

# Cayman academy

## Discipline Policy

**We at Cayman Academy are partners in lifelong learning, dedicated to challenging and empowering individuals to pursue the future, by experiencing and celebrating success.**

**CAYMAN ACADEMY IS A PLACE WHERE STUDENTS, STAFF, PARENTS, AND THE COMMUNITY ARE COMMITTED TO:**

- **A safe, caring, and stimulating environment where high standards of achievement are encouraged**
- **Meeting the academic, physical, and emotional needs of students**
- **A strong discipline policy which encourages accountability for actions**
- **Providing a program of academics and complementary courses that meet the challenges of a rapidly changing future**
- **Enhancing the development of responsible citizens**
- **Promoting individual wellness.**

## **Fundamental Standards**

Student behaviour must be above reproach at all times. Practices that are contrary to church standards, government laws, insurance regulations, and /or the common ethical code of right living are not acceptable. The first offense on the following points makes a student liable to serious discipline, immediate suspension, or expulsion from the school programme:

1. Bringing any dangerous weapon - firearms, guns knives, firecrackers, matches, lighters or any other items that may pose a threat.
2. Using narcotics, alcoholic beverages, non prescription drugs or tobacco in any form or having any of these items in one's possession.
3. Gambling, betting, possession of playing cards for the purpose of betting or gambling or other gambling devices.
4. Any criminal action (vandalism, theft, illegal entry, etc.);
5. Gross defiance, threats to others, or insubordination by any pupil toward any teacher or staff member, or toward school regulations.
6. Possession or display of obscene material; vulgar, indecent or suggestive behavior and actions; use of profanity; or improper association between members of the opposite sex.
7. Stealing, lying, cheating, fighting, taunting, assaulting, humiliating or degrading.
8. Advocating activities and entertainment that are not in harmony with Biblical principles, such as certain TV programmes, movies or music, games and graphics.

## SCHOOL RULES

These rules will help us all achieve the school's welfare aims:

1. Show courtesy and respect for all others and the institution
2. Allow students to learn and teachers to teach
3. Care for the environment in which we live and work
4. Protect and care for your body
5. Walk safely and quietly while in classrooms and on corridors

### Conduct Guidelines

1. Children are expected to be honest, loyal and supportive of each other.
2. Bad language is not accepted.
3. Aggressive behaviour and fighting are not acceptable.
4. Eating and/or drinking are not permitted while travelling on buses for school trips or when on public transport or while in the classroom.
5. Children are not permitted to leave the school grounds or to go into out-of-bound areas without the permission of a teacher.
6. Children are required to walk inside buildings and under the covered areas.
7. Children are not permitted to climb except over soft-fall material, and are not allowed to use skates, roller blades or skate boards at school.
8. Possession of toy guns, knives or other lethal weapons, questionable literature, playing cards, fireworks, matches, radios, cell phones, PSP's, CD and cassette players and other electronic games or devices is forbidden at school. The chewing of gum is likewise prohibited.
9. No trading of goods by any student except by permission.
10. If a child damages property because he plays in a forbidden area or manner, he/she accepts responsibility for the damage.
11. It is recommended children don't bring valuables, such as expensive toys, to school. Property brought to school is at the owner's risk.
12. Cell phones are **not** allowed on the school compound. All cell phones found will be confiscated until the end of the term and will only be released to a parent.

## **Classroom Discipline**

Teachers deal with routine classroom discipline problems. Disciplinary measures set out by the Discipline Committee and any other measure seen reasonable by the teacher will be administered to students who break rules or interfere with the learning privileges of other students.

## **Consequences for Inappropriate Behaviour**

If a student has difficulty recognizing his or her responsibilities in relation to the expectations we have set out, an adult in charge will intervene and respond with an appropriate action. These actions may include:

- Restriction of privileges and activities
- Counselling session with student
- Behavioural Report forms
- Special Report
- Lunch or after school detention
- Temporary isolation from the group/class
- Parent-student conference with school personnel
- Replacement/repair of damage property
- Parent contact
- In-school suspension
- Out-of-school suspension
- Expulsion
- Class exclusion
- Cayman Academy community service
- Extra classroom work
- Verbal reprimand
- Letter of apology
- Research project

As might be expected, the more serious the misbehaviour, the more severe the consequence. Refer to the fundamental standards above for a list that are considered "major" acts of misconduct and will be dealt with by exclusion, suspension, expulsion, or other measures.

## **LEVELS OF INFRACTION**

### **LEVEL ONE**

The following acts are considered unacceptable and will warrant the issuing of Verbal warning – Written warning – Detention (After a thorough investigation of the offense or action, the school reserves the right to move to a higher level consequence for repeated offenses or when actions warrant.)

