

SCCHE Student Behavior Policy

Students 17 Years of Age and Younger

I. Why SCCHE Needs a Separate Behavior Policy for Students Age 17 and Younger

- A. Students 18 years of age or older are legally considered to be adults. Because state law recognizes students 18 years old or older as adults, SCCHE is required to treat all students, once they reach age 18, as adults. SCCHE has to handle students in this age bracket differently. For specifics on how these students are dealt with, please refer to the SCCHE Student Behavior Policy for Students 18 Years of Age or Older.
- B. Students falling in the '17 Years of Age or Younger' age bracket can be handled as we have always handled students – talking with them, talking with their parents, and working issues out together, for the most part, unless specific safety issues with the group take precedence (see Section VII for details as to when this precedence is necessary).

II. To Students: What SCCHE expects of students 17 year of age and younger:

- A. Even though you are not yet an adult, we still expect you to behave in a Christ-centered manner.
- B. Behavior issues will be discussed with your parents or legal guardians as appropriate.
- C. If you choose to violate the policies listed below, you will be addressed personally at first (unless the violation is serious) and the consequences of that violation will be discussed with you.
- D. You will be expected to honor those consequences.
- E. Scripture commands you to honor your father and mother.
 - 1. If the infraction is minor and you are dealt with personally (i.e., your parents are not consulted) please remember that you should always keep clear and open communication with your parents or legal guardians.
 - 2. Therefore, we suggest that you go to your parents or legal guardians and discuss with them what happened.

III. General

- A. One of the main focuses of the St. Charles Christian Home Educators (SCCHE) is to foster a safe, nurturing and respectful, Christ-centered environment for SCCHE students. SCCHE therefore promotes and encourages Christ-honoring behavior of students at all times.
- B. When behavior-related conflicts arise, SCCHE has developed guidelines that encourage a consistency in responses throughout the group in order to ensure the well-being of students in the group.
- C. SCCHE understands that, when working with students, minor incidents are to be expected, but also realizes that both serious and chronic behavior issues can occur anytime human beings are involved.
- D. SCCHE recognizes that behavior issues can be disruptive to classes, activities, rehearsals, concerts, events, and productions that are an integral part of SCCHE.
- E. SCCHE recognizes that some behaviors exhibited by students can lead to safety concerns for the entire group and therefore must be dealt with immediately.
- F. SCCHE recognizes that students who are 17 years of age or younger are minors by law, and, as such, will be treated as minors. Therefore, SCCHE will communicate openly with parents or legal guardians and expect parents/legal guardians to guide their children in upholding the behavior standards set by SCCHE while they are participating in SCCHE activities or functions.
- G. Therefore, SCCHE's approach to address student behavior issues during any SCCHE classes, activities, events, rehearsals, concerts or productions is addressed below.

IV. Overview of Expected Student Behaviors

- A. Participation in SCCHE sponsored activities is a privilege and only cooperative, Christ-honoring behavior is allowed.
- B. SCCHE students must demonstrate respect for leaders, directors, teachers, parent volunteers, and other adults at all times.
- C. SCCHE students must demonstrate respect for the host facility being utilized, its employees, and the facility's rules and guidelines at all times.
- D. SCCHE students must demonstrate respect for each other at all times.
- E. SCCHE students must use Christ-honoring language at all times, written, verbal, and non-verbal.
- F. SCCHE students must willingly follow rules and guidelines set forth by the director, instructor, leader, or parent volunteer in charge of the activity, class, or function they are participating in.
- G. SCCHE students are expected to be on time to activities or functions.
- H. SCCHE students are expected to be obedient, cheerfully following corrective instructions if given to them.
- I. SCCHE desires that all students live up to their potential and glorify the Lord in all that they do.

