



ACTS Discipline Policy

The goal of all ACTS classes is to encourage a respectful and productive learning environment in the classroom. All ACTS staff will endeavor to foster this by modeling godly character and through praising students for:

- good behavior
- excellent academic achievement or strong effort
- displaying godly character traits

The Limits of Classroom Discipline will be:

1. No ACTS adult will use corporal punishment, handle children physically (except in an emergency), shout or verbally intimidate children in the course of disciplining them.
2. In order to maintain the integrity and reputation of the ACTS staff, no adult will be alone with a child in an office, classroom, or bathroom with a closed door. The POTD will assist the tutors and administrators as needed to uphold this standard.

Student Expectations

Students will:

- arrive on time (7:50 AM)
- have current WLPs printed and stored in appropriate binders
- arrive prepared with completed assignments
- obey cheerfully the first time, every time
- quietly raise their hands before speaking in class
- listen quietly
- sit appropriately and respectfully
- work diligently and cheerfully according to their ability
- conduct themselves with honesty: avoiding lying, plagiarism (including use of AI in final projects), and cheating.
- agree that bathroom breaks occur prior to the start of the day (7:50), during snack time, and at the end of the day

ACTS Code of Conduct – Levels of Consequence

As students are learning the standards of ACTS behavior, it is the desire of the ACTS staff to partner with families in reinforcing these standards. Actions have consequences – good or bad – and learning from those actions is the goal of any discipline. We desire to model the way God deals with us through regret, repentance, and restoration.

The chart on the next page outlines the levels of involvement of the ACTS Tutors, Administrators, and the ACTS Board in the shaping of the character of ACTS student.



Assisting homeschooling families in the Classical Christian education of their children

Grades K/1 through 10

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Level 1	Student Infractions	Possible Management Options
Primarily handled by the tutor	<ul style="list-style-type: none"> Talking out of turn Distracting classmates Passing notes Not following instructions Lack of self control Routinely unprepared for class (incomplete homework, presentations, lab work, etc) Tardiness in arriving at ACTS or returning from snack 	<ul style="list-style-type: none"> Verbal warning by tutor Verbal apology Seat change Tutor conference with student Hallway timeout with Parent of the Day (POTD) Positive reinforcement for improvement Communication to parents via in person, text, call or email
Level 2		
Referred to the Administrator	<ul style="list-style-type: none"> Repeated Level 1 offenses Dress Code Infraction Disrespect shown to any authority figure Dishonesty including lying, cheating, and plagiarism Fighting or physical roughness Rebellion – disobedience to a verbal command Unkind, vulgar, obscene, violent or profane language Mistreatment of another's property Disruption to the operations of ACTS, AACS or EP Church 	<ul style="list-style-type: none"> Meet with Administrator Written reflections about incident Letter of apology Parents contacted via email or phone Parental involvement Parent conference Parent to accompany child to class Behavior Contract Behavioral Probation Suspension from class Inclusion of one or more Level 1 options
Level 3		
Referred to the ACTS Board	<ul style="list-style-type: none"> Repeated or escalated Level 2 offenses Vandalism to anyone's property Any hostile physical contact with the intent to harm another Verbal threats Inappropriate physical contact between students Violation of civil law Weapons (or threat of weapons) on premises Use of a weapon or intend to use any item as a weapon against staff or other students 	<ul style="list-style-type: none"> Inclusion of one or more Level 2 options Suspension Re-enrollment in question Expulsion Notification to overseeing Elder of EP Church Session