- 1) Dress code violations. (Call Parents to bring appropriate school uniform)
- 2) Out of class without a pass
- 3) Eating food outside lunchroom
- 4) Chewing gum
- 5) Failure to deliver and/or return communication with parents
- 6) Assignment notebook not with student
- 7) Tardiness to school/classes (Discipline consequences may be necessary for repeated tardiness. After accumulating three tardy slips within the given week, students will be issued a detention/loss of playtime. Further actions may be taken if necessary)

### **LEVEL TWO**

The following acts are considered unacceptable and will warrant the issuing of detention, conference with parents, letters of warning, up to suspension. (After a thorough investigation of the offense or action, the school reserves the right to move to a higher level consequence for repeated offenses or when actions warrant.)

- 1) Vulgarity/Profanity in any form
- 2) Disruptive behaviour on school grounds, (classroom/corridors/bathrooms/playground/lunchroom, etc.)
- 3) Failure to attend detention session
- 4) Leaving school/class without permission.
- 5) Incomplete/unacceptable/missing homework
- 6) Going in off limit areas

### **LEVEL THREE**

Behaviour listed in the level three categories will warrant the following disciplinary actions:

First Offense: Immediate conference with parents

Second Offense: In-school suspension (Completion of school work is required.)

Third Offense: Out-of-school suspension (Completion of school work is required.)

- 1) Cheating/lying
- 2) Insubordination towards school personnel
- 3) Stealing
- 4) Fighting/Unsafe behaviour
- 5) Damaging/Defacing property
- 6) Vandalism
- 7) Forgery of parent signature(s)

- 8) Harassment/Threatening behaviour toward other students or school personnel
- 9) Violation of personal property
- 10) Inappropriate physical contact with same or opposite sex
- 11) Bullying
- 12) Physical/verbal abuse to other students

#### **LEVEL FOUR**

The following acts are considered unacceptable and will warrant contacting police and the issuing of immediate suspension:

- 1) Weapons/Firearms
- 2) Tobacco/Alcohol/Substance Abuse
- 3) Truancy
- 4) The willful failure/refusal to follow any of the school rules
- 5) Sexual harassment or inappropriate sexual behaviour
- 6) Damage to property
- 7) Physical/verbal assault to teachers
- 8) Breaking and entering

#### **CONSEQUENCES FOR BREAKING SCHOOL RULES**

##### **K- YEAR 6**

Consequences for failure to adhere to school rules:

- 1) 1st infraction: Verbal warning.
- 2) 2nd infraction: Play time denied/ Students behaviour report form.
- 3) 3rd infraction: Play time denied/ Pastoral discipline report/ Parent contacted.
- 4) 4th infraction: Play time denied/Conference with parents, teacher, other school personnel involved.
- 5) 5th infraction: Play time denied/Letter from Principal – warning of impending 1-day in-school suspension/Letter of apology.
- 6) 6th infraction: Conference held with Principal/ School Disciplinary Committee/1-day in-school suspension.
- 7) 7th infraction: Meeting with School Board/Letter from Principal – days out-of school Suspension (as determined by School Board/Principal)/Community Service/Research Project.
- 8) 8th infraction: May result in Student Expulsion.

##### **YEARS 7-12**

Consequences for failure to adhere to school rules:

- 1) 1st infraction: Verbal reminder and warning.
- 2) 2nd infraction: Student Behaviour Report Form.
- 3) 3rd infraction: Pastoral Discipline Report Form/Detention time after school/Parent contacted.

- 4) 4th infraction: Detention time after school/Temporary isolation from group/Conference with Parents, Teacher, Principal, other school personnel involved.
- 5) 5th infraction: Detention time after school/Letter from Principal – warning of impending 1-day in-school suspension/Letter of apology.
- 6) 6th infraction: Detention time after school/Conference held with Principal/1-day in-school suspension.
- 7) 7th infraction: School Board Detention time after school/Letter from Principal – days out-of-school suspension (as determined by School Board/Principal)/Community Service/Project.
- 8) 8th infraction: May result in Student Expulsion.

**The principal gets involved when initial measures prove unsuccessful or when the teacher and/or principal determine the need for additional support.**

**Inappropriate computer/Internet use: There is no warning issued. The first offense will result in loss of technology and Internet privileges for the balance of the school year.**

#### **ATHLETICS**

**These detentions will be applied to students who persistently break school rules.**

First Detention: Athletes receive warning regarding loss of playing time.

Second Detention: Athletes will miss the next scheduled game. Athletes must sit on the bench with the team, but are ineligible to play. They are expected to attend practices prior to missing the game.

