

New Hope Christian Academy

Discipline Policy Manual



2011-2012

Table of Contents

Introduction	3
Discipline Policies	
1. Inappropriate Communication	5
2. Inappropriate Dress/Uniform	5
3. Tardy/Unexcused Absence	6
4. Inappropriate Substance	6
5. Weapons	7
6. Cheating/Lying	7
7. Inappropriate Conduct	8
8. Student Responsibilities	8
9. Homework Responsibilities	9
10. "Dating" Philosophy	9
Discipline Matrix Form	10
Discipline Policy Correction Form	11
Student/Parent Consent Form	12

INTRODUCTION TO NEW HOPE CHRISTIAN ACADEMIES DISCIPLINE POLICY

If a situation ever arises requiring the consideration of disciplinary measures toward your child we would like you to be aware of some guiding principles in place to effectively deal with such matters.

First, we do not consider ourselves to, in any way, be substitute parents. God has entrusted your child to you, and you will give an account before God one day as it pertains to your child. We are here to partner with you in an effort to raise your child consistent with God's Word on the subject, to bring him or her up in the "fear and admonition of the Lord", that he or she would understand the depth and value of working out a personal faith-based relationship with "fear and trembling". "Fear" in this context does not mean we run around afraid that God will squash us, but that the fear of, or healthy respect for, God is the beginning of wisdom, and wisdom is the correct application of knowledge.

Second, with every issue that occurs, we will keep three things in mind as we consider the infraction and decide what to do. Those three things are age, context, and what your child is characterized by. Age: telling a lie can be very different for a 4-year-old than a 14-year-old. Context: running where one should not is different for a 5-year-old than a 15-year-old. Characterization: an offense is going to be treated differently if it is the first time as opposed to the tenth. Where is the heart of this child? Does he want to be here? What is going on in his life? Is he sorry he did what he did? Do we think he will do it again? Is he just sorry he was caught? Is New Hope best for him right now? How can we work this out? Are the parents together with us on this issue? These are questions we must ask, answer, if possible, and prayerfully consider as we receive all the information we can in an effort to make the best decision for each child in any given situation.

How a child is characterized is something not taken lightly. We believe man is made in God's image, and that each person is someone for whom Christ died. We do not lightly attach a characterization to any child, but need to be mindful of that child's best interests and prayerfully consider any and all steps taken to shape and mold him/her consistent with the reasons you and every other parent have entrusted the schooling of your child to us, a decision we respect and seek to honor.

The context for discipline of your child is aimed toward maximizing his academic environment, with an eye toward secondary education, and his comprehensive spiritual growth. That he or she would learn at New Hope Christian Academy what it means to be in right relationship with God,

enjoying abundant life and mental, physical, emotional, and spiritual well-being. We believe that religion cannot save you, a relationship is needed, and that relationship is found only on the path to God through the cross of Christ, and that there is no other way. To these things, applied to your child on a daily basis, we are firmly committed.

Thank you for joining us on this journey as we seek to be led by God's Holy Spirit to effectively provide the very best educational environment we possibly can. We trust God for his provision and protection, and ask that you seek to foster a trust relationship with us. We are not perfect, but together, with the aid of Almighty God, we believe we can accomplish the best for your child.

Discipline Policies

The following list of attitudes and actions are areas that will merit disciplinary procedures using the matrix attached. This list is NOT exhaustive. We reserve the right to look at the child's heart and change the discipline accordingly.

We expect the concept of 'first time obedience' to be honored and carried out by each student. There is no need for a directive to be repeated. Obedience should be immediate, complete, and without challenge or complaint.

Ephesians 6:1 Children, obey your parents in the Lord, for this is right.

Ephesians 6: 4 And, fathers, do not provoke your children to anger; but bring them up in the discipline and instruction of the Lord.

- 1. Inappropriate Communication** – this includes talking back to the teacher, arguing, lewd comments, insensitive remarks or comments, talking out in class without permission, name calling whether in jest or because of a wrongful attitude (anger, hurt feelings, etc). Any type of communication that, in the teacher's opinion causes disruption in the classroom is considered inappropriate.

