



HERITAGE ACADEMY

DISCIPLINE POLICY 2023-2024

DISCIPLINE

Communication between teachers, students, and parents is important in the discipline process at all levels. **Mentoring, working with the student, and reaching their heart should be the motivation behind all disciplinary actions.** When dealing with an issue, teachers will be sure the student is clearly aware of what was done wrong and the consequence that will occur due to their actions.

All teachers must develop a standard of expected behavior in their individual classrooms. All rules and consequences must be clearly defined. These standards and consequences will be clearly documented for the parents and shared at Parent Orientation/Back-to-School Night.

Our desire is for parents to partner with us by addressing the behavior concern at home and supporting the school in enforcement of rules with the hope that the issue would be over, and the concern would not continue. Parents are expected to support our discipline policies. If parents/guardians show a pattern of not supporting the discipline policies, they may be asked to remove their student from Heritage Academy. This includes the expectation that any concerns with a teacher or administration will be addressed in the proper manner. Verbal attacks on school employees are not the proper manner and will not be tolerated. Proper discussion among adults is the correct manner.

Each teacher should instruct students in the general school rules (refer to the Student Handbook) and in particular classroom rules at the beginning of the school year and periodically thereafter as necessary.

During the first week of school, teachers should train students regarding conduct expectations, give reminders as needed, record the reminders but not count those reminders for disciplinary action. However, gross misbehavior, even the first week, must be corrected and punished.

LEVELS OF DISCIPLINE

Elementary:

- Teachers will implement individual classroom discipline systems. Those classroom rules will go along with the stop light discipline system (green, yellow, and red) for communication that we are using school wide. Consequences for elementary students are determined by their teachers.
- All discipline notices are entered into RenWeb. Therefore, the parents will receive an email notification of the issue. RenWeb will also provide the teacher, parents, and Administration with a record of any concerns.
- If this is unsuccessful in correcting a discipline problem, the student will be referred to the school office for further action. School administration will use necessary reasonable methods to maintain the standards of Heritage Academy and to help the students. These methods may include student conferences, a consequence that involves some action on the student's part to solve a problem, detention, parent conferences, revocation of privileges, suspension, and/or expulsion.

Secondary:

- Students will be issued discipline notices on three different levels depending on the infraction. The goal is to keep parents informed and to correct misbehavior. With each level of notice, a Renweb email will be sent home so that the parent is made aware.
- The first phase of correcting discipline problems is at the teacher's discretion and is warranted for the individual student and/or individual situation. It is not a requirement for a teacher to issue a discipline notice for every minor infraction. Consequences could include speaking with the student, moving the student, issuing a written assignment, lowered conduct grade, and even calling the parents, if necessary. However, it is good to have the documented record and parent communication that goes along with turning in the slips. Again, the goal isn't discipline, the goal is correction of the behavior. That starts with good and consistent parent communication.

General Discipline System:

- A discipline notice can be given for the infractions indicated on the slip. The student must sign the notice indicating that they are aware of the reason they are receiving the slip. **This is not an admission of guilt on their part.** The student may respectfully make an appeal to the administration regarding any slip. An area for the student to officially check that they would like to address administration has been included on the notice. Refusal to sign any notice will result in a detention.
- The student is signing to indicate that the teacher made them aware of the concern and tried to mentor them. Without the mentoring the slip means nothing.

- Students may receive multiple green slips without consequence or may move to a yellow slip for repeating the same infraction.
- A student who has already received a yellow slip will receive a red slip for repeating the same infraction.
- A student may skip levels depending on the severity of the offense.
- A consequence will occur with every red slip and is determined by administration. Possible consequences include, but are not limited to, warnings, detentions and suspensions.
- The goal is to give the green and yellow slips and allow the parents to address the problem. The red slip should not be the first thought but rather what is given if the behavior is not corrected or if the behavior is major or intentional.
- Final discipline is at the discretion of administration based on all factors involved. Therefore, what was initially submitted to the office as one level of discipline may be sent home as another level depending on number of prior offenses, investigation into the incident, and other determining factors.

