



## Written Referral and Disciplinary Procedures

Dear Parents;

“No discipline seems pleasant at the time but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11. This letter is to inform every parent that we have revised our disciplinary procedures. We will also begin our written ‘Referral’ system that works just like the public schools.

What that means is, your child will be written up and sent to the office to sit with the Director and explain his/her actions. The “written referral” will need to be signed by the parent and you will be given a copy. This will be considered the first warning.

The second time an incident occurs, it does **NOT** have to be for the same offense, the Director will request a conference with the parent/parents.

**The third time will result in suspension from school for 3 days.** If the behavior does not change upon the child’s return, then a complete Expulsion from HCA may be deemed appropriate. Highland Christian Academy reserves this right.

The following is a list of offenses that will cause this course of action to be taken.

- Fighting, any form of Bullying.
- Throwing chairs, pencils or other objects
- Bringing any type of weapon (ex. knife, switchblade, gun)
- Hitting a teacher or aide
- Running Away
- Biting
- Destructive manner of behavior (ex. knocking things over out of anger, throwing anything dangerous at others, etc.)
- Intentional destruction of property, vandalism of any type
- Insubordination (several verbal warnings issued and the child not responding)
- Use of profanity
- Touching anyone/or oneself in an inappropriate manner. Showing private parts to others. Not showing restroom courtesy to others.
- Disruptive/Disrespectful behavior of any kind on the bus

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I have read and understand the above procedures.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_