Scriptural Guidelines:

Proverbs 26:18-19 Like a madman who throws Firebrands, arrows and death,
So is the man who deceives his neighbor, And says, "Was I not joking?"

Colossians 3:8 But now you also, put them all aside: anger, wrath, malice, slander, and **abusive speech** from your mouth.

Abusive - shameful:-- disgraceful, improper, sordid.

Colossians 4:6 Let your **speech** always be with grace, seasoned, as it were, with salt, so that you may know how you should respond to each person.

I Timothy 4:12 Let no one look down on your youthfulness, but rather **in speech**, conduct, love, faith and purity, show yourself an example of those who believe.

- 2. Inappropriate Dress/Uniform** – The dress code at New Hope Christian Academy **REQUIRES** that proper uniform be worn **EACH** day, unless permission is granted from the school staff. Proper uniform means that:
 - Appropriate athletic or dress shoes, no open toes or open heels.
 - Any belt in good taste. (no inappropriate pictures or symbols)
 - Shirt is always tucked in
 - Pants are to fit without hanging on or below the hips.
 - Skort/skirt is at the proper length, "rolling" the skort/skirt will be considered out of uniform
 - Socks should be color-coordinated with the uniform.
 - No "body" jewelry or tattooing (seen or unseen)
 - Ear piercing must be in good taste—(non-gauged)
 - Make-up must be age appropriate and minimal in application
 - Outer wear (jackets, sweaters) must be tasteful, no sport logos.
 - P.E. uniforms are required for physical education class and non-conforming P.E. wear will be reflected in the student's grade.
 - Students are to be clean-shaven.

- m. **NO SKULLS** on any clothing, backpacks, etc (ANYTHING)
- n. Boy's hair length should be appropriate and not excessive; all student's hair must be out of the eyes.

Whenever a "free dress" day is given, free dress must still be worn according to the above guidelines and cannot be more revealing than the uniform wear.

Scriptural Guidelines:

I Peter 3:3-4 And let not your adornment be merely external-- braiding the hair, and wearing gold jewelry, or putting on dresses; but let it be the hidden person of the heart, with the imperishable quality of a gentle and quiet spirit, which is precious in the sight of God.

3. Tardy/Unexcused Absence – Tardy is being late at the beginning of school or for class. Any tardy must be accompanied by a note from either a parent or staff member to be *considered* for an excused tardy. A note will not necessarily negate the discipline caused by being tardy. Being tardy reflects a lack of respect for fellow students and staff, and a lack of discipline.

Unexcused absence is any absence that does not meet the criteria for excused absence as is laid out in the School Handbook. Suspension is also considered an unexcused absence.

Scriptural Guidelines:

I Cor 13:5 (NIV) It (love) is not rude, . . .

4. Inappropriate Substance – the use of any inappropriate substance on or off campus, during school, at school events, and after school hours will be in violation of the discipline policies of New Hope Christian Academy. This includes the use of prescription and non-prescription drugs (without a doctor's prescription **AND** written permission from the parents to have the drugs at school), alcohol, or tobacco of any kind. The use of tobacco will only be tolerated after school (away from school functions and campus) **IF** the student has written permission from the parents. Any student who has a problem with drugs or alcohol and makes it known to the Principal or Pastor, NHCA will be willing to work with that student within certain guidelines.

New Hope Christian Academy reserves the right to require a student be tested for drugs and/or alcohol. If in the event the staff of NHCA feel that a student may be using drugs (either during or after school) then the Pastor and Principal will call for a meeting with the Parents and student. The concern will be presented and the parents will then be asked to have the student tested. If the test is positive, the student will be dealt with in a Godly manner, which could result in expulsion. If the parents do not agree to have the student tested, the student will be asked to leave the school. If the testing is not performed and the results not given to the Academy **within five (5) days** of the conference, the student will be asked to leave the school until the test are presented to the school.

New Hope Christian Academy is committed to working with each and every student that has a problem with drugs or alcohol. However, the burden is on the student to come forward and make it known to the Pastor, or Principal. This admission of use must be

accomplished **before** and not after a conference is called. *The admission of use will be held in strictest confidence.*

Scriptural Guidelines:

Romans 12:1-2 I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what the will of God is, that which is good and acceptable and perfect.