Level I - Green Slip Infractions (Parent Communication Notice)

| INFRACTION | EXAMPLES (This is NOT an all-inclusive list) |
|--------------------------------------|--|
| • Dress code violation | Short skirt, tight pants, hair out of code, incorrect shoes, wearing non-HA hoodie/jacket |
| • Unprepared for class | Forgotten supplies, homework, or other assignments, uncovered book, not in seat when bell rings |
| • Minor class disruptions | Talking, calling out, making jokes or noises, communicating with others without permission (passing notes, making faces, etc.) |
| • Poor Attitude – minor | Grumbling, complaining, uncooperative or negative attitude |
| • Rough housing/Boisterous Horseplay | Pushing and shoving (minor), running, jumping stairs, being loud and disruptive in the halls and classrooms, running in the halls |
| • Chewing gum/Eating | Eating when it is not lunch time, drink other than water, chewing gum |
| • Lack of Manners | Rude behavior, not holding doors for others, not greeting others or not speaking to others in a polite tone, leaving a mess, littering, interrupting, etc. |
| • Off-task behavior | Fidgeting, out of seat, sleeping, not doing work, working on an assignment for another class |
| • OTHER _____ | |

Level II – Yellow Slip Infractions (Warning Notification)

| INFRACTION | EXAMPLES (This is NOT an all-inclusive list) |
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| <ul style="list-style-type: none"> Mistreatment of others | Joking, teasing, or name-calling in a hurtful way, mistreatment of others property, inappropriate language, using the Lord’s Name in vain, repeatedly interrupting, etc.. |
| <ul style="list-style-type: none"> Misbehavior or Disobedience – minor | Forgetfulness, carelessness in following rules and/or directions, purposefully manipulating rules, working on work for another class, etc. |
| <ul style="list-style-type: none"> Late to Class | Not in seat when bell rings, dawdling too long in hallway or at locker |
| <ul style="list-style-type: none"> Electronic device infraction – minor | Taking photos in school without permission, playing games online during class, possession of unauthorized electronic games/devices, having EarPods or other music devices at school. |
| <ul style="list-style-type: none"> Public display of affection – minor | Holding hands, hugging in a romantic way |
| <ul style="list-style-type: none"> Possession and/or distribution of unauthorized materials - minor | Nonprescription medications, toys or games that are not approved or not to be out at this time, etc. |
| <ul style="list-style-type: none"> Complaining or Gossiping Negative or Sarcastic | Complaining or gossiping about teachers or another student without going straight to that person to discuss the issue, inappropriate conversation, poor attitude, behavior (stomping or throwing), or facial expression, etc. |
| <ul style="list-style-type: none"> OTHER _____ | |
| <ul style="list-style-type: none"> Repeated green slip offenses | |
| <ul style="list-style-type: none"> Repeated Disruption of Class/Activity | |
| <ul style="list-style-type: none"> Destruction of Property (Minor) | |

Level III – Red Slip Infractions (Discipline Notification)

| INFRACTION | EXAMPLES (This is NOT an all-inclusive list) |
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| <ul style="list-style-type: none"> Serious or repeated mistreatment of others | Mean spirited name-calling, intentionally embarrassing another, touching another’s belongings or food without permission, rudeness, disruption of class, etc. |
| <ul style="list-style-type: none"> Serious or repeated disrespect/defiance/disobedience | Eye rolling, walking away while teacher is talking, flippant remarks, lying, uncooperative, refusal to obey, irreverent |
| <ul style="list-style-type: none"> Disrespect of property | Slamming doors, writing on desk, throwing food |
| <ul style="list-style-type: none"> Repeated or excessive (more than 5 minutes) tardy | |

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| <ul style="list-style-type: none"> Electronic device infraction - major | Having a cell phone during school, intentionally deceiving teachers/administrators, accessing inappropriate material, use of a Smart Watch or EarPods, |
| <ul style="list-style-type: none"> Negative or Sarcastic Complaining or Gossiping | |
| <ul style="list-style-type: none"> Public display of affection – major | Kissing, etc. |
| <ul style="list-style-type: none"> Avoiding/Cutting Class | Deliberately finding ways to miss class or show up late, misuse of hall pass, chronic lateness |
| <ul style="list-style-type: none"> Profane/Offensive Language/Conversation, Double Meaning, Inuendo, or Gestures | |
| <ul style="list-style-type: none"> Cheating/Plagiarism Lying/Stealing | Cheating on a test or quiz, copying someone else's homework |
| <ul style="list-style-type: none"> OTHER _____ | |
| <ul style="list-style-type: none"> Repeated yellow slip offenses | Work not in, talking, etc. |

- Detention: Assigned by the administration and served on Tuesdays from 3:10-4:10 p.m. or 3:10-5:30 p.m. if a more severe detention is needed. Any school activity the student is involved in will be missed to serve detention.
- Repeated Detentions: A one-day suspension will be issued to the student who receives more than three detentions within a nine-week marking period. Suspensions will occur after the third detention has been served. Work missed, including tests and quizzes, will be completed in suspension but will not count for a grade. The student in suspension will receive zeros for the day.

