

Elementary (K-6) Discipline System

Goal: Our goal as Christian educators is to encourage students in their walk with the Lord by assisting them in developing self-discipline and responsibility for their own behavior. When behavior deviates from the guidelines given in God's Word or from the guidelines of the authority that God has placed over us, discipline is necessary. Although we quite often think of discipline as a negative thing, God's Word says the opposite:

Psalm 94:12 "Blessed is the man whom you discipline, O LORD, and whom you teach out of your law,"

Hebrews 12:5-11 "...For the Lord disciplines the one He loves...He disciplines us for our good, that we may share His holiness. For the moment all discipline seems painful rather than pleasant, but later yields the peaceful fruit of righteousness to those who have been trained by it."

Discipline will be redemptive in nature. Boundaries will be well-defined and communicated. The ultimate goal is for the student to develop an *inward* desire to submit to God's authority alongside *outward* conformity to regulations. Redemptive discipline enables students, through the teaching of biblical principles and the work of the Holy Spirit, to identify, own up to, and repent of wrong doing and experience forgiveness and restoration.

Purpose:

1. To help the student avoid the snare of sin in the future
2. To ensure a safe environment for all students
3. To maintain consistent enforcement of rules from teacher to teacher
4. To partner with parents in communicating negative (unhealthy, unsafe) patterns of behavior.

Structure: For minor infractions, each classroom, special teacher, or head recess monitor will design his or her own plan to manage that level of behavior. For moderate and serious infractions, teachers *and* administration will work together to track student behavior throughout the year and communicate it to parents promptly.

Minor Infractions: Discipline for minor infractions will generally be handled by the student's classroom teacher but at times may be handled by another HCA staff member who is in authority. Consequences will be given at the teacher's discretion. Minor infractions **may or may not** be communicated to the parent/guardian and/or principal. Minor Infractions may include but are not limited to the following:

- a. Unexcused tardy to class
- b. Disruptions in class
- c. Not being on task
- d. Dress code violation – 4th -6th grades (1st and 2nd offense) – will be communicated to parent (Dress code violations for K-3 will be communicated to the parent as well but the student will not be penalized for the offense.)
- e. Use of electronics without permission
- f. Not following teacher's instruction
- g. Deliberate exclusion of another student (1st offense)
- h. Using unkindness in words and/or actions
- i. Inappropriate horseplay
- j. Carelessness with school or other's property
- k. Inappropriate touch of another student
- l. Other minor violations at the discretion of the person in authority

Moderate Infractions: Discipline for moderate infractions in K-6 may be handled by the student's classroom teacher or by another HCA staff member who is in authority. Moderate infractions will be communicated to both the parents/guardians and principal and be documented. Moderate infractions are of a more serious nature and therefore receive a more serious consequence. A student will receive a "strike" for moderate infractions. Strikes will be recorded and be cumulative over each semester. At the start of each semester strikes will be reset to zero. A strike received will result in the loss of one recess privilege. The consequence for receiving a strike will be served as soon as possible. Students will fill out "A Time to Think" sheet during their recess time. *See appendix A for "A Time to Think" sheet.* Moderate Infractions may include but are not limited to the following:

- a. A pattern of minor infractions
- b. Deliberate exclusion of another student from an activity (after 1st offense)
- c. Cheating/plagiarizing (1st offense)
- d. Using profane language/misuse of God's name (1st offense)
- e. Deliberate defiance or disrespect towards faculty, staff, or other HCA authority (1st offense)
- f. Lying to faculty, staff, or other HCA authority (1st offense)
- g. Deliberate cruelty to others (1st offense)
- h. Inappropriate touch of another student
- i. Dress code violation (after 1st and 2nd offense) – 3rd-6th grades

Severe Infractions: Although most behavior issues at the elementary level fall into the minor or moderate category, it is necessary to have guidelines in place for the most extreme possibility. Severe infractions will be handled by collaboration of the principal and the HCA staff member who was in authority at the time. Severe infractions will be *immediately* communicated to the parents/guardians and documented. A detention will be given for a severe infraction. Detentions will be served for the duration of one hour after school on a day designated by the principal. Detentions will be supervised by the principal, or administrator if the principal is unavailable. Severe Infractions may include but are not limited to the following:

- a. A pattern of moderate infractions
- b. Deliberate exclusion of another student from an activity (after 2nd offense)
- c. Cheating/plagiarizing (after 1st offense)
- d. Using profane language/misuse of God's name (after 1st offense)
- e. Deliberate defiance or disrespect towards faculty, staff, or other HCA authority (after 1st offense)
- f. Lying to faculty, staff, or other HCA authority (after 1st offense)
- g. Deliberate cruelty to others (after 1st offense)
- h. Inappropriate touch of another student
- i. Verbal or physical harassment or bullying
- j. Fighting – hit, kick, punch, spit at, bite, etc.
- k. Stealing
- l. Deliberate destruction of school or another person's property
- m. Bringing a weapon to school
- n. Other serious infractions as determined by the administration

Suspension/Expulsion: If severe infractions are repeated or infractions of a greater severity occur, a suspension may be necessary. Suspensions will be given at the discretion of the administration. There will be two types of suspensions: In-school and Out-of- school. In-school suspensions will be served at school in an area that excludes interaction with other students. Students will continue learning activities and regular class assignments while serving an In-school suspension. Out-of –school suspensions will exclude students from attending school. Educational activities and further discipline will be left to the discretion of the parent with recommendations from the administration. The formation and signing of a probationary contract by all parties involved may be necessary in order for the student to re-enter the classroom setting.

An expulsion is the most extreme form of discipline and is generally only used when a student fails to improve while on a probationary contract. The school board may expel a student on the recommendation of the administration. If a student is expelled all educational services will cease. The student will no longer be allowed to participate in any school related activity or be on campus without special permission. Expulsion means a student may not return to HCA without special approval from the Board of Directors.