

## Honor Code and Student Code of Conduct: Introduction

**T**he Honor Code and Student Code of Conduct are the foundations of the discipline system used at Heritage Christian School. A positive Christian learning environment begins with a basic commitment by each student to personal integrity, refusal to condone dishonorable behavior, and support of appropriate consequences for those who violate the Code of Honor.

Because Heritage is unashamedly a Christian Educational Institution, the following Honor Code and Student Code of conduct has been written with basic Christian principles included and applies to all students enrolled in Heritage Christian School. At the heart of the code is a desire to honor the Lord Jesus Christ, protect the reputation of the school, and to provide a godly framework for the students to live by the rest of their lives.

The Honor Code and Student Code of Conduct reads as follows:

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*Having a desire to honor God, my school, my family, and my friends, I willingly commit myself to a daily lifestyle that reflects honesty, integrity, trust, and respect for God, peers, authorities over me, and all property. I willingly acknowledge that this lifestyle does not condone lying, cheating, stealing, and other dishonorable acts that would bring grief and shame to God, my school, and myself. Committing myself to the Honor Code and Student Code of Conduct demonstrates my appreciation and respect for Heritage Christian School, my family, my friends, and most of all, Jesus Christ.*

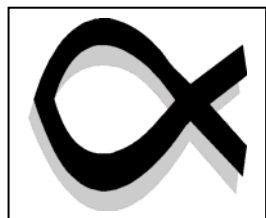
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## Motivation

At the heart of the Honor Code and Student Code of Conduct is a sincere desire to provide a true Christian atmosphere for education that honors the Lord Jesus Christ. We truly believe that such an atmosphere will not only result in a love for God, but also a profound respect for the authority God has placed over us, our fellow classmates, and ourselves. Such an atmosphere will allow leadership, faculty, students, and visitors to our campus to strive to walk worthy of the high calling we have in following and knowing Christ.

## A Christian Community

**A** Christian Community is one that promotes trust, honesty, respect, and integrity. It is a community where each individual is expected to live honorably and each individual is expected to encourage his/her peers to live honorably as well. It is a community where students do not feel compelled to keep their belongings locked up, where students do not feel the pressure from their peers to lie and cheat, and where students are not ridiculed for their faith in Jesus Christ and for their commitment to live honorably.



A Christian Community is more than a commitment to follow a set of rules. It is a commitment to an honorable lifestyle that pleases the Lord Jesus Christ.

It is our hope, our desire, our prayer, that this commitment to an honorable lifestyle will far outlive a student's time here at Heritage Christian School. We hope that our students will see the benefits of an honorable lifestyle and allow the basic principles of the Honor Code and Student Code of Conduct to govern all aspects of their lives as long as they live.

## Student Involvement

The Heritage Christian School Honor Code and Student Code of Conduct is primarily student driven. Students must play a significant role in their enforcement. Not only will students be expected to live by the codes, they will also be expected to hold each other accountable to follow the codes. A select number of our honorable students will be asked to sit on the Honor Board and make recommendations concerning consequences for violations of the codes.

The Honor Codes and the Student Code of Conduct is intended to be a positive reinforcement to a student's life, not a negative burden. It is worded, structured and enforced to encourage students to live with honor, integrity, and Christian character. Ultimately, the strength and success of the Honor Code and Student Code of Conduct rests with our students' commitment to abide by it and their willingness to hold each other accountable.

## The Honor Board

**T**he Honor Board will consist of one or two qualified seniors, one or two qualified students in grades 9-11, one faculty member, and the school administrator and principal.

The purpose of the Honor Board is to increase the students' understanding and awareness of the codes and to preserve the integrity of the codes by requiring and encouraging adherence to the code by all students at all times.

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# Honor Code Violations

## Level-I (1 Demerit)

### Late for School

- Arriving after the 8:00 a.m. bell has sounded will be recorded as “tardy.”
- Students must be in their homeroom and seated to be officially “on time” to school.
- Students are allowed one unexcused tardy per quarter and three excused tardies per quarter.