I Cor 6:19-20 Or do you not know that your body is a temple of the Holy Spirit who is in you, whom you have from God, and that you are not your own?

For you have been bought with a price: therefore glorify God in your body.

- 5. Weapons** – any object that will or can be used to harm an individual, and is actually used in that capacity or manner will be considered a weapon. Objects that can be considered weapons include: Guns, Knives, Tables, Chairs, and Pencils.

Scriptural Guidelines:

Matthew 5:21 "You have heard that the ancients were told, 'YOU SHALL NOT COMMIT MURDER' and 'Whoever commits murder shall be liable to the court.' "But I say to you that everyone who is angry with his brother shall be guilty before the court; and whoever shall say to his brother, 'Raca,' shall be guilty before the supreme court; and whoever shall say, 'You fool,' shall be guilty enough to go into the fiery hell.

- 6. Cheating/Lying** – receiving and using answers on any paper, test, or quiz that were gained from another source other than the students own abilities. This is considered to be an egregious offense, the consequences for which can include suspension and expulsion.

Scriptural Guidelines:

Acts 5:3-5 But Peter said, "Ananias, why has Satan filled your heart to lie to the Holy Spirit, and to keep back some of the price of the land? "While it remained unsold, did it not remain your own? And after it was sold, was it not under your control? Why is it that you have conceived this deed in your heart? You have not lied to men, but to God." And as he heard these words, Ananias fell down and breathed his last; and great fear came upon all who heard of it.

7. Inappropriate Conduct – the touching, feeling, or even contact with a person of the opposite gender that would be considered not appropriate for a school of multiple ages. This is often considered Public Display of Affection (PDA) and includes contact whether mutually agreed upon between the parties involved (PDA) or not. This policy also includes “rough-housing” (kicking, hitting, etc), *fighting.*, or miss-use of property. Any conduct that does not reflect a follower of Christ.

Scriptural Guidelines:

I Corinthians 7:1 Now concerning the things about which you wrote, it is good for a man not to touch a woman.

James 1:14-15 But each one is tempted when he is carried away and enticed by his own lust. Then when lust has conceived, it gives birth to sin; and when sin is accomplished, it brings forth death.

Discipline – ALL Disciplines under this category will be at the discretion of the Pastor and Principal.

8. Student Responsibilities – NHCA feels that each student has the responsibility to care for, encourage, and help the other students. Therefore having knowledge of the breaking of any of the policies listed and not bringing it forward, either by keeping quiet or not confronting the offending student or telling the offending student to step forward is a violation of this Discipline Policy Manual. WE are our brother’s keeper and each of us should be looking out for the welfare of those around us. The intention is NOT vindictiveness towards another student, but the welfare of that student and NHCA.

Inappropriate conduct including any attitude or conduct that is not in the spirit of conduct expected of a Christian young person will fall under student responsibilities. Such conduct as, but not limited to: lack of respect for opening activities(song, salute of flags and bible, etc), slouchy demeanor, negative attitude, etc.

It is the student’s responsibility to report observed instances of misconduct. Failure to do so could result in disciplinary action. This is required in an ongoing effort to maintain the integrity of the student body

Scriptural Guidelines:

Matthew 18:15-18 "And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. "But if he does not listen to you, take one or two more with you, so that **BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED.** "And if he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax-gatherer.

9. Homework Responsibilities – All students are expected to do all work required by their class. Homework is used to prepare the student for coming class instruction or to reinforce the class work. In order to learn the material presented, homework is essential. A violation of no homework refers to no homework in any class. Based on the situation (sickness, accident, etc.), a teacher may give grace for any day homework is not turned in. Accumulation of violations is per semester.

Scriptural Guidelines:

Colossians 3: 23 Whatever you do, do your work heartily, as for the Lord rather than for men;

II Thessalonians 3:10-12 For even when we were with you, we used to give you this order: if anyone will not work, neither let him eat. For we hear that some among you are leading an undisciplined life, doing no work at all, but acting like busybodies. Now such persons we command and exhort in the Lord Jesus Christ to work in quiet fashion and eat their own bread.

