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1. **Respect for Authority:** Obedience to those in authority is required. Respect is to be shown to all adults in the Cono campus family. Adults are to be addressed as Mr., Mrs., or Miss. Disrespectful, threatening, or violent behavior is unacceptable and will not be tolerated. Any student choosing such behavior will face disciplinary action and may be turned over to local law enforcement.
2. **Forbidden Things:** Gambling is not permitted. Pornography in any form is not allowed. The possession of aerosol cans, matches, lighters, candles, incense and fireworks is not allowed. Possession or use of any type of weapon (firearms, knives, clubs, etc.) is not allowed at any time.
3. **Meals:** The entire Cono family meets together for meals. Mealtime devotions at dinner include singing, Bible reading and prayer. All students and staff must be on time for meals. Individuals who arrive after the start of the opening song or reading shall wait quietly on the tile flooring until the end of the prayer. At this point, they must go to the person leading the meal, apologize, and receive consequences.
4. **Conduct:** Running and horseplay are only for the gym and outside. Horseplay easily leads to property damage and, much more importantly, to personal injury.
5. **Boarding/Day Student Distinction:** At all school events, there is no distinction between day and boarding students in regard to compliance with school policy.
6. **Property:** All property belongs finally to the Lord. To be good stewards, we must show concern and respect for buildings, chairs, desks and everything that the school provides. Students must also show care for the property of other students. Students will be held responsible and charged for damages they cause. To help prevent messes, food and drinks are not permitted in any classroom or academic building at any time. Chewing gum is not permitted in any academic building, except the gym itself, at any time.
7. **Snowball/Water Fights:** Snowball and water fights are forbidden except in battles authorized and supervised by adults. This is important to prevent injuries to people and damage to property.
8. **Eyewear:** Students who wear contact lenses are required to also have glasses if they are enrolled in chemistry. All students who wear glasses are encouraged to obtain sports glasses for athletics. Students with glasses or contacts should have their prescription on file with the Health Coordinator. Students may not share or trade contact lenses.

### **C. Disciplinary Measures**

Reconciliation and repentance is the goal of all discipline. Disciplinary measures vary according to the severity of the infraction of the rules, and they may include: restriction to the dorm for a period of time, detention, daily suspension, work assignment, increased restrictions and loss of privileges, probation, and separation from the school with or without academic credits.

In this place of hope, Cono staff members seek to be conduits of God's grace to sinners, as each one of us are sinners experiencing God's grace daily. We desire to see evidence of students' submission to Christ. What this means at Cono is that we seek to lead students to contrite confession and repentance when they have sinned. In the case of major sin or repetitive sinful behaviors with no evidence of contrition or repentance, students may be expelled.

### **D. Behavioral Probation**

Behavioral Probation has three levels, Yellow, Orange, and Red, increasing in severity.

#### **1. Yellow Level**

- a. The student on Yellow Level will be so designated due to one of two situations:
  - i. Activities and/or attitudes that reflect a rebellious approach to the mission of the school
  - ii. The student is showing improvement in behavior from having been on Orange Level Probation.
- b. The student on Yellow Level is not restricted from school activities.
- c. The administration places students on Yellow Level based upon input from faculty, staff and/or the Probation Committee. The students on Yellow Level meet with the Probation Committee monthly.

#### **2. Orange Level**

- a. The student on Orange Level will be designated based upon the following criteria:
  - i. Consistent, unrepentant activities and/or attitudes that result in discipline and/or
  - ii. Participation in a significant disciplinary event
- b. The boarding student on Orange Level is campus-bound for all off-campus activities with the exception of academic field trips in which the student is an active participant. All School off-campus activities are permitted at the discretion of the administration. Students on orange can attend on campus athletic events with his or her dorm parent. He or she must sit with the dorm parent or adult the dorm parent designates for the duration of the event.