Third Detention: Expelled from the team.

#### **Extra Curricular Activities**

**These detentions will be applied to students who persistently break school rules.**

First Detention: Students receive a warning regarding loss of participation.

Second Detention: Students will not participate in the activity. Student Council officers may be asked to resign their position.

## **Merit and Demerit System**

#### **EARNED MERIT POINTS (earned on individual basis)**

Participation in extracurricular activities

- attendance at practices/rehearsals up to 5
- attendance at games/performances up to 8

Outstanding Community Service Participation 10

Honour Roll Recognition	
First Honours (All A's)	30
Second Honours (A's and B's)	20
Personal Attendance at Sporting/Cultural Event exhibiting Jenks pride and support	3
Parental Attendance at School Functions	
• Home and School Association Meetings/Events	5
• Report Card Conference	3
• Evening Events	3
• Back to school night	3
Participation in fund raising activities	5
Attending school events	3
Completion of all homework for the week	7
Completion of all class work for the week	5
General deportment for the week	5
Following canteen rules for the week	3
Following classroom rules for the week	3
Appropriate school uniform for the week	3
Punctuality to school/classes for the month	10
Assisting the teacher/other school staff for the week	3
Willingness to assist other students for the week	3
Class monitors/prefects/student council members performing duties for the week	4

**Any teachers, administrators, or support personnel may assign merits beyond those listed above. These adults have the latitude to give merits based on five important character traits: honesty, integrity, excellence, responsibility and respect. For example, a teacher can and should award a merit to a student who shows honesty and integrity by turning in a lost wallet, or award a student who shows responsibility by turning in all of their homework for a given month. Each good deed can earn one to three merit points - the value of the merit depends on the deed.**

## **ACCUMULATE DEMERIT POINTS**

Only after the teacher has attempted to correct the student's behaviour, and after sufficient warning the following may be put into action.

Students will lose one demerit point for the following behaviour:

- being 5-10 minutes late to class (without a note from the appropriate teacher).
- consistent inattention in class or in a year assembly
- failure to complete work set in class
- failure to complete homework by the due date
- unsatisfactory uniform (shirt, shoes, socks)
- use of offensive language

- littering (other than food – see two demerit points list below)
- eating food in the classrooms
- spitting in the playground from upstairs
- consistently not bringing material or gear to class
- pushing in lines
- running in corridors
- swinging on chairs in classroom.

Students will lose two demerit points for the following behaviour:

- being more than 10 minutes late for class (without a note from the responsible teacher)
- being uncooperative in class or in the playground; being argumentative with a teacher
- failure to attend a tutor group meeting, singing practice, Year assembly, House meeting
- unsatisfactory behaviour in chapel
- throwing food
- failure to complete homework within 24 hours of the due date
- graffiti on chairs, desks or defacing any school property or other students' property
- leaving a class without permission
- being out of bounds without permission
- failure to attend any required school function

The maximum number of demerits for any offence is **FIVE (5)**.

The following actions will be considered more serious and demerit points or other consequences will be assessed by the Principal/Teacher/Disciplinary Committee in consultation.

- smoking
- physical assault/fighting/expletives
- harassment
- use of/and or possession alcohol, drugs, etc
- misconduct on public transport
- stealing/lying/cheating
- driving to school without appropriate authority
- breach of student Internet contract
- truancy
- abuse of a teacher
- bullying
- failure to attend detentions by the due time
- vandalism

## Conflict Resolution

1. We encourage conflicts to be worked out between the offender and the offended.
2. If this does not prove to be successful, the offended should share the complaint with the principal.
3. If this still does not prove to be successful, the offended should share the complaint with the Discipline Committee.

Gossip only hurts. Students, parents, and teachers deserve to be talked to individually first, should a problem arise. Conflicts must be resolved between parents, staff, and students in order for all to maintain successful Christian relationships.

## **Especially for Parents How to Discipline Effectively**

### **Encourage positive behaviour through these basic steps:**

1. **Be Prompt** - Act as soon as possible, so that your child will associate the misbehaviour with the consequence.
2. **State the reason** - Make sure that your child understands why he or she is being disciplined.
3. **Set limits** - Tell your child how long the consequences will last (for example, how long privileges will be withdrawn.) Enforce limits firmly and fairly.
4. **Control your emotions** - This is sometimes difficult when you are angry, but it is worth the effort. You will be setting a good example for your children to follow.
5. **Communicate your love** - Tell your child you love him or her unconditionally. Whenever you want a positive behaviour to be repeated, use encouragement and praise.

