



### Discipline Policy

**Philosophy:** Christian education uniquely recognizes that education is the process of training student affections. Buffalo Christian Academy wants students to love the Academy's rules and standards thus leading them to love their neighbors, and most importantly, love God. To love God, a student must love what God loves. God has set forth authority in the lives of students, and these authorities set up standards. The school and its rules are part of that structure. As Christ loved and trained his disciples, so Buffalo Christian Academy seeks to train students to love standards and be disciplined in love. This involves a close, loving community and high standards.

**Discipline:** Is based on biblical principles and administered with love and consistency in light of the student's behavior and attitude. In imitating what God does with his people, students are trained to respond with good character. Most minor infractions can be resolved in class through correction and training.

**Discipline Violations:** Violations will be categorized into three levels as set forth below. The Principal will make a determination if there is a question as to what category a particular violation falls into.

- **Level One:** Level One violation will cover the majority of misconduct experienced during the school day. It is the heart of the school to first provide correction with instruction out of love. Other forms of discipline will be used only after providing a student instruction and opportunity to correct his or her behavior.
  - ❖ An example of violations which would require an afterschool stay, include but are not limited to minor disobedience or failure to follow instruction; failure to follow school policies on attendance and dress code; and deliberate choices to not engage in or complete assignments and homework.
  - ❖ When a violation occurs, the Principal or designee will determine if the infraction warrants a warning and corrective instruction, or an afterschool stay. If the afterschool stay is elected as the appropriate discipline, then the student will be required to stay after school for up to one hour, 3:30pm – 4:30pm. The Principal will determine what length of stay and actions required of the student to address the student's understanding as to why the behavior was inappropriate, and to determine what corrective action needs to be taken to avoid that behavior in the future. The student will be required to complete assigned tasks set by the Principal.
  - ❖ If violations continue to occur, the Principal is permitted to take further action as is deemed necessary, including requiring multiple afterschool stays and/or handling the violation as a Level Two discipline violation.
- **Level Two:** There are certain behaviors that will automatically necessitate discipline from the Principal. The student will be required to meet with the Principal. These behaviors often escalate quickly and need to be addressed firmly and swiftly. The Principal will determine the necessary level of discipline for such conduct, including the length of time and number of days the student will be required to attend the after-school stay. Those behaviors include but are not limited to the following: (1) disrespect shown to faculty, staff, or student; (2) dishonesty, including lying, cheating, or stealing; (3) rebellion demonstrated by outright disobedience in response to instructions; (4) fighting demonstrated by striking in anger intending to harm another; (5) obscene, vulgar, profane language or gestures; (6) use of school property for criminal or obscene purposes; (7) continued Level One behavior violations; and (8) harassment or bullying.
  - ❖ The first **two** times a student is sent to the Principal for discipline, the student's parents will be contacted and given the details of the visit. The Principal will make a note, of each occasion, and enter that record in the student's file. The parents' assistance and support in averting further problems will be sought.

- ❖ Should the student warrant a **third** office visit, a two-day suspension will be imposed on the student. A meeting with the student’s parents, teacher, Principal, and/or a Board member will be required for student’s re-admittance.
- ❖ If a **fourth** office visit is required, the student may be expelled from the school, or the student may continue attending, if the Principal AND the Board unanimously agree.
- **Level Three: (Serious Misconduct):** If a student engages in serious misconduct, and the Principal deems it necessary, suspension may be imposed immediately. Examples of such serious misconduct could include but are not limited to: acts endangering the lives of other students or staff members, gross violence, vandalism, violations of criminal law, or drug use or possession. Students may also be subject to school discipline for serious misconduct, even if it occurs after school hours or off Academy property. If the Principal and/or Board desire to seek the expulsion of a student, there will be a meeting with a designated Board member, Principal, parents and student, prior to the determination of a final decision by the Board.
- **Harassment and Bullying:** The definition of harassment and bullying is any repeated, one-sided, systematic pattern of communication, including Words, gestures, or physical acts by any individual or group towards another student at any BCA function that places a student or Academy employee in actual and reasonable fear of harm to his person, property, or reputation. This will also include intentional, targeted, and repeated exclusion. The teacher and appropriate administrator shall mutually agree what constitutes bullying in any given situation.
  - ❖ **Reporting Harassing and Bullying Behavior:** Any student who believes that he or she has been harassed or bullied in violation of this policy should report such behavior immediately to a teacher or the Principal. Any Academy employee who has witnessed a student subjected to any act of harassment or bullying behavior should report the incident to the Principal.
  - ❖ **Investigation of Harassment and Bullying Reports:** The Principal shall promptly and thoroughly investigate all complaints of harassing or bullying behavior by students and provide notification to the Board.
  - ❖ **Disciplinary Action:** The actions taken in response to evidence of harassment or bullying behavior should be reasonably calculated to end any harassment or bullying. It is important to eliminate the hostile environment, if one has been created, to prevent harassment from occurring again. Violations of this policy will be considered misconduct. The teacher will notify both parents immediately if any occurrence of bullying occurs.

I have read, understood, and agree to comply with Buffalo Christian Academy's discipline policy. I understand that if my child(ren) does not adhere to this policy, their enrollment will be revoked. (Two parent households, both parents/guardians sign)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date