

Black Hills Christian Academy

Discipline Policy

Consolidated and proposed 1/9/03

By Roberta Fox, Administrator

“Discipline means discipleship.”

Parents are responsible for the training and discipline of their children. Our academy supports the biblical model for parental discipline which is corporal punishment (i.e. paddling; see Proverbs 3:11-12; Proverbs 29:15,17), in addition to thorough discussions, counseling and prayer. This model is clearly the responsibility of the PARENTS (not the school) and is to be administered by loving and concerned parent under emotional control.

In administering the discipline policy, teachers will use a balance of positive reinforcement to train for proper conduct. Each teacher will outline their merit system with their students.

PARENTS... When contacted and asked to meet with Black Hills Christian Academy staff, please schedule the meeting without delay. Delaying more than a day is unacceptable. We will not request a meeting unless it is important. Please handle it as an important issue. In some cases you will be expected to attend a meeting immediately. Nothing is more important to you or us than your child’s well-being and training.

*SCHOOL BIBLICAL COUNSELING

Biblical, wise counsel is often shared by our school staff (**non-professional biblical counselors**) in the normal course of the relationship staff and students enjoy. Generally students will rightfully have the expectation of privacy. However, if in the course of being counseled, a student reveals information that in the counselor’s opinion and discretion raises concerns for the safety and/or emotional ability of the student, that information may be revealed to appropriate officials and/or parents.

***BASIC RULES OF CONDUCT**

1. Show consideration and respect to everyone by your words and actions.
2. Do what you are asked to do the first time asked.
3. Do not interrupt, argue, complain, or talk back.
4. Do not talk or leave the classroom without permission.
5. Respect school property in all ways.

Black Hills Christian Academy students are expected to adhere to the basic rules of conduct and are subject to the authority of ANY staff member at ANY time on the school grounds during the school day or during school functions.

We ask that the students of Black Hills Christian Academy maintain high Christian standard of courtesy, kindness, morality, and honesty. We encourage our students to refrain from undesirable behaviors not only at school, but also at home or else where.

***BANNED ITEMS** (Students are not to bring the following to school, field trips, or road trips): Confiscated items will be returned only to the parents.

- | | | |
|------------------------|-----------------------------------|---------------------|
| Beepers | Radios | Walkman |
| Phones | Game Gear | CD's/Cassettes |
| Disc players | Alcohol | Tobacco |
| Drugs or Paraphernalia | | Matches or lighters |
| | Weapons of any type—real or play | |
| | Inappropriate magazines or books. | |

It is the purpose of BHCA to provide a healthy, effective learning environment for its students, therefore the following plan of administering discipline will be strictly followed. We believe it is necessary to also offer positive reinforcement, which plays a vital role in the discipleship of children.

Misconduct will be classified according to severity. Each level of misconduct carries a set of consequences. ALL INSTANCES OF MISBAVIOR WILL BE DOCUMENTED AND MAINTAINED. They are outlined as follows:

LEVEL I MISBEHAVIOR

Misbehavior impedes the orderly operation of the classroom, Academy, and/or playground and includes the following:

- Not coming to class prepared to learn- students should have their supplies, etc.
- Classroom disturbances
- Failure to complete daily assignments or follow directions.
- Tardiness
- Other behaviors that distract from the classroom/school environment.

Disciplinary Procedures:

1. Immediate intervention by the staff member who is supervising the student or who observes the misbehavior. The student is informed of the nature of the violation and the possible consequences.
2. Repeated misbehavior will require a parent-teacher conference with the student present. Persistent misbehavior will require a parent – teacher - administrator conference with the student present.
3. If the parent/teacher conference fails to correct the behavior and it persists, then the parents will meet with the school administrator.

Disciplinary Consequences:

- Conference with parents (by phone or in person).
- Verbal reprimand
- Time out in classroom
- Withdrawal of privileges
- Detention
- Other disciplinary action deemed appropriate by school staff.

LEVEL II ACUTE MISBEHAVIOR

Acute Misbehavior includes activities in which the degree of seriousness tends to disrupt the learning climate of the Academy. These infractions require the intervention of Administrative Staff. Included is misbehavior which does not represent a direct threat to the health and safety of others but presents educational consequences serious enough to require such corrective action. This includes the following:

- Continuation of any previously mentioned Misbehavior (while no specific number of instances is given, any consistent continuation will upgrade the nature of the infraction to Acute).
- Truancy
- Dishonesty
- Disrespect toward staff of student.
- Misbehavior with a substitute teacher.