- c. The boarding student on Orange Level is dormed with no visitors allowed. The day student on Orange Level is not permitted on campus except for the school day and athletic events in which he/she participates.
  - d. Free time is spent studying or working.
  - e. The administration places students on Orange Level based upon input from the faculty, staff and/or the Probation Committee. The student on Orange Level meets with the Probation Committee monthly. Parents will be notified when their child has been placed on Orange Level.
  - f. The boarding student on Orange Level will be assigned physical exercise at the dorm parent's discretion.
3. Red Level
- a. The student on Red Level is on the verge of being expelled from the school. A student would not normally stay on Red Level for an extended period. The student will typically be moved down to Orange Level or expelled within a week or two.
  - b. The boarding student on Red Level is campus-bound for any and all activities.
  - c. The boarding student on Red Level is dormed to their room with the door closed; no visitors are allowed.
  - d. The boarding student on Red Level will exercise daily for 30 to 60 minutes.
  - e. The boarding student on Red Level loses phone privileges.

Students are placed on Red Level probation based upon input from the administration, faculty, staff and/or the Probation Committee. The student on Red Level meets with the Probation Committee as determined by the administration.

### **E. Dorming Policy**

“Dorming” is a discipline administered at Cono Christian School, and is similar in form to grounding. The student is restricted to their dorm. They may leave the dorm five (5) minutes prior to an allowed activity and must return within five (5) minutes of the allowed activity ending.

1. When Dorming applies:

Dorming automatically applies to students:

- a. On orange or red probation
- b. On academic probation.
- c. Dorming may also be enforced on a short-term basis at dorm parent discretion.

2. Restrictions for a dormed student:
  - a. Dormed students are required to attend:
    - School and class-related activities
    - Sports practices and games in which the student is a participant
    - Church
    - Meals
    - Work crew
  - b. Dormed students may NOT attend:
    - Friday night CAMP
    - Free time activities
    - Game room
    - Open gyms
  - c. Dormed students may attend with restriction:
    - Home choir concerts
    - Sports competitions (must sit in designated location when not playing or attend study room.)
    - Praise and worship (dorm parent grant approval)
3. Rationale for dorming:

Dorming is enforced for either behavioral or academic purposes. For those who have exhibited behavioral problems, this discipline keeps them out of the social mix and limits privileges. It also allows for better supervision of their day-to-day activities. If student is dormed for behavior they may be given extra work assignments. For those struggling academically, distractions are limited so the student may focus more on academics. They also are encouraged to increase their academic effort in order to regain privileges.

4. Exceptions to dorming:

Occasional exceptions to dorming may be made by the principal in conjunction with a dorm parent in order to reward a dormed student for showing significant improvement in behavior or academics, or to accommodate for a unique opportunity that presents itself.

## **F. Harassment Policy**

Any harassment based on ethnic, physical or gender differences is strictly forbidden and will be promptly investigated and resolved. Students who suffer such harassment from another student or staff member or know of a situation where it has occurred should report it to a staff member or administrator immediately. The report will be investigated promptly, and those found guilty of such harassment will face disciplinary action. Students who make such a report will be protected against reprisal from others. Cono also maintains a Sexual Harassment Policy that may be obtained from the main office.

## **G. School Jurisdiction**

Cono takes its responsibility for student behavior during the school year and summer months very seriously. Student behavior on or off campus during the academic year is under Cono's authority. This includes all breaks during the school year and trips home. Off-campus misbehavior may require different discipline than on-campus misbehavior.

## **H. Locker, Dorm Room & Property Policy**

A fundamental principle of our life together is respect for each other, which includes each other's property. We expect that everyone who shares the use of school facilities will help to take good care of them out of a desire to be good stewards of the resources God has given us. Those who are disrespectful will make restitution with their time and their money.

Cono provides a locker for every student for books and personal items. Students are expected to keep their lockers locked at all times. All lockers, beds, dressers, desks etc. are school property loaned to students.

The administration or dorm parents of a student reserve the right to search a student's luggage, room, locker and all personal effects, including cell phones, cameras, computers, mail, packages, and e-mail and remove, delete or dispose of anything inappropriate.

