

CONDUCT AND BEHAVIORAL STANDARDS

Behavior Probation

A student will be placed on behavioral probation whenever there is clear evidence that the student's behavior is below minimum standards.

Appropriate behavior for all Christians is exemplified by the following values:

- A servant mentality (Philippians 2:4-7).
 - All Christians are to be examples of Christ's standards (1 Peter 5:1-4).
 - All Christians are to have an attitude of willingness to serve others in humility and obedience (Mark 10:41-45).
- Christian conduct (The Ten Commandments, Exodus 20, Deuteronomy 5), holiness (1 Peter 1:15-16), and character (Fruits of the Spirit, Galatians 5:22-23) will be exemplified in all behaviors. Manifestations of this behavior include, but are not limited to: submission to authority, demonstration of honesty and integrity, and respect for others.
- Before the Lord, and as a community of believers, we will hold one another and ourselves accountable (Hebrews 13:17, Hebrews 10:24-25, Galatians 6:2).

To ensure a classroom environment conducive to learning for all students, the following behavioral guidelines will apply:

- Confirmed cheating or copying of another student's answers or work on tests or homework will result in behavioral probation for the remainder of the semester or the next semester. Any second offense may jeopardize the student's enrollment at ECA.
 - Any student who willingly collaborates with another student who is cheating or copying will be placed on behavioral probation.
 - Students will receive a "0" on the assignment.
 - The teacher, with the Principal, will determine if the incident constitutes confirmed cheating.
- Plagiarism of any sort, including but not limited to written words or an individual's ideas, without giving proper credit to the author or individual, will result in behavioral probation for the remainder of the semester or the next semester and the student will receive a "0" on that assignment. Any second offense may jeopardize the student's enrollment at ECA. The teacher, with the Principal and media specialist, will determine if the incident constitutes willful plagiarism.
- Disruption of the learning environment of the classroom in any form will not be tolerated.
- Disrespect, including but not limited to inappropriate and/or offensive speech, body language, gestures, or coarse joking (Ephesians 5:4) directed at peers or adults is not acceptable.
- ECA students involved in co-curricular activities or athletics will be held to the same standards of conduct expected in the classroom.

Consequences of Behavior Probation

- Students on behavioral probation will relinquish student leadership positions for the duration of the probation period.
- The Athletic Director and/or Administration will determine the students' participation in co-curricular or athletic practices and competitions.
- Depending on the offense, students and their parents may be required to meet with the administration. Such offenses may include but are not limited to those involving commission of a deliberate sin, blasphemy, mockery, insensitivity, and/or demeaning actions or language toward any individual.

- If a student does not show improvement in the areas of behavior and attitude so as to comply with the standards of ECA, upon administration recommendation, the Board of Directors shall prayerfully consider the student's continued enrollment at ECA.

Bullying and Harassment

Students are expected to demonstrate grace to one another. In all instances, students are required to be respectful and recognize that each person is an Image Bearer of God. ECA believes that every student has the right to attend school and school-related activities free from all forms of discrimination including sexual, verbal, and physical harassment. The administration considers harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense. All students are expected: to treat one another courteously with respect for the other person's feelings; avoid any behaviors known to be offensive; stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct. This prohibition applies whether the conduct is by word, gesture, or any other intimidating conduct. An act of disrespect, school-related, on or off the campus, verbal or non-verbal, is a serious breach of conduct standards.

Any student behaving in a harassing manner is considered in violation of the standards of ECA and at this level students are subject to appropriate disciplinary action.

Classroom Behavior

Regarding specific classroom behavior, the following behaviors are expected. Students should:

- speak and act in ways that demonstrate respect for adults and fellow students.
- remain seated until given permission to leave their seats.
- speak out in class only when given permission.
- obey the classroom rules for each teacher.

Discipline

ECA's philosophy of discipline is based on explicit principles for behavior found in Scripture and on the unique student–parent–educator relationship found in Christian school education. As partners in the education of students, entrusted with responsibility to provide discipline in the Christian school setting, ECA views discipline as a partnership built on trust and proper respect for authority within all school circumstances.

Hebrews 12:9-10 reflects the essence of the ECA philosophy of discipline: "Moreover, we have all had human fathers who disciplined us, and we respected them for it. How much more should we submit to the Father of our spirits and live! Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in his holiness."