V. Behavior Specifics

A. SCCHE will not tolerate inappropriate language, whether communicated in a verbal, non-verbal, or written manner.

- 1. SCCHE expects students to be exemplary in their language (verbal, non-verbal, and written) during any SCCHE function, class, activity, or event.
- 2. Inappropriate language includes, but is not limited to:
 - a. Name calling
 - b. Profanity or sexually-charged words
 - c. Any non-verbal communication that comes across in a harassing, threatening, or profane manner toward another student or any adult
- 3. Procedure to follow when inappropriate language occurs:
 - a. If inappropriate language occurs, the adult in charge or the adult witnessing the language issue is to discuss the matter with the student privately. The adult in charge can make a decision as to whether to contact the student's parent at this point.
 - b. If inappropriate language continues, the student's parents will be contacted and the issue will be discussed with the student, his parents, and adults involved. At this level, student may be removed from classes for one month, depending on interaction with parents.
 - c. Continued inappropriate language may be grounds for dismissal of the student from the class, activity, or event for the remainder of the school year.

B. SCCHE expects students to dress modestly and appropriately out of respect for other students in a group setting.

- 1. Students are to follow the SCCHE dress code.
- 2. The following procedure will be observed if violations of the dress code are observed by an adult:
 - a. Adult is to address student privately concerning proper dress in group settings (female adult to female adult, male adult - if available - to male adult).
 - b. Parents will be called if student arrives at a function inappropriately dressed and will be asked to bring proper clothing for the student.
 - c. Continued violation of modesty guidelines may result in further action, to be determined at the time.

C. SCCHE expects students to demonstrate purity of self in relationships with others.

1. Public display of affection (PDA) of any sort will not be tolerated during or between SCCHE classes, activities, functions or events while on the premises of any facility hosting SCCHE functions or activities.
2. PDA includes, but is not limited to:
 - a. Hugging, with the exception of a side or front hug meant as a greeting
 - b. Sitting closer to one another than a 'normal' spacing would allow
 - c. Holding hands
 - d. Touching
 - e. Kissing
 - f. Any activity with sexual overtones
3. Procedure to follow if PDA is observed or reported with students 17 years-old or younger:
 - a. If an adult observes PDA, he or she is to privately address the students involved. Parental notification will occur if deemed necessary by the adult in charge.
 - b. If PDA continues after students have been corrected, parents will be notified.
 - c. If continued PDA occurs, students may be removed from that activity for a period of time to be determined by the director of that activity.
4. If PDA is determined to be non-consensual or pressured (i.e. sexual misconduct on the part of one party), the following procedures will be followed if students are 17 years-old or younger:
 - a. Adult learning of activity will immediately inform SCCHE Board of misconduct.
 - b. Parents of all students involved will be notified.
 - c. Parents and adults in charge will discuss the situation with the SCCHE Board.
 - d. The offending party will be immediately dismissed from all SCCHE functions and runs the risk of his or her family being dismissed from the group.
 - e. If the situation requires reporting to law enforcement authorities (due to state laws), SCCHE leadership will follow those laws and report the situation to the proper authorities.
5. In the case of reported sexual abuse or molestation on the part of one or more students toward another student or students, the following procedure will be initiated:
 - a. Parents will be immediately notified.
 - b. An immediate investigation by the SCCHE board will be conducted.
 - c. Offending parties will be suspended from SCCHE activities until investigation is completed.
 - d. If allegations are found to warrant concern for the safety of other SCCHE students, the offending party/ parties and their families will be permanently removed from the group.
 - e. Proper authorities will be notified as required by law enforcement officials.

D. SCCHE expects students to demonstrate absolutely no malicious physical contact.

1. Malicious physical contact includes, but is not limited to: hitting, pushing, shoving, punching, etc, directed at another student or adult with the intent to do harm.
2. Malicious physical contact does not include a student using physical force to defend himself or herself from another student or adult whose intent is to harm the student.
3. Procedure to follow when malicious physical contact occurs:
 - a. Malicious physical conduct is to be immediately reported to the adult leader or volunteer in charge of the activity or class.
 - b. The adult in charge will speak to the student privately about the incident.
 - c. Parents of the offender(s) and offended will be immediately notified. Parents and adults in charge will speak to the students involved.
 - d. While discipline will be decided on a case-by-case basis, malicious physical contact impedes the safety of others participating in SCCHE activities, and is grounds for a student's immediate removal from SCCHE for a minimum period of the remainder of that school year.

E. SCCHE will not tolerate bullying and dangerous behavior that affects another student or other students, or that affects any adult in charge at SCCHE.