- Physical or verbal altercation.
- Vandalism
- Use or possession of tobacco products and/or accessories on school property.
- Extortion
- Trespassing
- Stealing
- Runaway (including accomplices)
- Failure to abide by corrective measures for misconduct.
- Other behavior that distracts from the classroom/school environment.

Disciplinary Procedures:

1. The staff member will investigate the infraction.
2. The student is referred to the school administrator for disciplinary action.
3. The school administrator meets with the student and/or staff member for resolution.

Disciplinary Consequences:

- Mandatory parent conference (by phone or in person).
- Detention
- Temporary removal from class
- Alternative programs:
 - a. Homebound instruction
 - b. Other appropriate Academy alternatives
- Withdrawal of privileges
- Financial Restitution (where loss occurs)
- Referral to outside agency
- One to three day suspension
- Recess time out
- Suspension of all non-academic privileges
- Behavioral Contract
- Other disciplinary action deemed appropriate by the school administrator.

LEVEL III EXPULSIVE MISBEHAVIOR

Expulsive Misbehavior involves acts, which are serious and require administrative response most likely resulting in the expulsion of the student as a result of action taken by the School Board. It may involve the intervention of law enforcement authorities. These include:

- Continuation of previously described Acute Misbehavior.
- Possession, use, distribution, or being under the influence of any drug or controlled substance.
- Sexual activity or admitted homosexuality.
- Possession or use of weapons.

- Bomb threats
- Setting fires
- Setting false fire alarms
- Physical abuse
- Other acts of misconduct, which are seriously disruptive, equivalent to felony crimes and/or create a safety hazard to students, staff and/or Academy property.

Disciplinary Procedures:

1. The Administrator verifies the offense, confers with the staff member(s) involved and meets with the student.
2. Parents are notified and the student is immediately removed from the school environment.
3. Academy officials contact law enforcement officials, if and when appropriate.
4. The Administrator maintains an accurate record of the offense and disciplinary actions.

Disciplinary Consequences:

- Immediate suspension pending an expulsion hearing.
- Referral to law enforcement officials or other disciplinary action deemed necessary by the School Board.

We recognize that any list of misbehavior and consequences cannot be all-inclusive. Therefore the teaching staff and/or the School Administrator will deal with any misbehavior or consequences not included in this handbook.

The School Administrator in accordance with the School Board Policy Manual will execute suspensions. The school administrator as directed by the School Board will execute expulsions.

- Exceptions are made only by the administration.

STANDARD OF CONDUCT

This “Standard of Conduct” is non-negotiable. Academy is a privilege not a right.

Black Hills Christian Academy believes that the Bible is the infallible Word of God and that salvation by faith in Jesus Christ is the initial step in the Christian life. The Bible teaches that spiritual growth follows salvation and BHCA endeavors to provide an environment conducive to the spiritual growth and development of its young people.

We care for our student’s spiritual health as well as their physical, mental, and academic well-being. It is therefore vital to operate our school with a Biblical “Standard of Conduct”. Our desire is to allow the opportunity for development of strong Christian character in our young people.

The school requires that each student...

1. Refrain from: sowing discord, disrespectful attitudes toward all people (parents, school staff, students, etc.), profanity, indecent language, cheating, stealing, fighting, smoking, use of alcoholic beverages, use of illegal drugs, gambling, pornography, premarital sex, homosexuality, and movies and music which glorifies the aforementioned (i.e. violent, sensual, profane, occultist, etc.). It is the school’s position that most movies rated above PG and much of today’s music would not meet this standard.
2. Maintain Christian standards in courtesy, kindness, honesty, morality, and modest attire. Pledge to follow the principle found in Matthew 18:15-17 for resolving conflicts with others. When there is a conflict seek to resolve it with the person directly involved. Only after this first step should you involve a third party and then only for the purpose of resolving the conflict. If you are approached to become involved in a matter, advise the person to operate according to this pledge and remain unbiased.
3. Understand and uphold this standard in maintaining the Esprit de Corps (Honor Guard) that makes our students distinct in character and conduct. This requires students to hold one another accountable both on and off campus. This is positive peer pressure that causes our students to rise above the level of mediocrity and to stand for Christ.