The goal of discipline at ECA is to apply firm principles, graciously and lovingly, to help develop disciplined behavior. Each case is treated separately and uniquely from an investigative viewpoint. Every attempt is made to avoid harsh or rude discipline or punitive measures that are meant to punish a student apart from the essence of grace found in Christ. Instead, discipline and punishments are to be administered in ways that build, nurture and uplift the student toward godliness and that appropriately demonstrate prudent judgment according to Biblical principles.

Every attempt is made to administer discipline fairly and consistently. Administrators and teachers request parental support in seeking to minister to students and their families with discipline and punishment as necessary.

ECA requests that students and parents embrace the following behavioral principles as they are administered:

- **Integrity - Ephesians 4:25**

Therefore, each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.”

- **Purity - Philippians 4:8**

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”

- **Respect and Obedience - Romans 13:1-2**

“Everyone must submit himself to the governing authorities, for there is no authority except that which God

has established. The authorities that exist have been established by God. Consequently, he who rebels

against the authority is rebelling against what God has instituted, and those who do so will bring judgment

on themselves.”

- **Stewardship - I Corinthians 10:31**

“So whether you eat or drink or whatever you do, do it all for the glory of God.”

- **Courtesy - Ephesians 4:32**

“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”

- **Modesty - Titus 2:11-12**

“For the grace of God that brings salvation has appeared to all men. It teaches us to say “no” to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age.”

General Behavioral Guidelines

Evangelical Christian Academy is in “partnership with parents” in all aspects of the school operation. Students are expected to adhere to the behavioral guidelines expressed in this document. The ECA administration, staff, and volunteer sponsors endeavor to uphold these guidelines while students are on our property and in our care. Behavioral issues that occur while out of our care shall be referred to the parent for appropriate follow-up. It should be noted that in certain circumstances, namely the withholding of school leadership positions and awards, even if the behavioral issue occurred while off of our property or out of our care. In such cases, the ECA administration and the parents shall work in close partnership while working toward the discipline and restoration of the student.

General Principles of Courtesy, Respect, Obedience, and Stewardship

Regarding general principles of courtesy and stewardship, the following specific rules have been established in implementing the ECA philosophy of discipline, subject to administrative interpretations. The following behaviors are not acceptable:

- physical fighting or verbal intimidation
- hazing, bullying
- foul, obscene, or unwholesome language or behavior, both on and off campus
- romantic or public displays of affection (no physical contact with opposite gender)
- defacing of property
- the use of cell phones, camera phones, beepers, tablets, radios, CD players, MP3 players, headphones, and electronic games in school buildings during the school day
 - Use of the above mentioned electronic equipment is not allowed on school property at the elementary campus unless approved by administration or classroom teacher for specific reading activities.
 - Bus students are allowed to use electronic devices but elementary students must store this equipment in backpacks during the school day.

- running in the halls
- throwing rocks or snowballs on school grounds
- It is a major violation of ECA's discipline code to possess any weapon; i.e. gun, knife (including pocket knife), etc., or any item giving the appearance of a weapon, drugs, alcohol, tobacco, or pornography on school property or at school functions. Any violation of this rule may lead to immediate suspension or expulsion.
- The appearance of evil or actions which would bring dishonor to Jesus Christ, my parents, or Evangelical Christian Academy, both on and off campus
- Any illegal or immoral activities such as underage drinking, drug use (tobacco included), sexual immorality, profanity, both on and off campus

Love and Logic

Love and Logic is a method of working with students which was developed by educational expert Jim Fay, child psychiatrist, Foster W. Cline, M.D. and Charles Fay, Ph.D. Love and Logic has many tools for educators that promote healthy parent/teacher and teacher/student relationships and positive school wide discipline. Training for Evangelical Christian Academy's faculty and staff is ongoing. Love and Logic helps educators, administrators and counselors in the following ways:

- Set limits in the classroom without anger
- Provide underachievers hope and willingness when the going gets tough
- Raise the odds for kids to stay in school
- Build strong connections between home and school
- Improve attendance
- Manage disruptive students
- Make teaching and learning more fun and productive
- Immediately handle disruptive students
- Get and keep students' attention
- Build positive student-teacher relationships
- Help students own and solve their own problems
- Bully proof children, diffuse power struggles, and handle difficult people

It works because:

- When adults take care of themselves, they hand the problem back to the student who created it.
- When students have to solve the problem, they have to think.
- When students have to think, they learn that decisions have consequences.
- When students have to deal with consequences, they learn to think.
- When we allow students to deal with the consequences, they learn to think before they cause a problem.
- When students learn to ask themselves, "How is my behavior going to affect me?" they have learned self-control.