### Late for Class

- Arriving after the late bell has sounded will be recorded as “tardy.”
- Students must be seated, quiet, and have the appropriate materials ready to start the class.

### Other infractions include:

- Not paying attention or sleeping in class
- Talking without permission in class
- Not handing in homework assignments
- Not returning signed test papers
- Lunchroom disruption or misbehavior
- Disruptive behavior during the school day
- Being out of class without permission
- Being in an unauthorized area
- Parking violations or inappropriate use of an automobile
- Disrespect to any adult or authority over you
- Disrespect to fellow students
- Putting your hands on another student
- Unexcused tardies to a class
- Chewing gum
- Drink or food outside of the lunchroom without permission
- Cell phones that are visible during the school day
- Messy or disorganized locker
- Disrespect, lack of respect, destruction, or defacing of any school property
- Intentionally trying to misdirect a class to other subjects
- Gossiping
- Other actions determined to merit a Level I offense
- \*Other Level One Infractions may be addressed as determined by the Administration.

## HONOR CODE VIOLATIONS

### Level-II (6 Demerits)

#### Lying

Definition: Any action, appearance or statement which an individual knows, or should know, to be untrue, given with the intention to deceive.

Examples: (But not limited to)

- Making a false statement in an attempt to gain an unfair advantage.
- Giving false excuses and explanations for being absent or tardy.
- Bending the truth or pretending not to understand infraction that one is expected to know.
- Lying by omission-leaving out potential infraction in order to gain unfair advantage to protect this.
- Receiving permission from a teacher to go one place and going someplace else.
- Forgery

#### Stealing

Definition: Taking or attempting to take property, whether physical or intellectual without right or permission.

Examples: (But not limited to)

- Taking something without permission of the owner even if the intention is to return whatever is taken.
- Borrowing something without permission.
- Finding something and making little or no effort to locate the rightful owner.
- Unauthorized removal of academic materials from a classroom or teacher.

#### Cheating

Definition: Using or attempting to use unauthorized advantage or advantage in academic work that is submitted as one's own individual efforts in the giving of such assistance to others.

Examples: (But not limited to)

- Turning in work that was not done entirely by the student and giving the impression that the work was done by the student.
- Copying homework without the consent or approval of the teacher.
- Using workbooks from a previous year with answers already written in.

- Working with others on assignment which is intended to be an independent effort.
- Having textbooks visible during tests or quizzes.
- Giving or receiving information about a test, quiz, or other assignment prior to starting the assignment.
- Glancing at someone else's test or quiz or allowing someone to glance at your test or quiz during the administration of the test or quiz.
- Using a calculator when instructed not to use it.
- Not telling your teacher that the score on your test is added incorrectly.

## Plagiarism

Definition: Literary theft falsification, misrepresentation,

Examples: (But not limited to)

- Stealing someone's ideas or thoughts or to borrow dishonestly from another.
  - To sign one's name to a daily assignment or major work is to declare that work totally one's own. By not clearly making the source of the information, thoughts or ideas, a student commits plagiarism.
  - To copy directly, paraphrase, or summarize with premeditation is to deliberately plagiarize.
  - Inadequate documentation mistakes that allow another's words, thoughts, or ideas to be credited as one's own due to improper referencing is considered plagiarism.
  - Plagiarism is a serious violation of another person's rights, whether the material stolen is great or small.
  - Plagiarism is prevented when the proper form of documentation is followed.
  - Instead of using the proper book, you read a condensed version, watched a film or DVD, used Cliff's Notes.
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## Standards for Proper Documentation

Items that must be documented are facts, quotations, paraphrases, and summaries. Writing that expresses one's own thoughts, experiences, or interpretations and is stated in one's own words does not require documentation. Also, when information is common knowledge or is from a specific text, it does not need citation. As a standard for the proper documentation, Heritage will use *Writer's Inc.* and *Write for College* for the high school, and *Write Source 2000* for the middle school. Students will receive specific written instructions and examples of appropriate and inappropriate referencing at the beginning of each school year.