Major Offenses – The items on this list, which is not all-inclusive, will result in suspension, expulsion, or more serious consequences, such as police notification, when warranted:

- Theft
- Vandalism
- Fighting or instigating a fight
- Forgery
- Pulling a false alarm
- Bullying/Intimidation/Threats/Hurtful and Mean-Spirited comments and name-calling (nonverbal, verbal, written, cyber, or physical)
- Truancy (partial or full day)
- Access to or possession of inappropriate material
- Misuse of technology
- Possession, transmission, and/or use of any of the following: tobacco or vaping materials, alcohol, drugs
- Possession of a weapon, bomb, or other dangerous instruments
- Possession of matches, lighter, explosive materials
- Any type of sexual misconduct (sexual activity, sexting, sexual harassment)

- The following Level III Red Slip Infractions may immediately result in suspension, expulsion, or some other stern consequence if they are deemed to be at a serious level:
 - Cheating
 - Blatant disrespect
 - Lying
 - Profanity
 - Repeated violations
- Suspensions will be served at school at the discretion of the administration. A student who receives more than three suspensions in a school year will be immediately expelled.
- Suspensions for Athletes: Suspensions will be accompanied by an additional penalty for athletes. The first suspension will result in a loss of two games. A second suspension will result in a loss of four games. A third suspension will result in a loss of all games in a nine-week period.
- Expulsion: The length of the expulsion is at the discretion of the administrator. During the period of the student's expulsion, he may attend school-sponsored events if accompanied by a parent/guardian. His attire should conform to the school dress code. Students expelled from school and not allowed to return the following year must have permission from the administration to attend any HA event.
- A student who is deemed to be bullying another student will receive a suspension the first time and will be asked to leave if the concern continues.
- Reenrollment after expulsion: A student expelled from HA may be eligible for reenrollment. The student who submits an application for reenrollment must meet the following criteria:
 - He must show a genuine repentance for the sin that led to his expulsion. Repentance must be evidenced by the display of a proper attitude and a change of heart that is evident to others.
 - He must present a request that *he* has written.
 - He must have a letter of recommendation from the pastor of his church.
- The administrator reserves the right to require a parent whose child does not seem to fit into what the school is working to accomplish to please withdraw their child.

RULES AND REGULATIONS

Heritage Academy is committed to maintaining those standards of conduct and appearance which are distinctively Christian. The school is also committed to sustaining a disciplined environment that is conducive to a quality education. Students are expected to willingly abide by the rules and principles of the school's discipline policies, and parents (guardians) are expected to willingly support the school's policies as agreed upon at the time of registration.

Although most of these policies apply specifically to the student while under the direct supervision of the school, it is expected that students will maintain a reasonable testimony of Christian character at all times. Failure to do so can bring disrepute upon Heritage Academy and may result in dismissal from the school.

Parents are encouraged to consult with the faculty and administration concerning problems or questions regarding their student's behavior or welfare and see that proper channels are followed. In most cases this means first consulting with staff that are directly involved before going to higher administrative levels.

As previously stated, it is understood that attendance at Heritage Academy is a privilege and not a right. Such privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may request the withdrawal of any student at any time, who, in the opinion of the school, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the school.

The following are general rules of conduct regarding student behavior at Heritage Academy. These rules are in no way exhaustive, as it would be impossible to cover all possible eventualities. It is expected that students will abide not only by the rules as stated herein, but also by the spirit of those rules.