## **I. Tobacco Policy**

Smoking or the use of tobacco products is not permitted by students attending Cono. Students of any age who are found with tobacco products or to have used a tobacco product while a Cono student in the current year shall be disciplined. The student may be placed on probation. Repeat offenses will result in further disciplinary action.

## **J. Drug and Alcohol Policy**

The possession, use, solicitation, sale or purchase of alcohol or drugs (illegal, prescription, or nonprescription) at Cono is strictly forbidden (except consuming wine during communion in worship). Any infraction of this rule on campus or at any school-sponsored activity will be cause for disciplinary action. Students who return to the campus with alcohol, drugs or tobacco, especially with the intent to distribute them, will receive disciplinary actions.

Cono has established a confessional and reasonable cause drug testing policy.

### **1. Reasonable Cause Testing**

Such testing shall be decided as a result of agreement reached between the administration and dorm parents for boarding students. Reasons may include persistently poor academic work, discipline issues, a marked change in attitude toward school life, parental concern, or anything that the staff deems to give a prima facie reason for suspicion. The administration will notify the parents by telephone that a test is being conducted and explain why.

## 2. Testing Procedure

An administrator or designee, along with another staff member, will conduct the test using a drug screen kit. The student will be accompanied to the rest room with two same sex staff members to collect a urine sample.

## 3. Voluntary Confession Prior to Testing Completion

Prior to testing and during testing, the administrator or designee will ask the student if he or she has used drugs while enrolled at the school this year. If the student answers yes, the test will be completed, the administration, dorm parents and the parents will be notified and the student will be disciplined, up to and possibly including a week at-home suspension.

## 4. Communication of Results

The student and staff members will observe results from the test together. A positive or negative result will be reported to the administration and the student's dorm parents. When necessary, the entire staff will be informed of test results. An administrator will report the test results to the parents.

## 5. Contesting Results

If a student or parents contest the results of this test, Cono, in cooperation with a local lab, will conduct a more comprehensive hair analysis test.

## 6. Discipline

Discipline for students who have confessed or been caught using drugs, distributing drugs or having in their possession illegal paraphernalia may include, but is not limited to, the following: 24 hour suspension, up to one week suspension (possibly at home), work-related suspension for up to three days, move to higher probationary status, notification of local law enforcement authorities and expulsion from the school.

If the student is on probation at the time of testing or confession or has a disciplinary record, he or she will be given a week at-home suspension. Counseling may be requested by parents or possibly mandated by the school.

If the student is not expelled from the school, he or she will be randomly tested at the discretion of the administration for the remainder of his or her time at the school, at cost to the parents. A positive result would mean further disciplinary action and could mean permanent separation from the school.

## 7. Positive Test Result

If the test result is positive and the student answered "no" regarding previous drug use, the discipline will be more severe. The student will be given a one week suspension, and may be separated from the school for either lying and/or drug use. Students who test positive thereafter will be separated from the school.

8. Refusal to be Tested

Students who refuse a test shall not remain at school.

9. Payment

All test costs will be charged to the parents. Prices are subject to change.

**K. Dismissed Students**

The administration will state the terms of a student's separation at the time of the separation. In most cases, a student who has been dismissed or who has withdrawn for a disciplinary reason may not return to Cono unless he or she has received permission from the administration. Communication with current Cono students may be limited or prohibited. Deposits and tuition paid are forfeited; boarding fees will be returned on a prorated basis.

There are instances when an expelled student and his/her parents wish to be considered for re-enrollment. In such instances, a student may contact the Admissions office by letter to express his or her reasons for reapplying. The Admissions administrator will meet with the other administrators to consider the request. The Admissions administrator will then contact the student. A student is not permitted to reapply within the same school year of his or her withdrawal or separation.

**L. Damage Policy**

Students must pay for damage to school property. Damage will be reported immediately so that repairs can be made.

Damage in a student room will be charged equally to all of the occupants of that room unless one or more individuals assume responsibility for the damage. Damage in a common area of the dorm will be charged equally to all the occupants of that dorm unless one or more individuals assume responsibility for the damage.