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## OTHER LEVEL II OFFENSES

- Cell phone or electronic device used
  - Inappropriate communication (verbal or written)
  - Physical contact between male and female students (hugging front to front, kissing, etc.)
  - Verbal or physical disrespect toward faculty, staff, students, or other adults on campus
  - Accidental destruction/defacing of school property (parent responsible for cost of repair/replacement of property. Your account will be billed.)
  - Reckless driving (may result in suspension or loss of driving privileges.)
  - Other actions determined to merit a Level II offense
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## HONOR CODE VIOLATIONS

### Level- III (12 Demerits)

- Use of illegal drugs/Association with illegal drugs
- Misuse of prescription drugs
- Use of Alcohol
- Cursing/taking God's name in vain
- Inappropriate sexually suggestive language
- Sexual immorality of any kind
- Vandalism/entering the buildings without permission
- Viewing or possessing pornographic materials
- Use of any tobacco products
- Disrespect of God or all things Spiritual
- Terroristic threats
- Possession of knives, guns, or anything else that would present a danger to staff, faculty, students or visitors to our campus
- Fighting, threatening, bullying another student
- Deliberate destruction/defacing of school property (parents responsible for cost of repair/replacement of property. Your account will be billed.)
- Leaving school grounds without parental and administrative approval
- Other actions determined to merit a Level III offense

Other level three violations may be added at the discretion of the administration, even as the additional violation is being committed.

Special note: All level three violations carry a minimum penalty of a 1-3 day suspension and possible expulsion from the school.

### Suspension and/or Automatic Expulsion Offenses

- Sexual immorality
- Possession of or use of tobacco, drugs, alcohol
- Having a weapon on school property

Special note: If a student exhibits a pattern of behavior that suggests use of any controlled or mood altering substance, HCS holds the right to require a professionally administered drug test which must be completed within 24 hours of

the request, at the student's expense. Compliance and a "negative" result are required for the student to remain enrolled.

Any student arrested by a Law Enforcement Agency and convicted of a crime (other than minor traffic violations) will be suspended and/or expelled from HCS. An arrest for a major crime may require that the administration contact the civil authorities if a student has broken the law.

## Consequences of Warning and Demerits

- 3 Warnings- 1 Demerit
- 3 Demerits- Lunch Detention
- 6 Demerits- After School Detention
- 12 Demerits- After School Detention & Parent Conference
- 18 Demerits- Saturday Detention
- 24 Demerits- In School Suspension/Saturday Detention/Parent Conference
- 30 Demerits- Out of School Suspension and Parent Conference
- 36 Demerits- Expulsion

## Dealing With Suspected Honor Code Violations

If a student suspects a classmate has committed an Honor Code violation, he/she has several options:

1. Discuss the potential violation with the student and keep the conversation confidential.
2. Discuss the potential violation with the student and give the student an opportunity to turn himself/herself in to the Dean of Students.
3. Report the suspected violation to a teacher or appropriate authority.
4. Do nothing.

**A**t Heritage Christian, we believe in the application of scripture in all areas of life. In Matthew 18: "If your brother sins against you, go and show him his fault, just between the two of you." Also in Galatians 6 we are told "If another Christian is overcome by some sin, you who are godly should gently and humbly help that person back onto the right path."

We strongly encourage our students to follow the first or second options. This conversation is best handled with an attitude of care and concern for the suspected violator and not with an attitude of harshness or reprisal. In a Christian community, students have a responsibility to "help one another to always do the right thing.

*"If another Christian is overcome by some sin, you who are godly should gently and humbly help that person back onto the right path."*

*Galatians 6*

Students do not have the option of gossiping about suspension violations among themselves. Gossip is a level one violation.