## THE DIFFERENCE BETWEEN PUNISHMENT AND DISCIPLINE

<b>PUNISHMENT</b>	<b>DISCIPLINE</b>
Over-controlling and harsh	Balanced – kind and firm
Belief: “The more you suffer, the more you learn.” The focus is on suffering, which distracts the child from learning.	Belief: “The more you learn, the less you suffer.” The focus is on learning from mistakes.
Misbehaviour is a crime and children are bad.	Misbehaviour is a poor behaviour choice, which even good children can make.
Uses condescending lectures and blame.	Is respectful and focuses on solutions.
Uses warnings and threats: “If you do ....., I’ll .....”	Uses choices: “If you choose ( <u>behaviour</u> ), I’ll know you have chosen ( <u>discipline</u> ).”
Respects only the parents’ rights.	Respects parents’ and child’s rights.
Is arbitrary, based on parents’ whims and anger.	Is logically related to misbehaviour.
Is unusually unreasonable. Parents add on extra suffering or time.	Is reasonable, suffering is self-imposed and time ends when the child is ready to try again.
Is reactive and revengeful.	Is proactive.
Reminds child of past mistakes and previous warnings or advice: “I told you so.”	Allows a quick return to the normal routine.
Decreases self-esteem.	Maintains self-esteem.
Children develop defensive “I don’t care” attitude. The severity of punishment must increase.	Children about behaving well and correcting their mistakes. The need to discipline decreases
Builds resentment and rebellion.	Builds respect, responsibility, self-control, and self-discipline.

## **STUDENT CONTRACT:**

**As a student of Cayman Academy, I will do MY BEST to do the following:**

- **I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.**
- **I will speak to others respectfully, not using profanity or uncomplimentary names.**
- **I will show respect for all people working or helping in the school.**
- **I will show careful regard for both my property and the property of others.**
- **I will always ask permission before I borrow other people's things and I will return them promptly and in good condition when I am finished.**
- **I will attend school regularly.**
- **I will be in class, on time, with necessary materials.**
- **I will make good use of class time, complete and turn in assignments on time.**
- **I understand that it is the student's responsibility to ensure that assignments missed during an absence are to be made up.**
- **I will remain on campus during school time, including the lunch period. I will not leave the school grounds without the permission of the principal or vice-principal.**
- **I will do my best in my school work and I will let others do their best. I will ask for help if I do not understand.**
- **I will not take any "contraband items" (such as lighters, matches, tobacco, cell phones, etc. Refer to fundamental standards for complete list) to school.**
- **I will not smoke or drink alcoholic beverages at any time.**
- **I will help keep the school building and grounds clean and tidy.**
- **I will not run or obstruct others on the corridors,**
- **I agree to wear the correct school uniform in the appropriate manner.**
- **I will not wear monogrammed clothing and accessories which have vulgar language or contain references to suggestive sexual thoughts, alcohol, drugs and/or excessive violence.**
- **I will not wear jewellery of any kind to school or to any school function.**

Signature of student

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Date \_\_\_\_\_

**PARENT/GUARDIAN CONTRACT:**

**As a parent/guardian of a student at Cayman Academy, I will do MY BEST to do the following:**

- **I will read and discuss with my child the expectations the school has for him or her.**
- **I will encourage my child to respect the rights and property of others.**
- **I will know and support the classroom and school expectations and responsibilities.**
- **I will maintain contact with the school and my child's teachers.**
- **I will encourage and support my child's effort to learn by providing time and space for my child to study.**
- **I will assume the responsibility for the regular and prompt attendance of my child.**
- **I will encourage my child to come to school ready to learn.**
- **I will make certain my child has the necessary "materials and supplies" required.**

**Signature of Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

## **STAFF CONTRACT:**

**As staff members of Cayman Academy, we will do OUR BEST to do the following:**

- **We will explain and review school and classroom rules at the beginning of the year and as necessary throughout the year.**
- **We will listen to the opinions of students and have them heard and respected as long as the opinions are expressed in a responsible and timely way.**
- **We will clarify and re-affirm our learning expectations with both students and their parents at the beginning of each year and as necessary throughout the year.**
- **We will evaluate student progress and achievement, formally reporting to parents on regular occasions during the school year.**
- **We will provide positive programs to promote good behaviour and excellent learning opportunities.**
- **We will encourage students to strive for personal excellence.**
- **We will serve as role models by demonstrating enthusiasm for learning and teaching.**
- **We will emphasize the importance of promptness and regular attendance.**
- **We will provide a safe and caring environment for all students.**

**Signature of Teacher** \_\_\_\_\_

**Signature of Principal** \_\_\_\_\_

**Date** \_\_\_\_\_