1. Bullying includes but is not limited to behavior that hurts or harms another person emotionally and/or physically.
2. Bullying also includes harassment and threats, either non-verbal or verbal, directed toward another individual.
3. Procedure to follow when bullying is observed or reported:
 - a. All bullying behaviors should be immediately reported to the adult in charge of that activity.
 - b. Parents of the offender(s) and offended will be immediately notified.
4. Bullying or other dangerous behavior impedes the safety of others participating in SCCHE activities, and is grounds for a student's immediate removal from SCCHE for a minimum period of the remainder of that school year.

F. SCCHE expects students to respect other's property.

1. Students are not to take others' property without their permission (stealing).
 - a. Parents will immediately be called if a student is caught stealing.
 - b. Students caught stealing will be expected to return items stolen or pay back the owner appropriately
 - c. Students caught stealing will be removed from SCCHE membership for the rest of that school year.
 - d. Students caught stealing run the risk of being removed from SCCHE membership permanently.
 - e. If state laws require the reporting of the act, SCCHE leadership will be required to call the police.
2. Students are to respect the property of the host facility for their class, activity, rehearsal or function.
 - a. Students are to honor any rules, regulations, or guidelines that the host building staff has put in place.
 - b. Students are to address host facility staff with respect.
3. If a student unintentionally causes damage to a host facility building or furniture, he or she is responsible to immediately inform the SCCHE adult in charge.
 - a. The adult in charge will talk with the student, assess the situation, and go to the facility staff as appropriate.
 - b. The student will be asked to apologize to a staff member.
 - c. The student's parents or legal guardians will be notified of the situation.
 - d. If the host facility requests payment for repairs of the damaged property, the student and/or family of the student involved will be responsible for that payment.
4. If a student intentionally causes damage to a host facility or to property within the host facility (i.e. vandalism, graffiti, etc), the following procedure will be followed:
 - a. The student's parents or legal guardians will be notified.
 - b. The student / student's family will be expected to pay for repair and/or restoration for damages done.
 - c. The student will not be allowed to participate in that activity for the rest of the school year, and runs the risk of being removed from SCCHE.
 - d. Continued vandalism will result in the student's removal from SCCHE.

G. SCCHE expects students who drive themselves to demonstrate safe driving habits when driving a vehicle on the grounds of the facility that SCCHE is utilizing for a function or activity.

1. Parking lot speed limits are 10 miles an hour, unless specified as lower by the facility being used.

2. Students are not to climb on vehicles, or ride on the outside of vehicles at any time that vehicle is on the premises of any facility being utilized by SCCHE.
3. Students are not to drive recklessly while on the premises of any facility being utilized by SCCHE.
4. Students are to respect other drivers, especially adult drivers, at all times while they are on the premises of any facility being utilized by SCCHE.
5. The following procedure will be observed if driving rules are violated:
 - a. Adult observing driving is to address student privately concerning driving issue.
 - b. Student's parents or legal guardians will be notified of the incident.
 - c. Student's parents will be notified if student continues to violate driving guidelines. Continual violation of these guidelines will result in revocation of student's privileges to drive on SCCHE facilities.
 - d. Parents will be notified if student continues to drive on SCCHE facilities after his or her driving privileges have been revoked. If this situation occurs, student runs the risk of being removed from the group due to safety issues.

H. SCCHE students must demonstrate respect for leaders, directors, teachers, parent volunteers, and other adults at all times.

1. SCCHE will not tolerate disrespect directed toward SCCHE directors, leaders, teachers, adult volunteers, etc. posted on any social media sites.
 - a. Students caught posting disrespectful comments will be asked to remove them from the social media site.
 - b. Student's parents or legal guardians will be notified of behavior and consequences will be discussed.
 - c. Parents will be notified if students continue with this type of behavior. Students continuing with this type of behavior risk removal from SCCHE.
2. SCCHE will not tolerate verbal, non-verbal, or written disrespect directed toward SCCHE directors, leaders, teachers, adult volunteers, etc.
 - a. Students demonstrating disrespect will be reprimanded privately and their parents will be called.
 - b. Parents will be notified if students continue to demonstrate disrespectful behavior and consequences will be discussed.
 - c. Continued disrespectful behavior will result in that student being removed from that class, function, activity, or event for the remainder of the school year.

