**Trinity Lutheran School Discipline Plan**

**Purpose**

The purpose of the discipline plan is to enforce the Word of God in Scripture, which
spells out who is in authority and how people are expected to behave.

"Children, obey your parents in everything, for this pleases the Lord." Col. 3:20

"Therefore who resists the authorities resists what God has appointed, and those who
resist will incur judgment." Peter 2:18

"He who spares the rod hates his son, but he who loves him is diligent to discipline him."
Proverbs 13:24

**General Guidelines to the Discipline Plan**

1. As students are caught being good they should be recognized for their appropriate behaviors. This may include verbal praise, notes to parents, a personal thank-you, a call home, special privileges, etc. Regardless, these techniques will be used to encourage acceptable behaviors.
2. The teachers will make the guidelines for students very clear. In doing so,
they may have to teach or show the students exactly what types of behaviors are
expected from them.
3. Each teacher will have a systematic discipline plan that includes consistent, fair
and appropriate consequences for misbehavior. The plan will be
comfortable for the teacher while also serving the best interest of the child.
4. Positive behaviors will be taught and practiced
5. Positive repetition will be used for those who follow directions.
6. Negative consequences will be enacted only after the directions and/or
specific behaviors have been taught.

**School-wide rules for students in Grades Pre-K - 8.**

* Follow directions the first time they are given
* Walk in an orderly fashion and use quiet voices while moving through the school
* No fighting or using profanity
* Do not engage in verbal abuse (including swearing) of peers and adults
* Keep hands, feet and objects to yourself
* Show respect for others and obey all teachers and staff on school grounds
* Verbal, physical or social media bullying will not be tolerated

**Discipline Outside the Classroom**

The misbehavior of a child in a classroom that cannot be addressed by the classroom
discipline plan will be referred to the principal.

**Procedures for** **classroom removal:**

The teacher will record the incident in a discipline log noting the date, time and
infraction, which warranted removal.

Once sent to the office the student will remain there until the end of the class period or
until the teacher can come to the office and discuss the infraction. If the teacher has
special instructions on when the student may return to class, he or she should put them
in a note and send the note with the student being sent to the office.

1. The principal will give the child the opportunity to explain the infraction and his or
her responsibility in the matter.
2. The principal will then, at a convenient time, talk with the teacher or staff member
involved in the matter. If at all possible the matter will be dealt with on the day of
the infraction. If closure is not possible on the same day, the matter will be
handled within a 24-hour period.
3. Upon hearing both sides of the matter the principal will issue disciplinary
consequences, which are commensurate to the severity of the infraction and the
student's responsibility in the matter.

**Disciplinary Levels for Office Visits**

1. Verbal warning and written apology to the staff member or student involved. Call

home to parents.

1. Loss of noon recess and consequence number 1.
2. Written contact with parent, consequences number 1 and 2.
3. Parent notification; loss of noon recess; and supervised after-school detention (30
minutes). The student will fill out a "think paper" during detention.
4. Parent conference; one-day in-school suspension. (Parent/Guardian will be notified the day before a suspension is to occur).
5. Parent notified and out-of-school suspension not to exceed two days. Loss of
extra-curricular sports activity privileges. (Parent/Guardian will be notified the day before a suspension is to occur).
6. Continual poor behavior may result in expulsion. A private school board meeting
will be held in cases that get this far. The student and parent/guardian will meet with the school board at this meeting, along with the principal, pastor and teachers/staff involved. The school board will have the final decision of expulsion. (Parent/Guardian will be notified the day before an expulsion is to occur).

The above consequences are cumulative. In other words, they do not start over every
week or month, but they run throughout the entire school year. However, if the student does not visit the office for 45 school days, he or she will be moved back one level on
the plan.

**Severe Behavior that may Result in Suspension or Expulsion**

There are certain behaviors that are deemed severe in nature. Examples include, but
are not limited to: striking another person in anger, purposeful destruction of property,
sexual harassment, social media threats possession of weapons and repeated poor behavior. These behaviors require immediate attention and may move a student directly to levels 4-7.

**Parent Appeal Procedures**

In the event that a parent disagrees with the disciplinary action taken by a school
official, the following procedures are to be chronologically followed:

1. Speak directly to the staff member involved with the infraction.
2. Speak with the principal and staff member about the infraction, if the discussion with the

staff member does not solve the issue.

1. Speak to the pastor about the disagreement.
2. Speak to the school board president about the disagreement.
3. A written letter to the pastor and school board to hold a meeting with the principal, school board, staff member and pastor. (See discipline level 7 above)
4. Issues of a sensitive nature may require immediate discussion with the principal,
board president or pastor. In all other cases, proper order of appeal should be
followed.

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