1. Students are to show proper respect to all persons at all times.
2. Students are to give proper care and consideration to school property and to the personal property of others. They should not go into other student's lockers, bags, lunches, etc.
3. Students are to approach their schoolwork with diligence and integrity.
 - a. Unless other instructions are given, students are to do their own work on all assignments.
 - b. Collaborating on work is tantamount to cheating by all parties involved. Students caught cheating receive a 0 (zero) on the assignment and are subject to further discipline.
 - c. Students are to do schoolwork in the prescribed fashion to the best of their ability.
 - d. Messy work may be given to the student to redo again.
 - e. Students who do not turn in work when it is due will receive a green (parent Notice) slip for the first 2 offenses in a 9-week period as well as a zero for the assignments.
 - f. Students who do not turn in their work for a 3rd time in a 9-week period will receive a yellow warning slip as well as a zero for the assignment.
 - g. Students who do not turn in an assignment for the 4th time in a 9-week period will receive a red (discipline notice) slip, a zero on the assignment, and a detention.
 - h. Any additional work not in during a 9-week period will also result in a red slip, a zero, and a detention.
 - i. Students who continually show a pattern of not doing their schoolwork will be put on probation and may be asked to leave HA if it continues.
4. Students are to follow the school's attendance policies and avoid tardiness to school and class.
 - a. Three (3) unexcused tardies will be recorded as an unexcused absence.
 - b. Four (4) unexcused tardies in a quarter will result in a detention (grades 6–12).
 - c. Habitual absenteeism and tardiness may be cause for dismissal from school.
5. Students are to be conscious of safety at all times.
 - a. The throwing of rocks, snowballs, and other inappropriate projectiles is prohibited.
 - b. Student drivers will be subject to the suspension of driving privileges if caught driving in an unsafe manner.
 - c. The possession of knives, guns, weapons, matches, lighters, or fireworks and other such items is prohibited. Any threats, verbal or written, will be taken very seriously and could result in immediate dismissal.
 - d. Students should not be running in the halls, stairwells, or parking lot.

6. Students are to be attentive to neatness, cleanliness, and orderliness at all times.
 - a. A student's personal appearance should always be neat and clean.
 - b. Student lockers should be clean and orderly. All items on the inside and outside of the locker are subject to administration's approval. No items should be attached to the outside of a locker without prior consent of the homeroom teacher. Administration reserves the right to request anything to be taken down. Any personal items attached to the inside must be in good taste. The school reserves the right to inspect student lockers at any time. Students may not exchange lockers.
 - c. Students should be attentive to the school's appearance by keeping the grounds and facilities free of litter and trash, by cleaning up messes, and by keeping furnishings neat and orderly.
7. Students are to exercise care in their speech.
 - a. Gripping and complaining are not allowed.
 - b. Profanity or forms of it will not be tolerated.
 - c. Dirty or off-color jokes, double meaning remarks, crude language, and slang expressions are not allowed. Any racial comments will result in major discipline.
 - d. Mocking, picking on others, or bullying will not be tolerated.
 - e. Students will not be allowed to talk about hurting someone, joke about hurting someone, or make threats.
 - f. Discussing inappropriate activities is prohibited.
 - g. Using the Lord's name in vain including OMG is prohibited.
8. Students are to refrain from ungodly, immoral behavior.
 - a. The possession or use of drugs, alcohol, tobacco, pornography, vaping materials, or other illegal or dangerous items at any time is prohibited.
 - b. Sexual activity at any time is prohibited. This includes any public display of affection during school or any school-related activity.
 - c. Students should not be talking about or promoting a sexual lifestyle that is contrary to the Bible and the standards of the school.
9. Students are to refrain from certain activities which are extraneous to the educational process. The following are prohibited at school:
 - a. The use of playing cards for inappropriate activity, gambling paraphernalia, etc. Playing cards may be used before school or during lunch as long as appropriate and not creating a disruption. They may not be used during ballgames or after school events without the permission of the administrator.
 - b. The use of skates, skateboards, etc.
 - c. Chewing gum during school hours or in late stay.
 - d. Books, magazines, toys, games, fidget spinners, etc. not specifically related to school matter which have not been approved for use at school. Any literature of questionable nature that contains content contradictory to the beliefs and standards of HA.
 - e. Private soliciting by students.
10. Students need to be aware that off-campus actions can still impact HA and therefore may receive disciplinary action.
11. Texting & social media (including Instagram, Snapchat, Twitter, Facebook, and all other social media outlets):
 - a. Students need to be cautious about texts and social media posts.

- b. Students are not to criticize authority, policies, other students, other schools, or students at other schools.
 - c. Students are not to use inappropriate images, language/content or use the Lord's name in vain.
 - d. Students should not post, share, or even "like" suggestive or inappropriate photographs, images, material, or language.
 - e. Parents should be aware that their child may have multiple social media accounts (even on the same platform) with different audiences according to whom they wish to see what is posted. Students often choose to post inappropriate content on accounts they believe parents and other adults are unaware of, so we ask for vigilance on the part of parents.
 - f. Students and parents should understand that it is not an invasion of privacy for administration to take disciplinary action when it is brought to the school's attention that a student has posted something inappropriate. It is our job to protect the image of Heritage Academy, and that includes what our students are sharing publicly.
12. Between classes, secondary students may talk quietly in the hallways but should refrain from disruptive, loud noise. Students should not run, push, or yell in the halls or stairwells. While classes are in session, students should be quiet in the hallways.
13. Interaction between students must be positive. Taunting, teasing, name calling, or other hurtful comments will not be tolerated.
14. Electronic Devices at school:
- a. Cell phones:
Cell phones must be turned off and in the student's locker or backpack. They can not be carried in a pocket, etc. Students cannot be on their phones or have them out from the time they arrive at school until 3:45. If a student is going home after school, they can be on their phone to communicate with their ride. Students going to aftercare can not be on their phones.
 - b. EarPods or other music devices.
Students cannot have EarPods or other listening devices at school. This includes before care, the school day, or aftercare.
Games and other electronic devices should not be used during the school day.

