

STUDENT EXPECTATIONS AND DISCIPLINE

STUDENT DISCIPLINE POLICY AND PROCEDURE

Heritage Christian Academy recognizes discipline is an important part of character training; therefore, the school follows a school-wide discipline policy promoting a secure, well-ordered class and school environment. To that end, we utilize a Conduct-Card system integrated into the MySchoolWorx system.

WE EXPECT THE BEST OF OUR STUDENTS AT ALL TIMES:

1. Obey those in authority the first time. *Hebrews 13:17*
2. Follow instructions the first time they are given. *Proverbs 8:33*
3. Maintain self-control. *Galatians 5: 22-23*
4. Come to class prepared to learn. *Ephesians 2:10*
5. Respect the rights, feelings and property of others. *Romans 12:10, Philipians 2:3*

TEACHER AUTHORITY: Each teacher follows HCA policy and classroom rules and explains and teaches those rules to their class. Discipline will be appropriate for each child's age and developmental understanding. Discipline will be directed toward teaching acceptable behavior and self-control. Methods of discipline will encourage self-esteem, self-control and self-discipline. Praise and encouragement will be given for good behavior instead of focusing only upon unacceptable behavior. Students will be honored for good behavior with various rewards and incentive parties.

At HCA behavior concerns are generally first dealt with by the teacher. If a student does not adhere to the policy, the teacher will discuss the concern with the parents /guardians and/or principal when necessary. Action steps will be outlined in the students Student Individual Learning Plan when needed. A team meeting may be designed if the student does not respond to the correction and direction given.

While most concerns are dealt with following these procedures, some behaviors require immediate referral to the principal's office, such as deliberate rebellion of authority or destruction of property. If this occurs the child's parents/guardians will be called. Probation, suspension, and lastly dismissal, will be discussed and implemented when a student is unwilling to adhere to the HCA discipline policy. All appropriate measures will be attempted before considering dismissal. Damages to school property will be billed to the families whose students were involved in deliberate damage.

PARENTAL RESPONSIBILITY: The teacher will add conduct marks on the student's conduct care, and will input the conduct mark into the MySchoolWorx online system. If the parents requests notifications, they will receive notification immediately upon a conduct issue. However, it shall further be the parent's/guardian's responsibility to be sure their child fully understands the method of discipline and the expectations of behavior outlined by the school. All teachers and administration have an open-door policy, so parents are encouraged to contact them with any questions or concerns they may have regarding their child.

CONDUCT CARD VIOLATIONS

- **Bullying:** Any physical, verbal, social, or cyber attacks on a classmate.
- **Defiance:** Contempt, disregard, or bold resistance to authority.
- **Disrespect:** The lack of holding in esteem or honor, or to show a lack of regard or consideration for an authority figure, classmate, or another's property.
- **Dress Code Violation:** Any flagrant violation of the dress code.
- **Harassment:** Any physical, verbal, social, or cyber attacks based on race, nationality, sex, disability, and socioeconomic class.

Bullying, Defiance, Disrespect, and Harassment are categorized by **low** and **high** severity. A low-level behavior problem, is one that can be addressed within the classroom by the teacher with a signed conduct card and appropriate disciplinary action. A high-level behavior problem, is one that requires immediate attention from the principal and warrants a phone call to parents.

Conduct Card Explanation

HERITAGE CHRISTIAN ACADEMY	
SEMESTER CONDUCT SYSTEM	
HCA'S GOAL:	To provide a framework for students to become responsible & self-discipline in a relevant and rigorous Christ centered learning environment.
<p>We believe a safe and orderly environment provides an atmosphere that is conducive to learning; one, which enables students to maximize their individual potential and succeed as lifelong learners. It is our belief that the conduct system will help students become responsible, self-disciplined young adults.</p> <p>Students are required to carry a Conduct Card and present the Conduct Card to any teacher or HCA staff upon request. Only the principal can replace a lost Conduct Card and the principal will determine the consequence. Positive incentives will be built into the Conduct System for the students who excel in this system.</p> <p>These incentive parties are earned and offered to all students who DO NOT receive an office referral from this conduct system or from another major discipline issue (example – fight, weapons, and/or drug violation, etc.) Those students who are ineligible, will remain in a study hall for the afternoon of the party. This is strictly enforced.</p> <p>NOTE: Major conduct violations (serious discipline issues not covered by conduct system) result in an immediate office visit and will be handled at the principal's discretion. Students are required to have conduct card marks signed by parents/guardians to be checked by homeroom teacher. The official record of the conduct card will be kept online. Knight Incentive Parties will be offered every semester. Students must meet the established criteria to attend. Incentive Party Criteria: No major violations, no more than 3 marks on conduct card, and all grades above 70%.</p>	

