Verbal Behavior**

* Language and gestures that are vulgar, obscene, offensive, derogatory or disrespectful towards other people will result in disciplinary action.

**Dishonesty**

* Dishonesty in any form, including lying, theft, cheating, and plagiarism (note: indication of cheating on any assignment will result no credit for the assignment and in an automatic suspension; this policy applies to both the student who copied and the student who knowingly supplied the material to be copied)
* Gambling and other games with monetary prize.
* Forging fake signatures of teachers, parents and guardians or altering official documents
* Falsifying grade reports

**Disrespectful Behavior**

* Rebellious or disrespectful attitude
* Flagrant disrespect and disobedience
* Littering Waste
* Disturbance or rude behavior in Chapel
* Circumventing school procedure, including short-circuiting the school-home communication process
* Defacing of any kind of school, student, or faculty property
* Posturing, rallies, sit-ins, sit-outs and other similar forms of protest
* Non-compliance with regulations pertaining to driving to school
* Direct disobedience to any Faculty/Administrator/Staff
* Deliberate destruction or damage of school, church, student, and/or faculty property
* Showing disrespect through word or action toward any faculty, staff member, or student
* Display of any advertisements of items in any form (e.g., posters/stickers on books, lockers or on any personal possessions brought into the school) that are in conflict with the values of the school as stated in our objectives

**Prohibited Items and Activities**

* Use or possession of weapons and/or dangerous items. As it concerns the safely of our students, WCIS has a zero-tolerance policy for bringing any type of such weapons or explosives to school.
* The use and/or possession of tobacco and alcoholic beverages. Violations of this policy may also result in random drug testing, as listed in Welltain Christian International School’s procedures and in Drug Testing Consent Form, and the expenses will be charged to the student’s parents/guardian.

The possession or use of tobacco and alcoholic beverages, etc. at school or any school function will be considered grounds for suspension and possible expulsion. Because of the harmful nature of these activities, the continuance in our school of any student involved in such activities in or out of school is a serious disciplinary issue.

**Academic Expectations**

* Not being prepared for class
* Failure to meet classroom responsibilities such as assignments
* Failure to employ good study habits after repeated warning from the faculty (not keeping a notebook, not taking notes, not keeping an assignment notebook, etc.)
* Failure to return documents by due date

**Disciplinary Process**

Disciplinary action will be taken for violations of school policy and rules. The disciplinary actions may include detention, probation, suspension, or in serious cases, expulsion.

Most disciplinary issues will be handled and managed by the homeroom teacher or Administrator, and the process can involve any of the following reactions, separately or in combination as appropriate.

* Personal conference with the teacher
* Notification of behavior problems to parents
* Detention
* Student conference with the Administrator
* A parent-teacher-student or parent-teacher-administrator conference

More extreme or persistent cases of misconduct will be managed by the administration and treated with one or more of the following measures:

* Detention
* Conference with the Administrator and/or teacher
* Probation, combined with appropriate application of consequences relevant to the offense
* In-school suspension
* Out-of-school suspension
* Withdrawal, temporary, until restitution and restoration can be confirmed via visible student behavior and pastoral counsel and recommendation; reinstatement on probation
* Expulsion

A formal record all violations of school code will be retained within the student’s school file, describing the nature of the violation, how the issue was addressed and what action is taken to address the issue. The subsequent actions will be added to the initial report to outline the disciplinary process.

**Disciplinary Probation**

Disciplinary probation is designed to alert the student and his or her parents regarding his or her issue which requires special attention in both school and home. Students may be placed on disciplinary probation by the faculty and the Administrator for a certain period of time for actions which violate WCIS’s Code of Conduct and other school policies, such as continued deliberate disobedience, continued and persistent rebellious attitude, negative influence on other students, committing a serious breach of conduct inside or outside the school, failure by students and parents to comply with school policies.

A conference with the student and his or her parents will be held at the beginning of the probation to address the reasons for the probation and specifics regarding the probation. During the probation period the student will be restricted from participating in activities outside the classroom. In cases in which student repeats the violation during his or her probation, probation will result in more serious penalties for the student, such as suspension or expulsion of the student. If the offense occurs during the second semester, the student may be admitted the following year only under disciplinary probation.

During the restriction, the teachers will periodically review the disciplinary progress of the student. The Administrator will then decide whether the student shall be returned to the status of a regular student or will recommend expulsion from the school to the Board of Trustees.

WCIS’s Disciplinary probation is sincerely intended as an intermediate step for the student to correct his or her behavior. If there is no progress in attitude, behavior, or general academic achievement, despite WCIS’s and parent’s continued effort, the student will be asked to withdraw from the school or he or she will be expelled by action of the WCIS Board of Trustees.

**Suspension and Expulsion**

Suspension is the responsibility of the Administrator and may be used for serious violations or repeated violations of school rules. Examples of such conduct include cheating, smoking, drinking, illegal use of drugs or the possession of drugs, sexually immoral behavior, etc. At the decision of the Administrator, the student may be suspended for a period of one to ten days.

The following violations of the Code of Conduct will result in a suspension from school and may result in withdrawal or expulsion:

* The use and/or possession of tobacco, alcoholic beverages, or illegal drugs, and the abuse of prescription medication
* Immoral sexual conduct
* Possession of weapons and/or dangerous items
* Repeated dishonesty
* Flagrant disrespect and disobedience
* Leaving campus without permission
* The possession and/or distribution of pornographic materials and information
* Harassment in any form, both physical and/or sexual in nature
* Vandalism
* Continued will full disobedience, misconduct, disrespect
* Any action taken by a student that disturbs the privacy or invades the private property of a teacher or Administrator at his or her home, or that affects his or her private property at school

During the suspension period the student must keep up with his or her school curriculum, completing the relevant school work to ensure that the student can return to classroom without falling behind in curriculum by the end of his or her suspension. All assignments or tests missed during the period of suspension must be completed during the suspension period or after the student return to school.

Students may not practice or participate in athletic events during the suspension, nor may they be involved in after school activities during the duration of suspension. A parent-student-administrator conference will be held on the day the student returns to school and the student will be placed on probation for a period of six weeks or more.

Expulsion is a last disciplinary action and therefore a responsibility of the Board of Trustees. Students may be expelled from school when serious moral or social offenses have been committed and after other disciplinary procedures have failed to correct the misdemeanor. The Administrator will refer students who have been placed on suspension, repeated suspensions or disciplinary probation to the Board. The Board will discuss the continuance in our school of any student recommended for expulsion.

I fully understand the conditions of the **DISCIPLINARY PROBATION AGREEMENT FORM** and intend to comply in every way.

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Student Signature Date

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Parent/Guardian Signature Date