DISCIPLINARY PROBATION

The purpose for disciplinary probation is to allow the school administration to evaluate a student's progress and true repentance from disciplinary actions. Probation also establishes a program and an atmosphere that will make the student and his family aware of their responsibility to conform to the school's code of rules and conduct.

- After a suspension, a student will be on probation for one marking period (9 weeks). If a student is placed on probation during two consecutive semesters, he may be dismissed from HA.
- A student returning after expulsion will remain on disciplinary probation for two marking periods (one semester).
- During disciplinary probation, a student will not be permitted to participate in extracurricular activities and the right to hold class office will be forfeited.

- If a student fails to evidence a change in his behavior within the probationary period, then a student returning from suspension will be expelled from the school for the remainder of the school year, and a student returning from expulsion will be expelled permanently.

REMOVAL FROM CLASS

Students who are removed from class due to misbehavior will be disciplined at the discretion of the administration. If it is serious enough that they are sent out of class, it will be handled as such.

PARENT-STUDENT RESPONSES TO PROBLEMS

When problems and disagreements arise during the school year, it is extremely important that they be dealt with in a Christian manner. We believe in and practice the chain of command when dealing with problems.

The following procedure will serve this end:

1. Students should never correct the teacher.
 - a. The student may go to the teacher after the class and ask to discuss the problem privately.
 - b. The student may discuss the problem with his parents and ask the parents to contact the teacher. A parent/teacher conference should be arranged.
2. The parent should send an email to the teacher requesting a meeting or call the school and leave a voice mail message for the teacher requesting a meeting.
3. Do not discuss the problem with another faculty member or the school secretary since neither is authorized to solve your problem.
4. Do not go to the administrator or the school board first.
5. Do not call the teacher at home or on their cell phone unless the teacher requests you to do so.
6. Do not discuss a concern with a teacher at church. The teacher/administration are at church to worship. Please respect their privacy and set up an appointment.
7. School events are a time for the teachers to support the school and engage in the activities. Please do not discuss a concern during these times.
8. If you are not able to get the problem solved, you may call the school and request a conference with the administrator but only after addressing it with the teacher first.

It is important that parents and teachers cooperate with one another. Anything said or done which tears down respect and confidence for either will harm the child. When there is a misunderstanding, the parent should take it quickly, yet respectfully, to the teacher. Often a conference, or even a note, can clear up the difficulty.

ATHLETES AND DISCIPLINE

Those who play sports at Heritage are held to a higher standard. They are leaders and they are public representatives of Heritage Academy. Playing sports at Heritage is a privilege. The behavior of our athletes must reflect the leadership and example that comes with privilege.

If a student is given a detention, they will serve the detention and will not be allowed to practice that night or participate in the game if it is a game night.

Any athlete who receives 3 detentions during the course of a season may be removed from the team.

An athlete who is given a technical foul or a yellow card or is displaying poor attitude or character that does not match the high standards of a Christian athlete and Heritage Academy will be subject to discipline such as loss of playing time, missing games, or even removal from the team.

CAUGHT BEING GOOD

You will get what you promote! If all that you point out is the bad behavior, then that will be what you get. However, if you look for the good behaviors and you emphasize those behaviors, that is what you will get. I would encourage you to try to give out twice as many good behavior notices as you do for poor behavior.

Good behaviors are noted on a blue slip. They are also entered into RenWeb and a notice is sent home to parents to notify them of the child's good behavior.

Please look for the good in our students and encourage those behaviors.

Some examples of good behavior may be:

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| Being an Example | Showing Kindness |
| Encouraging | Opening/Holding the Door |
| Faithfully Doing What They Should Do | Picking Up Trash/Cleaning Up |
| Good Leadership | Politeness |
| Helping Others | Putting in Extra Effort |
| Standing Up For Others | Volunteering |
| Steering Others To Do Right | Welcoming To Others |
| Other | Good Manners |