NAME:				
	CONDUCT VIOLATION:	DATE:	TEACHER:	PARENT:
Bullying Level 1	Low-level offense: Any physical, verbal, social, or cyber attacks on classmate.			
Bullying Level 2	High-level offense: Any physical, verbal, social, or cyber attacks on classmate.			
Defiance Level 1	Low-level offense: Contempt, disregard, or bold resistance to authority.			
Defiance Level 2	High-level offense: Contempt, disregard, or bold resistance to authority.			
Disrespect Level 1	Low-level offense: The lack of holding in esteem or honor, or to show a lack of regard or consideration for an authority figure, classmate, or another's property.			
Disrespect Level 2	Hi-level offense: The lack of holding in esteem or honor, or to show a lack of regard or consideration for an authority figure, classmate, or another's property.			
Dress Code Violation	Any flagrant violation of the dress code.			
Harassment	Any physical, verbal, social, or cyber attacks based on race, nationality, sex, disability, and socioeconomic class.			

DRESS CODE & APPEARANCE EXPECTATIONS

Our outward appearance reflects our relationship with Christ. Students should follow HCA's mandatory dress code on campus and during field trips, except under special circumstances or as announced.

Clothing must be neat, clean, and in good repair.

GRADES KINDERGARTEN-6

Travel Uniform: Every child must have khaki pants or skirt, hunter green polo shirt, & brown leather belt all in good condition (not faded, holes, etc.). **The travel uniform MUST be worn when students go off campus for extracurricular activities.**

SHIRTS:

- Polo or Oxford button-down: short or long sleeves, any plain, solid color, no brand emblem or logo.
- Shirts **MUST** be tucked in at all times.
- No spaghetti strap dresses.

PANTS/SHORTS/CAPRI/SKORTS:

- Any style (flat-front or pleated) *EXCEPT* cargo: Khaki, navy, black, or grey.
- Shorts/skorts **MUST** be closer to knee than mid-thigh length. Judgement of appropriate length is at the school Administrator's discretion.
- Pants may not be worn below the waist.
- Leggings may only be worn under skirts/dresses, and must be solid color.

SKIRTS/JUMPERS/POLO DRESS:

- Skirts & Jumpers: Khaki, navy, black, grey, green or any uniform plaid. (Any style in uniform catalog/website/store.) **MUST** be closer to knee than mid-thigh length. Judgement of appropriate length is at the school Administrator's discretion.
- Dresses: any plain, solid color. No spaghetti strap dresses.

CARDIGAN SWEATERS, SWEATER VESTS, AND SWEATSHIRTS OVER POLO:

- Any plain, solid color, ¼ zip up allowed.
- Hoodies may be worn, but hoods are not to be pulled up over a student's head. If this happens, the student will not be allowed to wear hoodies to school.

BELTS: (ONLY GRADES 1-6)

- Brown or black.
- **Must** be worn with any pants, shorts, and skirts with belt loops. Belt loops may not be removed.

SHOES:

- No Flip-Flop shoes (must have a back strap).
- Must have tennis shoes for P.E. Class.
- All other shoes are acceptable.

CASUAL THURSDAYS:

- Casual Thursdays are every Thursday.
- Standard uniform pants/skirts/shorts.
- HCA T-shirts/Robotics T-shirts/Christian T-shirts

KNIGHTS \$1 DAYS: (STUDENTS BRING \$1 FOR INCENTIVE PARTY FUNDS.)

- Final Thursday of every month.
- Street clothing, which follows modesty standards for the school.

SPIRIT GEAR:

- Students are encouraged to wear team spirit gear on **certain** game/activity days. (We will alert you of these special days.) This includes attire to support a family member or close friend when they participate in an extracurricular event. Such gear includes Hugoton Eagle attire, any Hugoton Rec team attire, etc.

COATS AND JACKETS:

- Coats and Jackets may not be worn in the classrooms without teacher approval.

CLOTHING CLOSETS:

HCA keeps some clothing on hand. If you need any items feel free to use what we have. Please return those items that are clean and in good condition, and no longer needed.

GRADES 7-12

Required dress code for grades 7-12 is **Business Casual**. Business casual dress includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, a dress or skirt at knee-length or below, and knit shirt or sweater. Various colors and/or patterns are acceptable. No spaghetti strap shirts or dresses allowed.

Only on Thursdays, Spirit Days, or Knight's \$1 Day, are jeans acceptable.

PIERCINGS, TATTOOS, AND ACCESSORIES

There will be NO body-piercing (except for ears) or tattooing (this includes the fake toy variety) while attending Heritage Christian Academy. Also, accessories (including nail polish) associated with the culture of gangs or darkness are not acceptable.