



DALLAS CHRISTIAN ACADEMY

**Student Code of Conduct
&
Disciplinary Sequence**

2015-2016

BASIC INFORMATION

Dallas Christian Academy 's quest for excellence extends to all areas of school life. We expect our students to conduct themselves in a mature, considerate, and respectful manner. Violations of the disciplinary code are grouped into five levels. The principal and school board typically implement disciplinary procedures. A complete listing of disciplinary infractions and possible consequences are explained in the Dallas Christian Academy Code of Student Conduct and Student Handbook; all students will receive and sign for a copy of the Code of Student Conduct and Student Handbook during the first week of school.

DALLAS CHRISTIAN ACADEMY CODE OF STUDENT CONDUCT

The Dallas Christian Academy Code of Student Conduct provides a detailed explanation of the infractions and possible consequences for breaches of the code. It is recommended that students and parents read the information contained in the Code of Student Conduct and Student Handbook. Per Texas Conference policy, administration may suspend a student for up to two weeks.

TEXAS CONFERENCE OF SDA – TEACHER HANDBOOK 5225 – SUSPENSION OF STUDENTS

In the case of a serious violation of school regulations, the principal may suspend a student from school even though there has been no prior serious misbehavior. The suspension period is not to exceed two weeks.

Offenses are assigned a level based on the seriousness of the offense, the disruption to the learning environment and the level of threat to the safety of students and staff.

Level 1 offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation. The faculty member involved will intervene in the misconduct. The faculty member will submit a disciplinary referral to the Principal's Office and the offense will result in **ONE STEP in the Disciplinary Sequence**. Level one offenses include but are not limited to:

LEVEL 1 OFFENSES

Classroom rules (CLR)

Display/Use of Cell Phones & Other Electronic Devices (CPP)

*items confiscated may be picked up at the front office, by parent or guardian, **24 hours** from date of confiscation.

Disruption on Bus (BUS)

Dress Code Violation (DCV)

Food Outside of Authorized Areas (FOA)

Gum on campus or during school sponsored activities (GUM)

Three Between Class Tardies (BCT)

Level 2 offenses are acts of misconduct that are more serious or disruptive than Level 1 offenses. Level 2 also includes repeated acts of Level 1 offenses, and acts directed against people or property that do not seriously endanger the health or safety of others. The faculty member will submit a disciplinary referral to the Principal's Office and the offense will result in **TWO STEPS in the Disciplinary Sequence**. Level two offenses include but are not limited to:

LEVEL 2 OFFENSES

Profanity In/Out of the Classroom (PRO)

Skipping Class/ Failure to Report to Assigned Area (SKC)

Level 3 infractions are major acts of misconduct. They include repeated misconduct acts from Levels 1 & 2, serious disruptions of school order, and threats to the health, safety, and property of others. The faculty member will submit a disciplinary referral to the Principal's Office and the offense will result in **THREE STEPS on the Disciplinary Sequence**. Level three offenses include but are not limited to:

LEVEL 3 OFFENSES

Public Display of Affection (PDA)

Unauthorized Area (UNA)

Insubordination (INU)

Leaving School Grounds Without Permission (LEA)

Level 4 acts of misconduct are serious offenses. The faculty member will submit a disciplinary referral to the Principal's Office and the offense will result in **ONE STEP in the Disciplinary Sequence**. Level 4 offenses will also result in a mandatory suspension with a possible recommendation for expulsion and/or referral to law enforcement. Level four offenses include but are not limited to:

LEVEL 4 OFFENSES

False Accusations Against Student (FAC)

Forgery (FOR) / Lying or Misrepresentation (LMR)

Stealing / Larceny / Theft - Less than \$300 (SLT)

Use of Profanity Directed at a School Employee (PRS)

Fighting (FIL) / Fighting (FIT)

Skipping School/Class (SKP) / Habitual Truant (TRU)

(Skipping school is defined as arriving over 15 minutes late to class without faculty approval or exemption)

Vandalism - Less than \$1000 (VAL)

Level 5 acts of misconduct are the most serious offenses. A disciplinary referral will be submitted to the Principal's Office for these offenses. Level 5 offenses will result in immediate, mandatory long-term suspension with recommendation for expulsion and referral to law enforcement. Level five offenses include but are not limited to:

LEVEL 5 OFFENSES

Alcohol (ALC)

Arson (ARL) / Arson (ARS)

Assault (AST)

Battery (BAT)

Bomb Threat (BOM) / Explosives (EXP)

Breaking and Entering (BRK) / Burglary (BRG)

Causing serious physical injury to another person, except in self-defense

Disruption on Campus - Major

Drug Use or Possession (DRU) / Drug Sale or Distribution (DRD)

False Accusation Against Staff Member (FAT)

False Fire Alarm (FFA)

