

# Coastal Academy

## Discipline Policy

*In order to provide an orderly and effective Academy Day program for Coastal families, the following disciplinary policies and procedures must be reviewed by a parent with each enrolling student and signed by both parents.*

### STANDARDS OF CONDUCT

As teachers and students of Coastal Academy, we represent to those around us our school, the home educating community and most importantly, our Lord Jesus Christ. In recognition of that, we should behave in a manner consistent with the instruction presented in God's Word.

In deference to the parent it is often uncomfortable for the adult in charge of an event to discipline someone else's child. With that in mind, we present these guidelines. Please teach your children the appropriate behavior and attitudes for compliance as well as telling them that the adult in charge of the activity has been delegated by the school (and you) to speak to them about inappropriate behavior.

*In order to provide a safe and orderly Academy Day program for Coastal families, the following disciplinary policies and procedures should be carefully read by each enrolling parent, reviewed with each student and signed by both parents prior to enrollment. Refusal to cooperate with the Code of Conduct shall be grounds for disciplinary action*

### PROCEDURES FOR DISCIPLINE

1. Serious violations of the Code of Conduct which threaten the safety of others, the safety of church property, or which seriously disrupt the classroom will be dealt with immediately according to the fourth disciplinary procedure below.
2. Students committing less serious violations will first be issued a warning, specifying the Code of Conduct, which they have violated and informed then that continuation of the behavior will lead to more serious discipline.
3. Students who continue less serious violations after being warned will be instructed to take a five minute "time out" period in a corner of the room away from other pupils. A warning concerning more serious disciplinary action may be taken at that time.
4. Students who persist in violating the Code of Conduct during or after their "time out" period, or who violate the Code of Conduct in a serious manner, will be escorted by the Director to their parent or guardian. If no co-teacher is available to escort the student, a reliable student may be sent to call for the Director. The problem will be discussed with the parent or guardian and the student will remain under the supervision of the parent or guardian for the duration of the class period. If no parent or guardian is available to take charge of the student, the Academy Director will act in place of the parent. Re-admittance to a later Academy Day classroom session will be allowed only under the condition the student promises cooperation with the Code of Conduct.
5. *If the disciplinary action described in procedure #4 above is repeated on the same or a consecutive Academy Day, or if a serious violation occurs such as described in procedure #1 above, a conference between the parent or guardian, the student, the Academy Director, and the teacher shall be held to attempt to alleviate the behavior. Should the conference fail to solve the problem, the student may be subject to dismissal from the Academy Day program.*

Please sign to indicate your agreement with the above Discipline Policy.

Signature of Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_