I. SCCHE expects students to arrive on time and be prepared for any outside class or activity when they arrive.

1. Students should arrive on time or slightly early so as not to disrupt the class or activity.
2. If their teacher or director has assigned work to be done ahead of time, students need to arrive with that work completed.
 - a. Parents or legal guardians will be notified if student continually fails to complete class activity or assignments.
 - b. Consistent failure to complete class or activity assignments is grounds for removal from that class or activity.
 - c. Consistent failure to complete class or activity assignments by any student will result in that student not being allowed to enroll in that activity/class during the next school year (i.e. choir, band). Parents will be notified of this consequence.
 - d. In an area where multiple class offerings are provided (such as, but not limited to, the Learning Center and Potter's Clay), failure to complete class or activity assignments will result in that student not being allowed to participate in any class offerings in that setting for the next school year.

J. SCCHE expects students to be honest in all their classroom behavior and with all their classroom assignments.

1. Cheating will not be tolerated
 - a. If a student is caught cheating in class during a test or on any written assignment, the teacher or facilitator of that class will address that student in regard to his behavior.
 1. If cheating is verified, the student will receive a zero on the assignment or test.
 2. The teacher or facilitator will contact the student's parents or legal guardians and inform them of the situation.
 3. The teacher or facilitator, along with the parents, will determine any other consequences deemed necessary
 - b. If a student repeats a cheating offense, the teacher / facilitator will contact the student's parents or legal guardian and inform them of the situation.
 - c. The student will be removed from the class for the semester
 - d. If a student is found to cheat on more than two occasions, the student's parents or legal guardians will again be notified and he or she runs the risk of not being allowed to take classes the following semester / year at the Learning Center.
2. Plagiarism will not be tolerated. Plagiarism is stealing!
 - a. If a teacher/instructor discovers that a student has plagiarized an assignment, the teacher will address that student in regard to his choices.
 - 1) If plagiarism is verified, the student will receive a zero on the assignment or test.
 - 2) The teacher or facilitator will contact the student's parents or legal guardians and inform them of the situation.
 - 3) The teacher or facilitator, along with the student's parents or legal guardians, will determine any other consequences as deemed necessary.
 - b. If a student repeats a plagiarism offense, the teacher /facilitator will contact the student's parents or legal guardians and inform them of the situation.
 - c. The student will be removed from the class for the semester
 - d. If a student is found to plagiarize on more than two occasions, the student's parents or legal guardians will be again be notified and he or she runs the risk of not being allowed to take classes the following semester /year at the Learning Center.

K. SCCHE expects students to follow the law.

1. If a student is found to be in possession of any type of weapon, alcohol, or drugs, he or she will be asked to leave the premises immediately. Pocket knives are not considered a weapon unless they are brandished or utilized in a threatening way.
2. Student's parents will be immediately notified.
3. Because possession of these items poses a threat to the safety of SCCHE students, students violating this rule are subject to removal from SCCHE.
4. Proper authorities will be notified as required by law enforcement officials.

VI. Policies for Enforcement

- B. Procedures for dealing with students who violate the rules as stated are generally outlined within each rule.
- C. In more serious behavioral cases (see below) where the safety of any SCCHE student or students is involved, serious steps will be taken as noted throughout the behavioral guidelines and again below.
- D. The safety and security of SCCHE students and adults is a top priority in all decision-making over behavioral issues.

VII. Final Statements

- A. In any case where a student's physical, mental, or emotional status has been put in jeopardy (malicious behavior, bullying, sexual abuse or molestation, for example), immediate action will be taken as necessary to ensure the safety of all students in SCCHE.

- B. All disruptive student behavior as outlined above and any other disruptive behavior not directly mentioned, but implied from the above guidelines, will be documented by the directors of each individual class, activity, or function.
- C. A student's disruptive behavior may affect his or her future participation in SCCHE classes, activities, or events.
- D. SCCHE wishes to optimize the value of group classes and activities and reduce the risk of any harm, either emotional or physical, to students or adults; therefore SCCHE expects all students participating in any SCCHE function, class, or activity to adhere to the guidelines outlined in this Student Behavior Policy.
- E. Students will be expected to sign a statement indicating that they have read and understood the student behavior policy and agree to the principles indicated within.