

## Keystone Homeschool Co-op Disciplinary Actions Policy

At Keystone Homeschool Co-op, we strive to create a Christ-centered, respectful, and encouraging learning environment. When a student's behavior disrupts this atmosphere, we address it with fairness, patience, and accountability. The following steps outline our approach to discipline:

### Step 1: Verbal Warning

- The student will receive a gentle but clear verbal reminder about the behavior in question.
- The classroom facilitator will explain why the behavior is inappropriate and encourage the student to make better choices.

### Step 2: Written Warning & Parent Notification (Strike 1)

- If the behavior continues, the classroom facilitator or co-op board member will complete a **Discipline Write-Up Form** detailing the issue.
- A copy of this form will be shared with the student's parent/guardian and must be signed.

### Step 3: Parent-Co-op Conference (Strike 2)

- If the issue persists, a meeting will be scheduled with the student, parent/guardian, classroom facilitator, and a co-op board member to discuss the behavior and create a plan for improvement.
- The student may be given a written reflection assignment or other corrective action to reinforce positive behavior.
- Parents/guardians may be required to sit in the next class to help with the students' behavior.

### Step 4: Suspension from Class/Activity (Strike 3)

- If the behavior does not improve, the student may be temporarily removed from class or certain co-op activities. A meeting with parents and co-op leadership will determine next steps and whether the student can return under a behavior agreement.
- If all prior steps fail to resolve the issue, the student may be asked to leave the co-op for the remainder of the semester or school year with no refund of tuition.
- This decision will be made prayerfully by co-op leadership, with consideration for both the student's needs, the classmate's needs and the well-being of the community.

By signing below, we acknowledge that we have read and understand the discipline policy and agree to uphold these guidelines.

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*Signature of Parent*

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*Date*

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*Signature of Student*

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*Date*