All faculty, staff and volunteers are required to turn in any and all violations of the Honor Code and Student Code of Conduct to the proper authority in the school if they suspect the a violation has not been corrected or it is continuing.

## THE HERITAGE CHRISTIAN SCHOOL DISCIPLINE PROGRAM

Appropriate discipline is used at Heritage Christian School as a method to correct and mold the student's moral character. This philosophy follows the Biblical teaching found in Proverbs 22:6 which states, "Train a child in the way he should go, and when he is old he will not turn from it."

The discipline methods at HCS will always be progressive in nature and utilize seven basic components. We believe this progressive discipline program will be most effective with the faithful support of parents and their continued off-campus support.

### Warnings

Warnings at HCS will be the most often used form of discipline. Warnings are given by teachers and administrators for minor offenses but inappropriate behaviors as defined by the Honor Code and Student Code of Conduct will be dealt with according to code.

### Lunchtime Detention

If student does not respond accordingly to the warning(s) given from teachers and/or administrators, the next step in the discipline program is lunchtime detention. During a lunchtime detention, the students will eat a silent lunch in a designated area under the supervision of a staff member. The student also will assist in cleaning the lunchroom.

As a rule, 2-3 lunchtime detentions will result in progression to the 3<sup>rd</sup> component.

### After-school Detention

When warnings and lunchtime detentions have not corrected inappropriate behavior, after-school detention will be assigned. After-school detention will begin five minutes after school is dismissed and will last for 30 minutes.

The student will report on time to the designated area and sit silently for thirty minutes. Because the purpose of after-school detention is discipline and not study hall, students will NOT be allowed to work on homework or any other activity while in detention. Failure to comply with these three parameters will result in another after-school detention being assigned.

As a rule, 2-3 after- school detentions will result in progressing to component four.

#### Special Note:

If after-school detention results in the student being late to other HCS activities/responsibilities, the sponsor or coach of that activity may impose a penalty.

#### In-School Suspension (ISS)

The fourth step of the HCS discipline program is ISS. Students who serve in-school suspension will be removed from their normal daily classes and sit in isolation under the supervision of a teacher. The student will be expected to complete the assignments sent by his classroom teachers while in ISS. The parents of the student will be billed for the cost of the ISS teacher.

As a rule, ISS will be served once for an offense. Not showing up will result in another detention. Failure to attend more than once will result in Saturday School detention.

#### Saturday School

Saturday School is assigned for students if an infraction is deemed too severe for a warning, lunchtime detention, after-school detention, or ISS. Students will report to a specific area from 8:00 a.m. to 12 p.m. to complete assigned duties. The student will be supervised at all times by staff or faculty. The parents will assume the cost for supervision and is billed at \$50.00 per day.

#### Suspension

Suspension of 1 to 3 days will occur for all students who have not corrected any and all behavior problems in the first 5 components of the disciplinary process. Automatic suspensions will also be used for any Level three Honor Code of Conduct violations. A parent/administrative meeting will take place during the suspension days. A student may not return to school until the parents and the administration have agreed on appropriate guidelines of return.

## Expulsion

HCS has the right to expel a student for the remainder of a quarter, a semester, or year. If the administration determines this should be the appropriate plan of action. If the presence of a student would jeopardize the safety of others or cause a disruption in the normal operations of the school, the student will be expelled. After expulsion, a student can only be re-admitted to the school on approval of the Board. Students re-admitted to the school under special circumstances will be placed on a “zero-tolerance” policy.

## Consequences for Violations

The seriousness and nature of an Honor Code violation in large part will determine the consequences. The most serious violations are sent to the Honor Board with a recommendation of possible dismissal.

Consequences for other violations that do not warrant a recommendation of dismissal include, but are not limited to

1. Disciplinary Probation.
2. Sports Probation
3. Student Leadership Probation
4. Academic Probation

### Disciplinary Probation

Students who commit Honor Code/ Code of Conduct violations may be placed on “disciplinary probation.” Subsequent discipline problems could put a student’s future at HCS in jeopardy.