Matthew 18 Principle: Resolution of Sin

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." Matthew 18:15-17

The principle in Matthew 18 describes the Biblical approach Christians are to use to resolve conflicts between believers when there has been a sin committed by one child of God against another. This

passage describes the process to be followed, with the goal of seeking to restore the relationship between the two individuals in a God-honoring manner. ECA desires to adhere to this principle in resolving matters of sinful behavior within the Body of Christ at ECA. This principle applies to all members of the ECA family: students, parents, teachers, staff, administrators, and Board members. The person who has been offended is responsible to go to the person who has committed the offense. This Biblical approach to matters of sin offenses between members of the Body of Christ at ECA should provide resolution and restoration to any damaged relationships as quickly and gently as possible. Appeals to a higher authority should not be pursued until this principle has been followed.

The Matthew 18 principle is intended to deal with sin, not personality conflicts or differences in opinion, and should not be used as a substitute for common courtesy and mutual respect between believers. Believers are required to “love one another,” always putting others first. If there is no sin involved, believers are to express their concerns in a loving and open manner with the parties directly involved. Believers are to avoid the temptation to gossip by discussing the matter with others who are not involved in the situation. Clear communication is critical and, if used with a spirit of gentleness and respect, will resolve most issues. However, if attempts to resolve differences have not been successful, both parties should jointly and humbly seek the counsel of a higher authority, i.e. Principal. (See also Problem Resolution, page 8.)

Problem Resolution

ECA desires to honor God through all that is done, including how all members of the ECA family relate to each other as well as how potential misunderstandings, miscommunication, disagreements, and issues involving interpersonal conflicts are resolved. There are Biblical principles relating to all areas of interpersonal relations, and there are godly ways to handle problems or concerns between people relating to our school that are obedient to Scriptures and profitable for God’s people.

Begin to Solve Problems through Prayer – When you become aware of a problem that you are having with someone else, we recommend that you take an appropriate amount of time to pray through the issues. Through prayer and introspection, you may find that you need to change your approach to the people or the issue in a way that is more pleasing to the Lord. A humble and patient approach to your communications with others involved in the problem is more likely to lead to resolution.

Take a Direct Approach Whenever Possible – It is recommended that answers to questions, discussions about teacher and classroom concerns, and resolution of problems be handled as close to the source as possible. With this concept in mind, the Board and administration request that parents first discuss any questions or concerns regarding their student with the teacher or coach with no repercussions to the student.

Take a Loving Approach, Avoiding Gossip – Believers are to express their concerns in a loving and open manner with the parties directly involved and are to avoid the temptation to gossip by discussing the matter with others who are not directly involved in the situation. Clear communication is critical and, if used with a spirit of gentleness and respect, will resolve most issues. The teacher or coach will be expected to answer questions factually and promptly.

Use the ECA Chain of Authority, When Necessary – If talking with the teacher, coach or club sponsor does not resolve the concern, the next step is for the parent to request a meeting with that person and the administrator (Principal or Athletic Director, as appropriate). The administrator will meet with both parties for the purpose of understanding the concern or problem. Following this discussion, the administrator will determine the appropriate response and communicate it clearly to the parent. If the situation is not resolved satisfactorily, the parent should then present the issue to the Superintendent, who will then confer with those involved to resolve the problem. If, after all of these steps there is still no satisfactory resolution, the Board Chairman may be contacted about the appeal process. This process should allow most questions and issues to be resolved quickly and effectively. It also provides an escalation process to ensure that issues and concerns are resolved in an appropriate and effective manner.

Use of the Online ECA Administrator Hotline— In a few select cases, the process described above can prove to be rather daunting. For this reason we have created a feature on the ECA website entitled the “Online ECA Administrator Hotline.” This reporting method enables parents to voice their ideas, suggestions or complaints using a simple online survey. If a response is requested, the appropriate administrator will respond to the request within 5 business days. The administrators plan to respond to each case with one of three potential responses – 1. will execute this idea in some similar form in the near term; 2 – will consider this idea for potential implementation in some form in the future; or 3. will likely not implement this idea right anytime soon. This will clarify to the one making the suggestion the administrator’s level of receptivity to the idea and indicate the appropriate next step of action. Again, our preference is for issues to be handled privately and as close to the action as possible. However, this Online ECA Administrator Hotline is designed to receive ongoing concerns.

Follow-up with Administrators – Parents should attempt to contact administrators and teachers during school hours if follow-up dialogue is necessary. ECA encourages a spirit of mutual respect among all affected parties as these matters are worked through prayerfully and to God’s glory.