

# SCCHE Student Behavior Policy

## Students 18 Years of Age and Older

### I. Why SCCHE Needs a Separate Behavior Policy for Students Age 18 and Older

- A. Students 18 years of age or older are adults. Once a student reaches 18 years of age, he or she is legally an adult.
- B. Because state law recognizes students 18 years old or older as adults, SCCHE is required to treat those students over 17 as adults."
- C. Legally, issues with adults can only be discussed with the adult in question. Other people cannot be engaged without permission from the adult involved (and that permission is limited in scope).
- D. That means that whether an adult student's behavior is brought to the attention of a volunteer, teacher, coordinator, director, board member, or the whole SCCHE Board, that person or group of people can only talk to and deal directly with the student involved and cannot go to that student's parents.
- E. SCCHE will have a permission slip available for students 18 years of age or older that grants permission to teachers / facilitators to share grades, educational concerns, some behavioral concerns (that don't go into legal areas) and class status with the parents. However, that permission slip is limited in its scope in terms of what can legally be shared.

### II. To Students: What SCCHE expects of students 18 years of age or older in light of this legal dilemma:

- A. You are an adult. We expect you to behave in a Christ-centered manner and make choices like an adult.
- B. Legally, issues with an adult can only be discussed only with the adult in question. Other people cannot be engaged without permission from the adult involved (and that permission is limited in scope).
- C. If you, as an adult, choose to violate the policies listed below, you will be addressed personally, and the consequences of that violation will be discussed with just you.
- D. You will be expected to honor those consequences.
- E. Scripture commands you to honor your father and mother.
  - 1. You should always keep clear and open communication with your parents or legal guardians.
  - 2. If you are talked to, reprimanded, or otherwise disciplined in accordance with the behavior policies listed below, we suggest that you go to your parents and discuss with them what happened.
  - 3. However, you are an adult and may choose otherwise. Ultimately that is your choice.  
If your parents come to SCCHE (the acronym 'SCCHE' would include the volunteer, teacher, coordinator, director, board member, or SCCHE Board that originally spoke to you or contacted you) asking about the situation in which you are involved, the SCCHE volunteer, teacher, etc. will legally be required to direct your parents back to you.

### III. How to Help Parents With This Dilemma

- A. For the most part, communication between parents and SCCHE teachers, volunteers, and leaders will only change in that 18 year olds will need to sign a release allowing for this open communication to continue.
- B. This release is not any different than what is signed when your children dual enroll in college or attend college full time.
- C. The difference in communication involves any situation where legal implications come in - these issues are typically non-educational issues: behavioral issues, issues where a child actually violates the law, etc. In these cases, the SCCHE board will be brought into the picture and communication will be between the board and the student in question.
- D. The student in question will be advised to speak with his parents, but does not have to do so.
- E. In cases where deemed necessary, the parents will be notified that their child has received notice from SCCHE.

#### **IV. 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 people 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 18 years of age or older are adults by law, and, as such, will need to be treated legally as adults. This legal requirement includes communication directly with the student instead of the student's parents or legal guardians.
- G. Therefore, SCCHE's approach to address student behavior issues during any SCCHE classes, activities, events, rehearsals, concerts or productions is addressed below.

#### **V. 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.

#### **VI. 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.
    - b. If inappropriate language continues with a student 18 years old or older, and the student does not comply with SCCHE rules, he or she will be removed from the activity for a period of one month.
    - c. Since this student is an adult, a letter of apology for behavior issues will be necessary to return to the class or activity after one month.
    - d. 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 found on the SCCHE website.
  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. Student will be asked to leave and return dressed according to the standards set forth in the dress code.
    - 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 18 years old or older:
    - a. If an adult observes PDA, he or she is to privately address the students involved.
    - b. If PDA continues after students have been corrected, involved students will be asked to leave the premises.
    - c. If repeated PDA infractions occur, students will be removed from that activity for a period of time to be determined by the director of that activity.
    - d. If a student is removed from any activity, a letter will be sent to the student informing the student of his removal. Student may also be informed verbally, but verbal notification is not required.
  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 when students 18 years old or older are the offending party:
    - a. Adult observing or learning of the activity will bring the issue to the SCCHE Board.
    - b. The SCCHE Board will conduct any appropriate investigations as deemed necessary.
    - c. The offending party will be immediately dismissed from all SCCHE functions.
    - d. Dismissed students will be informed by letter of their dismissal. Student may also be informed verbally, but verbal notification is not required.
    - 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 who are 18 years old or older toward another student or students who are under 17 years old, the following procedure will be initiated:
    - a. An immediate investigation by the SCCHE board will be conducted.
    - b. Offending party / parties will be suspended from SCCHE activities immediately until investigation is completed.
    - c. If allegations are found to warrant concern for the safety of other SCCHE students, the offending party / parties will be permanently removed from the group.
    - d. Proper authorities will be notified as required by law enforcement officials.
  6. In the case of reported sexual abuse or molestation on the part of one or more students who are 18 years old or older toward another student or students who are age 17 years old and older, the following procedure will be initiated:
    - a. An immediate investigation by the SCCHE board will be conducted.
    - b. Offending party / parties will be suspended from SCCHE activities immediately until investigation is completed.
    - c. If allegations are found to warrant concern for the safety of other SCCHE students, the offending party / parties will be permanently removed from the group.
    - d. 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. Offending student will be encouraged to speak with his parents about the incident to obtain godly council.
  - 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. Offending student will be addressed by on-site leader and/or SCCHE Board.
  - c. Offending student will be encouraged to speak with his parents about the incident to obtain godly council.
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. Student caught stealing will be addressed by adult in charge of activity or function.
  - 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 for the rest of that school year.
  - d. Students caught stealing run the risk of being removed from SCCHE 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. If the host facility requests payment for repairs of the damaged property, 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 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 involved will be responsible for that payment.
  - d. 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.
  - e. 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. Continued violation of driving guidelines will result in revocation of student's privileges to drive on SCCHE facilities.
    - c. If student continues to drive on SCCHE facilities after his or her driving privileges have been revoked, student runs the risk of being removed from the group due to safety issues.
- H. SCCHE expects students to 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 the comments from the social media site.
    - b. 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.
    - b. 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.
    - a. Tardiness of 10 minutes or more is grounds for student not participating in the class that day.
    - b. Consistent tardiness is grounds for the student to be removed from that class for the remainder of the school year.
  2. If their teacher or director has assigned work to be done ahead of time, students need to arrive with that work completed.
    - a. Consistent failure to complete class or activity assignments is grounds for removal from that class or activity.
    - b. 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.
    - c. 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 a 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 determine any other consequences deemed necessary
    - b. If a student repeats a cheating offense, he or she will be removed from the class for the semester
    - c. If a student is found to cheat on more than two occasions, 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 determine any other consequences as deemed necessary.
  - b. If a student repeats a plagiarism offense, he or she will be removed from the class for the semester
  - c. If a student is found to plagiarize on more than two occasions, 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 and utilized in a threatening way.
2. Because possession of these items poses a threat to the safety of SCCHE students, students violating this rule are subject to removal from SCCHE.
3. Proper authorities will be notified as required by law enforcement officials.

**VII. Policies for Enforcement**

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

**VIII. 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.