Probation is generally two semesters, however, students who have demonstrated good behavior may petition the Honor Board in writing, to be taken off probation after one semester. At that time, the student’s discipline record will be reviewed, and in conjunction with the teachers and principal, a decision will be made by the Administration. The decision will be final.

Any student on probation at the end of the school year will be evaluated by the Honor Board to determine whether they will be allowed to return in the fall. A student’s disciplinary record, teacher recommendations, and in some cases, an interview will be used to evaluate a student’s future at HCS.

Students whose behavior is consistently disruptive or chronic may also be, placed on disciplinary probation.

## Sports Probation

Because sports in any school is such a high-profile activity and is, at the very least, partially based on character and integrity, a student that participates in sports and represents HCS in such a public manner that is found guilty of an Honor Code/Student Code of Conduct violation, can be placed on probation for a period of 9 weeks or one semester from the time of the offense. At the end of the probation period, provided the student's disciplinary record over the past 1-18 weeks has reflected much improved honor and integrity; the student/athlete will be taken off of probation. Future violations of the Honor Code may result in the complete loss of the privilege of participating in athletics.

## Student Leadership Probation

Students who serve in high-profile positions of leadership such as class officer, sports captains, co-captains or in any other leadership position will be removed from those positions of Leadership.

## Academic Probation

If the Honor Code/Student Code of Conduct involves academic work (homework, quizzes, tests, papers, projects, etc) the student will receive a zero for the assignment. More than one zero could result in a reduction of the final quarter or semester grade.

Students who consistently demonstrate either a lack of desire to complete and master age-appropriate schoolwork or who are academically unable to complete or master age-appropriate work, can be placed on academic probation for a period of one quarter, one semester, or two semesters. A review will be conducted at the conclusion of the probation to determine the student's future with HCS.

## Classroom Behavior

Many behaviors are consistent from classroom to classroom, such as respect for the teacher, respect for fellow students, and being on time. Other behaviors may be acceptable in one classroom and unacceptable in another, depending on such factors as teacher style and course content. For example, certain behaviors are acceptable in P.E. class but not in English class. Each classroom teacher is responsible for communicating his/her distinct discipline policies and consequences to the students. Consequences may include warnings, lunch-time detentions, after-school detentions, in-school detentions, suspensions, and Saturday School.

## Off-Campus Behavior

Once a student has been enrolled in Heritage Christian School, certain responsibilities accompany that choice. Attending Heritage Christian School means that wherever a student goes, the name of Heritage Christian goes with him/her. For that reason, the Honor Code and Student Code of Conduct is in effect 24 hours a day, seven days a week and 365 days a year beginning with the student's admission to Heritage Christian. Each student's actions will be judged as an extension of the reputation of Heritage Christian School. That responsibility must be taken very seriously, especially since the name does include the name of Christ. We expect the students would always desire and strive to conduct themselves in a way that does not dishonor what Heritage Christian School represents. Bearing a name with great honor is a grave responsibility and must be considered at all times. This policy exists within the framework of Galatians 6:1: "If another Christian is overcome by some sin, you who are godly should gently and humbly help that person back onto the right path;" Matthew 18:15: "If your brother sins against you, go and tell him his fault between you and him alone, if he hears you, you have gained your brother;" and Proverbs 22:1: "A good name is to be chosen rather than great riches, loving favor rather than silver and gold."

Students and families must always assure that the Honor Code and Student Code of Conduct is always in effect whether openly stated or not, the principles, policies, and procedures of the code are applicable unless school authority specifies for an exception.

Acknowledgement:

Parts, words, phrases and paragraphs of this Honor Code and Student Code of Conduct have been taken from available printed materials from Heritage Christian School in Indianapolis, Indiana, Landmark Christian School in Fairburn, Georgia, and Lincoln Christian School in Tulsa, Oklahoma.