The restriction and requirements cited in this pledge may not reflect the values of every school family. By holding this standard, BHCA is not being critical of those who believe differently on some of these matters but the lifestyle consistent with this “Standard of Conduct” is directed at providing an environment with high morals, Christian ethics, healthy socialization, and achievement of comprehensive academic goals.

PLEASE READ

Student:

As a student, I have read the “Standard of Conduct” and while enrolled at Black Hills Christian Academy agree to cooperate with this standard to the fullest extent whether at home, school, or elsewhere. I realize the importance of this document and understand that hypocrisy will not be allowed but will result in dismissal from the school.

Parent:

As a parent, I have read the “Standard of Conduct”. I will cooperate with the school by encouraging my child to maintain this standard whether at home, school, or elsewhere. I realize the importance of this document and understand that hypocrisy will not be allowed but will result in dismissal from the school.

***Students in grades 6-12 will receive the Standard of Conduct to review and sign during the first week of school. This document will become part of their enrollment package.**

Student Signature _____

Parent Signature _____

SUSPENSION POLICIES

The school will make every effort to contact the parent and personally discuss your child's infraction and suspension the day it is issued. Also, a suspension notice will be sent home with your child. Any suspension longer than a one-day period of time will require a parent-child meeting with the administration prior to the student returning to class.

WITHDRAWING FROM BHCA

If for any reason a student is withdrawn from the school we ask that it be at the end of a grading period. Procedure is as follows: Complete a withdraw form at least two weeks prior to the student's last day. An exit interview will be scheduled to give the opportunity to communicate directly with the administration. Please note that the student will remain on the roster until an official withdraw has been processed. Financial aspects of withdraw are subject to the financial policy.

DRESS CODE

APPEARANCE CODE

Students at Black Hills Christian Academy should be dressed in an attractive conservative manner that demonstrates that attending school is an important function. Students are to dress attractively but not be an attraction. All clothing should be modest, clean, neat, pressed, and well fitting (not overly loose or tight and certainly not sloppy).

Shorts for boys and girls, and girl's skirts and dresses are not to be more than five (5) inches above the knee when measured from the floor while kneeling. Waistbands are to be no lower than the top of the hipbone. No short tops or tank tops, and no spandex pants will be allowed.

A student's wardrobe should not over use any specific color ("color" emphasis could be construed as a relationship to a gang). Since it is impossible to anticipate all of the various styles and types of clothing and hairstyles available to our students, while at school student's manner of dress will be limited to certain types. Although there may not be anything "wrong" with a student's particular outfit, if it is not according to this code, it is not to be worn to school.

We trust that you and your student will appreciate this comfortable, neat appearance code. Please see that your student complies with these standards as violations cause loss of valuable classroom time. Students in violation may be sent home to change.

GRIEVANCE PROCEDURE

There may be times when you will have a grievance against a teacher, a staff member, principal or board member. In all such situations, Black Hill Christian Academy covenants to observe the principles outlined by our Lord in Matthew 18:15-17 and Galatians 6:1. We ask you to observe these principles, and we agree to do the same.

If your brother sins against you go and show him his faults, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen take one or two others along, so that every matter may be established by the testimony of them, tell it to the church, and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. (Matt. 18:15-17 NIV)

Brothers, if a man is trapped in some sin, you who are spiritual should restore him gently. But watch yourself, you also may be tempted. (Gal. 6:1 NIV)

Three principles can be drawn from these passages:

1. The complaint should be settled at the lowest level of relationship possible. If a parent has a complaint against a teacher, the parent should go directly to the teacher, not to the administrator, or a board member, or another parent. If a parent has a complaint against the administrator the parent should then go to the administrator. If the parent still does not receive satisfaction, he should go to the board.
2. If the complaint cannot be settled at the lowest level, the person with the complaint should go to the next higher authority. For instance, if a parent has a grievance against a teacher and cannot settle it with the teacher, the parent should then go to the administrator. If the parent still does not receive satisfaction, he should go to the board.
3. (I Corinthians 6:1-8) Christians are to handle their disputes or disagreements within the body of Christ and not go to a secular court of law. Therefore we will use the Christian Conciliation Service should an issue arise that cannot be resolved between the party concerned and Black Hills Christian Academy.