False Summoning of Emergency Services (FSE)

Firearms (FIR)

Fireworks (FW)

Gambling (GAM) Referral to law enforcement

Gang-Related Activity / Apparel / Appearance (GRA)

Malicious Destruction of School or Personal Property (MDP)

Minimum consequence: Financial restitution and out of school suspension

Maximum consequence: Financial restitution, out of school suspension, recommendation for expulsion and referral to law enforcement

Robbery (ROB)

Sexual Assault or Sexual Battery

Sexual Harassment (SXH)

Stealing / Larceny / Theft - \$300 or More (SLT)

Threat / Intimidation (TRE)

Threat to Student / Threatening Behavior (TRL)

Threat to School Employee (TTS)

Vandalism – \$1000 or More (VAN)

Weapons (WPL) –

Brandish a knife at another person

Possess, sell, or otherwise furnish a firearm

Possess an explosive

DISCIPLINARY CONSEQUENCES

Step One – detention

Step Two – detention

Step Three – detention

STEP FOUR – ONE-DAY SUSPENSION

Step Five – detention

Step Six – detention

Step Eight – detention

STEP NINE – ONE-DAY SUSPENSION

Step Ten – detention

Step Eleven – detention

Step Twelve – detention

STEP THIRTEEN – THREE-DAY SUSPENSION and recommendation for expulsion

***Detention will be held on Thursday, from 3:15-4:15 p.m., in the English Room. Students in detention may complete community service projects during their service time.**

****Failure to Serve Detention (FSA) - Double detention and acceleration to the next level of disciplinary offense.**

BULLYING POLICY

Dallas Christian Academy follows the North American Division of Seventh-day Adventists Education department guidelines regarding bullying. Bullying is defined as:

Aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved. Typically, the behavior is

repeated over time and includes the use of hurtful words and/or acts.

The principal or school board may recommend suspension and/or expulsion for bullying behaviors.

Indicators of bullying behavior include, but are not necessarily limited to the following:

Verbal: Hurtful name-calling, teasing, gossiping, making threats, making rude noises or spreading hurtful rumors

Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images or exhibiting inappropriate and/or threatening gestures or actions.

Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair-pulling, fighting, beating, biting, spitting, or destroying property.

Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.

Cyber-Bullying: Sending insulting or threatening messages by phone, e-mail, Web sites, or any other electronic or written communication. Cyber bullying includes but is not limited to sending offensive texts or emails; posting texts or statements that are not true and create rumors; and circulating embarrassing photos of a classmate online. All in school behavioral expectations also apply to the online and media behaviors of enrolled students.

MERITS

Students who do not incur any detentions for a month will receive a merit for good behavior. Three merits negate one level of disciplinary consequences.

CHEATING POLICY

Cheating includes copying answers on tests or assignments, glancing at nearby test papers, swapping papers, stealing, plagiarizing, and illicitly giving or receiving help on exams or assignments -- in short, presenting another's work or ideas as your own. Students are expected to conduct themselves with integrity. When a student cheats, or aids someone else in cheating, trust is violated. In the case of a cheating incident, the following actions will be taken.

First Offense:

The student will receive a grade of "0" for the assignment on which the

cheating occurred. This grade cannot be dropped.

A report of the incident will be sent to the principal, who will file the report in the student's permanent record.

A suspension will be imposed by school administration.

Students involved in extracurricular activities will forfeit eligibility for a period the length of which will be determined by the athletic department and administration (Suspension of eligibility not to be less than one game).

Second Offense:

Student will be immediately suspended and recommended to the school board for expulsion.

If you feel you have been unfairly accused of cheating, you may appeal.

TARDY POLICY

Tardiness is disruptive to the learning process and is the number one reason people are fired from jobs. In order for students to be successful and productive, they must develop good work habits and punctuality. These habits will contribute not only to academic success, but also to career success in later years. Since tardiness is neither responsible nor productive, and since it is disruptive to the educational process, students at Dallas Christian Academy will be held accountable and responsible to attend school regularly and be on time for all classes.

A student will be considered tardy if he/she is not seated when the period begins. Tardies will be excused only if the student is tardy for medical or legal reasons verified by a parent, doctor or court of law. Tardies due to oversleeping, missing the bus, car trouble, traffic, etc., are unexcused, even with parent verification.

First Period Tardies/Absences

Record will be taken in all classrooms at 8:00 a.m. each morning.

Students who arrive two hours late will receive a half-day absence. Students who arrive four hours late will receive a whole-day absence.

Three tardies equal one absence from school.

*A 90% attendance rate must be maintained for all students. Unexcused absences may not exceed more than 10 days per semester.

Students who accumulate more than 10 unexcused absences a semester may lose credit.

Between Period Tardies

Three between period tardies shall be considered a Level 1 offence and will result in a detention.