

Hope Christian Academy

Discipline, Bullying, and Harassment Policy

Policy No.: HCA-STU-005

Effective Date: _____

Approved By: _____

Review Cycle: Annual

1. Purpose

The purpose of this policy is to promote a safe, respectful, and Christ-centered learning environment that supports the spiritual, academic, and social development of all students. Hope Christian Academy believes discipline should reflect Biblical principles of correction, accountability, and restoration rather than punishment alone.

2. Philosophy of Discipline

Discipline at Hope Christian Academy is grounded in love and the belief that all students are created in the image of God. The goal of correction is to guide students toward maturity, responsibility, and self-control. Staff members are trained to model Christlike behavior and to use restorative practices that strengthen relationships and promote repentance, forgiveness, and reconciliation. **Scriptural Foundation:**

“The Lord disciplines those He loves.” — Hebrews 12:6

“Do to others as you would have them do to you.” — Luke 6:31

“Let all things be done decently and in order.” — 1 Corinthians 14:40

3. Standards of Student Conduct

Students are expected to demonstrate respect toward all staff, students, and property; act honestly and responsibly; follow all classroom and school rules; refrain from language, behavior, or materials inconsistent with Christian values; and represent the Academy well both in and outside of school. Behavior that disrupts learning or endangers safety will be subject to disciplinary action.

4. Bullying and Harassment Policy

Definition of Bullying: Bullying is any repeated, intentional behavior (verbal, physical, or social) that causes harm, fear, or humiliation to another person. Examples include name-calling, intimidation, property damage, exclusion, or cyberbullying. **Definition of Harassment:** Harassment includes unwelcome verbal, physical, or visual conduct that demeans or threatens another individual, including on the basis of race, gender, religion, or disability. Sexual harassment includes unwelcome sexual advances, comments, or contact. **Reporting and Investigation:** Any student, parent, or staff member who witnesses or experiences bullying or harassment should report it immediately to a teacher, counselor, or administrator. Reports may be made confidentially and will be taken seriously without fear of retaliation. The administration will promptly investigate and document findings. **Consequences:** Consequences may include verbal warning, parent conference, behavioral contract, detention, suspension, or expulsion depending on severity and frequency. Restorative measures may be applied to promote reconciliation.

5. Disciplinary Procedures

When a student violates school policy: 1. Initial Intervention – The teacher or staff member addresses the behavior directly and documents the incident. 2. Administrative Review – Serious or repeated infractions are referred to the principal or administrator. 3. Parent Notification – Parents are informed of disciplinary actions. 4. Restorative Plan – The student may complete service, counseling, or mentoring. 5. Follow-Up – Administration monitors progress and resolution.

6. Restorative Approach

Hope Christian Academy seeks to balance accountability with grace. Whenever possible, students are guided to make amends, seek forgiveness, and restore relationships. Staff may facilitate restorative conversations or mediation when appropriate.

7. Confidentiality and Recordkeeping

All disciplinary matters are handled confidentially. Records are securely maintained and shared only with those directly involved or as required by law.

8. Appeals Process

Parents or guardians may appeal a disciplinary decision by submitting a written request to the school administrator within five (5) business days. The administrator, in consultation with the Board if necessary, will review and issue a final decision.

9. Policy Review and Publication

This policy is reviewed annually by the administration and Board to ensure alignment with state laws and Christian educational standards. It will be included in the Parent/Student Handbook and posted on the school's website.

Approved By: _____ Date: _____
Reviewed By: _____ Date: _____