It is very important that the parents understand that **homework is NOT an option**. It is required work. If there is chronic neglect of homework, the parents will be involved and expected to work with school in dealing with the problem.

10. “DATING” Philosophy

The following is what will be taught regarding relationships that will oftentimes naturally occur among teenagers. “Dating” as it has come to be known in American society is very often a prelude to hurt, and not the way to set out to establish a lifelong commitment such as marriage. “Dating” in America and public high schools generally includes close physical and intimate contact that so often leads to mental, physical, emotional, and spiritual pain. We are in no way saying that young people should not be interested in developing relationships with members of the opposite sex, we are saying that children must be taught to wait until they have developed the necessary emotional tools and social skills to effectively handle a relationship with the opposite sex. We believe that youth, while in school, is best advised to “crush the crush”, that they pass this way once, that they have their entire lives to be adults, that they are better served by focusing on a relationship with the Lord, their family, friends, and school work, than getting emotionally involved with a member of the opposite sex.

What will be expected from any students who are allowed to “date” by their parents is that neither we nor any member of the student body know it by way of outward demonstration of physical affection. Neither kissing, hugging, hand-holding, note-passing, or any other method of expressing affection will not be tolerated and this will be strictly enforced, **don’t do it**.

If you find yourself in a relationship that your parents condone, we want the very best for you. If you want to be married at some point in the future, we want you to live happily ever after. The best way to do that is to go about God’s way. God’s way requires mutual respect and a relationship without pressure to conform to any standard other than that which is set forth in the Bible.

Discipline Matrix

Level 1:
 dress code violations, tardiness, improper speech, improper haircuts, earrings, rough housing, no homework, failure to turn in signed referral form

Level 2:
 disrespect, cheating, stealing, lying/forgery, racism/bigotry, fighting, bullying, public displays of affection

Level 3:
 weapons, drugs/alcohol threats,

1st Offense	Teacher/Student Contact. Teacher assigns consequence: 1 lunch detention	Administration contact for review. Administration assigns consequence: 1-3 detentions, 1-3 day suspension	Administration review, automatic suspension until review, school council review for expulsion
2nd Offense	Teacher/Student Contact. Parental notice for signature. Teacher assigns consequence: 1-3 lunch detentions, 1 detention	Administration review, Administration assigns consequence: 1-3 day suspension, school council review for expulsion	
3rd Offense	Teacher/Student/Parent Contact. Teacher assigns consequence: 1-3 lunch detentions, 1-2 detentions, 1 suspension (upon Administrator's review)		
4th Offense	Administration contact for review. Administration assigns consequence: 1-3 detentions, 1-3 day suspension		
5th Offense	Administration review, Administration assigns consequence: 1-3 day suspension,		

***Suspensions will result in earning "0" on any and all homework, quizzes, or tests given during the suspension period. This will also apply to the assignment or quiz/test during which the cheating occurred.**

Discipline Policy Correction Form

The Student, _____, has violated
(Print Name)
the Discipline Policies of New Hope Christian Academy by abusing policy:

- | | |
|-------------------------------------|-----------------------------------|
| ____ 1. Inappropriate Communication | ____ 6. Cheating/Lying |
| ____ 2. Inappropriate Dress/Uniform | ____ 7. Inappropriate Conduct |
| ____ 3. Tardy | ____ 8. Student Responsibilities |
| ____ 4. Inappropriate Substance | ____ 9. Homework Responsibilities |
| ____ 5. Weapons | |
-
-

Signed: _____ Date: _____
(Staff Member)

Number of violations (for each policy) _____

This discipline will be handled on _____,
Day/Date
from _____ to _____.

Please return to the teacher signed by a parent.

Signed: _____

Discipline given: _____

Student/Parent Consent Form

I, _____, the undersigned
(Print Name)

Student has read and agrees to abide by the policies as list in the Discipline Policy Manual.

(Date)

(Signature)

I/We, _____, the parents
(Print Name)

Of the above listed student have also read and agree to abide by the policies as list in the Discipline Policy Manual. I/We understand and agree that New Hope Christian Academy should be a safe and drug-free school and agree to the drug policy as stated under item 4, "Inappropriate Substance".

(Date)

(Signature)

(Signature)