

DISCIPLINE FOR A CHRISTIAN SCHOOL

Appropriate behavior is expected of all students, staff, and volunteers. There is to be respect for everyone in the building. Name calling, hitting, fighting, spitting, bullying, or other disrespectful actions will not be tolerated. Students displaying such actions will be:

1. Removed from that location, questioned, and kept in a supervised area until the details are gathered.
2. Consequences may be missing an activity, writing a description of the incident, writing a letter to their parent about the incident
3. If a similar incident occurs with the same student(s) the length of time to miss an activity will increase, the written letter to their parent and the description of the incident will be repeated.

Violent behavior will especially not be tolerated. Violent behavior may include hitting, scratching, striking with an object, threatening or carrying out physical hurt or damage to another person. The offending student(s) will be removed and separated, supervised, until the details of what happened are fully gathered from all who were involved or witnessed the behavior.

Consequences may include: removal from the activity, extended alone time in a supervised area, a written report from the student(s), and a call to the parent(s) of the student(s). Depending on the age and condition of the student(s), the parent may be called to come to pick up the child. In case of a second incident, the students may be assigned out of school suspension for a day or more.

Bullying is a serious problem that causes harm to many students; therefore it will not be tolerated. It can be displayed physically, verbally or non-verbally, or electronically. Specific actions may be hitting, pushing, tripping, teasing or taunting, criticizing, spreading rumors, racial or ethnic slurs, nasty looks, ignoring or excluding on purpose, sending cruel or threatening messages.

- Students need to report bullying to a teacher or adult immediately; if a child comes home and accuses a student of bullying, the parent needs to report the accusation to the administration; if a staff member or volunteer sees a student being bullied, that adult needs to report to a teacher immediately; if a teacher sees a student being bullied, that teacher should stop the situation immediately in a calm, yet firm way, then document the situation and report the incident to the administrator; the administrator and teacher will discuss consequences for the bullying student.
- In order that students and staff may know and be able to correctly identify bullying, staff will be instructed according to the definitions supplied by the Center for Safe Schools:
- When intentional electronic, written, verbal or physical acts which are directed at another student or student(s) which occur in a school setting that is severe, persistent, or pervasive that has the effect of doing any of the following:
 1. Substantially interfering with a student's education
 2. Creating a threatening environment
 3. Substantially disrupting the orderly operation of the school

(School setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.)

In addition to training for the staff, students shall also receive training to identify bullying and to learn how to protect themselves, how and when to report it and to whom, and what and when they may help another student who is being bullied. This training shall be based upon the Pennsylvania Bullying Prevention Toolkit.

Whenever an incident of bullying or disrespect as described above occurs, the witness is expected to report the incident to the teacher or supervisor, who will first deal with the students involved, then document the report in writing and forward it to the administrator.

The administrator will then review the report and talk with those involved. If the appropriate disciplinary reaction has occurred, the administrator will sign the report and it will be logged in a discipline folder, with a copy placed in the student's cumulative folder.

Depending on the seriousness of the incident, the administrator may converse with the student, to be certain the student understands the difficulty he/she has caused and why it is not acceptable. If the incident is a repeat offense or it is of a more serious nature, additional discipline may result; an additional report to another agency may be required. In such a case, the administrator is the responsible party. After these actions have occurred, within 24 hours, the teacher or parent who handled the initial incident will receive a verbal and a written report of what has been done.

If the student, parent, teacher, or supervisor is not satisfied with the outcome of these actions, he/she may complete and submit a Complaint form to a committee of the Board which will be responsible for reviewing all complaints and responding to them.

Board of Trustee Approved 09-09-2019

Hope Christian Academy
Complaint Form

Date: _____

Name of student(s) involved: _____

Location & time of incident: _____
(Activity, class, etc.)

Brief description of incident:

Signature: _____