

HCA Secondary School (7-12) 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

Demerits: Students can receive a demerit for small infractions. A student may receive a demerit in class or outside of class, from any teacher or staff during any school event, including athletics or school parties. The following rules apply to demerits:

1. Demerits will be recorded for each of 7 classes, and in a separate 8th category for outside of class demerits.
2. Demerits will be cumulative over each quarter. At the start of each quarter demerits will be reset to zero.
3. A student who accumulates three demerits in a single class or in the outside of class category will receive an after school detention. Detentions will be given on 3, 6, 9, 12 etc. demerits.
4. Demerits will be given for the following reasons:
 - a. Dress code violations
 - b. Tardy to class
 - c. Disrupting class
 - d. Sleeping in class

- e. Not being on task
- f. Deliberately excluding others during structured and unstructured activities at school
- g. Use of electronics without permission
- h. Messing up the school or school used facilities by leaving trash behind
- i. Not following teacher's instruction
- j. Standing up while the school bus is in motion
- k. Horseplay
- l. Coming to class unprepared (as in not having assignments completed or not bringing required materials such as books, paper, etc.)
- m. Writing on desks, books, or any school property
- n. Unauthorized eating in rooms or other school-used facilities
- o. Use of crass or impolite language
- p. Other minor violations at the discretion of the teacher

Detentions: Detentions will be scheduled after school from 3:15-4:15, usually, but not exclusively on the last school day of the week. During detentions students will fill out a “**Think it Over Sheet.**” This sheet will require students to answer the following questions:

1. What wrong actions and attitudes did I display?
2. How were these actions and attitudes opposed to scriptural instructions? Verify your answers with scriptural references.
3. How were my actions and attitudes not helpful to myself and others around me?
4. What can I do in the future to help me change my behavior?

Additional notes about detention:

1. Parents will be notified regarding after school detentions.
2. No detention may be rescheduled without special permission from the administration.
3. Detentions will take priority over all other school activities.
4. On every third detentions in a quarter, students will receive a suspension (i.e. on the 3rd 6th 9th etc. detention). At the start of each quarter detentions will be reset to zero.
5. Failure to serve detention on the day and time required may result in additional detentions or in-school suspensions.
6. Detentions may be received for the following reasons:
 - a. Serious problems with dress code violations
 - b. Public displays of affection while at school, chapel, on field trips, or at school activities
 - c. Cheating or plagiarism on the 1st offense in a school year. It may also include grade penalties. See the section below for definition of cheating and plagiarism.
 - d. Using profane language; Language that insults God or your fellow man
 - e. Fighting (1st offense in a school year)
 - f. Being disrespectful to any faculty or staff
 - g. Lying to teachers or administrators
 - h. Harassment or bullying (1st offense in a school year)
 - i. Accumulating too many demerits as outlined in the section above

Suspensions: Suspensions will be given at the discretion of the administration for serious offenses. 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 suspension 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.

Additional notes about suspensions

1. Three suspensions in a year will make a student a candidate for expulsion.
2. Suspensions may be imposed immediately, with the student being asked to leave school right away and may last up to two weeks.
3. Students are not allowed to participate in any after school activities, clubs, or sports immediately following the administering of the suspension.
4. Students may be suspended for the following reasons:
 - a. Accumulating three or more detentions in one quarter
 - b. Destroying or willfully damaging school or personal property
 - c. Bringing to school any of the following: weapons, fireworks, aerosol cans, tobacco products, alcohol, drugs or hazardous material
 - d. Having any material or displaying any behavior that presents a hazard or has questionable moral value
 - e. Outright defiance
 - f. Involvement in substance abuse
 - g. Missing school without the parent or school personnel's approval
 - h. Fighting (After 1st offense)
 - i. Bullying (After 1st offense)
 - j. Cheating or Plagiarism (After 1st offense)
 - k. Viewing pornographic material at school
 - l. Committing other serious rule infractions as determined by the administration.

Expulsion: This is the most extreme form of discipline and is generally only used when a student repeats serious offenses or 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.

Additional notes on expulsion:

1. Some offenses are listed below under expulsion as well as above under suspensions. A suspension or expulsion can occur for these infractions according to the discretion of the administration and the school board. Previous record and the seriousness of the offense will be taken into consideration.

2. Students may be expelled for the following reasons:
 - a. Causing bodily harm to another student
 - b. Any student found to be selling, using, in possession of, or being knowingly present around or with illegal drugs will immediately be expelled and reported to the authorities
 - c. Bringing alcohol, drugs, drug paraphernalia, pornographic material, or weapons to school or on school property
 - d. Involvement in theft on or off campus
 - e. Other illegal or serious offenses as identified by the administration
 - f. Accumulating 3 or more suspensions in a school year

Examples of plagiarism or cheating are defined as, but not limited to:

1. Taking/copying someone's assignment or a portion of that assignment and submitting it as one's own
2. Submitting material written by someone else or rephrasing the ideas of another without citation
3. Presenting works of others as one's own. (parent, tutor, sibling or friend/student, etc.)
4. Submitting papers/essays that were downloaded from the internet
5. Providing answers/work to another student, without the teacher's approval
6. Copying, duplicating or cut/pasting of assignments that are turned in, wholly or in part, as original work
7. Using a computer/smart phone, calculator, search engine, foreign language translator or ANY other aid to acquire information during or on an exam/test (in or out of school) without the expressed permission of the teacher
8. Giving or receiving answers for an exam, including allowing other students to look at your test paper. It is every student's responsibility to keep their test paper secure and to keep their eyes on their own paper
9. Accessing tests or quizzes before the event to determine the questions in advance, by word of mouth, by sharing answers in any form, or theft of or unauthorized access to an exam, quiz, or test
10. Using summaries/commentaries in lieu of reading the assigned materials
11. Submission of false data or citations in a work
12. Sharing of access codes, logins or passwords to computer instruction and exam sites