

## **DISCIPLINE**

### **PHILOSOPHY**

We believe that there is a growing reaction against low standards of behavior in school. Bensalem Baptist School is a disciplined school because we believe that God endorses and requires discipline. We follow the Biblical commands regarding respect for authority. Students are taught to obey their parents, civil authorities, and those who are over them spiritually in the Lord in their churches. The teacher is also viewed as being placed in a position of authority over the student by the Will of God. This means that the Bible directs students to obey their teacher as the one who has spiritual authority over them.

We believe that behavioral rules are necessary to allow students and teachers to live and work together in a peaceful, orderly environment. Respect for these rules is required, and students or parents who refuse to comply are dismissed from the school. The school does not allow a disruptive student to interfere with the education of the entire class. This does not imply a fearful or coercive atmosphere which would stifle students; it simply means that our school believes that education is best accomplished under conditions of strict behavioral standards. Students are happier when there are clear rules which are consistently and fairly enforced; then, students know what is expected of them which gives them security.

### **SCHOOLS RULES AND CONDUCT GUIDELINES**

1. All students should arrive no earlier than 8:00am and no later than 8:20am, so they are prepared for their first class. High school students need to be seated in their homeroom by 8:25am prepared for class. Elementary students need to be seated by 8:30am ready for class.
2. Students must be in their seats when class is scheduled to begin and may not leave the room without permission. Should a student be delayed by faculty or staff (only at the staff member's request, not the student just wishing to talk), he must obtain a late pass from the receptionist. For emergencies only, students can receive a Hall Pass from a teacher to leave class. Any student caught in a hallway or out of class without a Hall Pass will be issued a Demerit.
3. Students should not speak during class without raising their hand and receiving permission from the teacher. Any outbursts or actions that distract the class will not be tolerated.

4. Sitting inappropriately on desks, tables, and in chairs can cause personal injury and property damage. Such actions will warrant a warning reminder followed by a Demerit if behavior repeats.
5. During Bible class, chapel, and prayer, an attitude of reverence must be maintained. All students must bring a KJV Bible to every chapel and Bible class.
6. Students must be respectful to the authority of teachers, administration, school volunteers, or church staff. "Back-talk" and disrespect will not be tolerated.
7. Gripping will not be tolerated from students or parents. Problems should be submitted to the faculty in a quiet, respectful manner. A Christian attitude must always prevail.
8. Students may not run or yell in the hallways, stairwells, or building areas. When moving between classes, talking should be controlled.
9. Students are not allowed to chew gum in the school or on school property either before, during, or after school.
10. Passing notes or throwing objects is not allowed in class.
11. Cell phones and all electronic devices may not be in a student's possession during the school day. All electronic devices must be turned in to the Administration at the beginning of the day and claimed at the end of the day.
12. Students are expected to do their part to keep the school property clean and orderly. Trash should be placed in proper containers and not left on the floors, desks, or grounds. **Willful damage or destruction of school property will not be tolerated. Students and parents will be required to pay for damages.**
13. All textbooks should be kept in desks or lockers, not on the floor or on top of lockers.
14. Student's locker must always be kept locked. Nothing may be left on top or outside a student's locker. No open food or drink may be left inside a student's locker. A student's locker should be kept neat. Administration reserves the legal right to open and check any locker with/without the student's permission.
15. **No selling, buying, or trading among students is allowed.**
16. School/church telephones may not be used by students. If there is an emergency, the Administration will place the call.
17. Bathroom breaks during class are at the discretion of the teacher.
18. Practical jokes are considered in bad taste and are not permitted within the school family.
19. No clubs, organizations, or petitions may be formed without the permission of the Administration.

20. The public display of affection of any kind between students on campus or at any school activity is not permitted. There is to be no personal contact whatsoever between students. Students are not to touch members of the opposite sex. Improper conduct, such as lying on the ground or sitting or walking too closely with members of the opposite sex, must be avoided. Holding hands, kissing, or petting is not allowed. A 6-inch rule will be maintained between members of the opposite sex. Violations may result in disciplinary action up to and including dismissal from Bensalem Baptist School. Couples are not to be alone in church buildings or on the church property.
21. Students must arrive in uniform and must stay in uniform until they leave the school grounds.

### **DISCIPLINARY SYSTEM: KINDERGARTEN – 6<sup>TH</sup> GRADE**

Behavioral problems in Kindergarten through 6<sup>th</sup> grade are dealt with by a word of verbal admonishment or warning, the loss of privileges such as having the child sit out part of recess, and other age-appropriate means. Teachers will provide their classroom management policies to parents at the beginning of the school year. The teacher will communicate closely with parents if problems persist.

### **DISCIPLINARY SYSTEM: 7<sup>TH</sup> GRADE – 12<sup>TH</sup> GRADE**

A demerit system is used for discipline for students in the 7<sup>th</sup> - 12<sup>th</sup> grades. The Administration always expects students at Bensalem Baptist School to maintain the highest standards of behavior. Failure to comply with the school's standard of conduct will result in the issuing of demerits. Disciplinary action taken on the part of the Administration may occur as the result of the student's accumulation of demerits in the following manner:

20 demerits	morning detention
30 demerits	1-day suspension
40 demerits	2-day suspension
50 demerits	3-day suspension
60 demerits	dismissal

Students may be placed on Conduct Probation as the result of the accumulation of demerits in the following manner:

Grades 9-12	40 demerits
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Grades 8 and below      50 demerits

If, in the opinion of the Administration, the demerits are not changing the behavior of a student who is on Conduct Probation, the student may be suspended or dismissed.

The Administration may review the demerit record of students at the end of the first quarter, the first semester and the 3<sup>rd</sup> quarter. Students whose behavior warrant favorable consideration may have their demerits erased from their record.

The following is a list of those offenses covered by the demerit system. Each category gives a **guide** to the number of demerits assessed per offense. The list is not inclusive and additional demerits may be given if, in the opinion of the Administration, such are warranted by the severity of the offense or the attitude of the student.

Offense	Demerits
Non-return of Parent Information Form or Writing Assignment	1
Candy, Food, or Gum	1
Tardy to class	1
Unprepared for class (not having books, notebook, pen, pencil, etc.)	1
No Bible in Chapel	2
Disorderly Conduct	2
Dress Code Violation	2
Unchristian-like Behavior	2
Cell phone disturbance	5
Disobedience	5
Disrespect	5
Vulgarity	5
Vandalism/Damaging school property	10
Bullying	10
Cheating, Lying, Forgery, Stealing, Deception	10
Fighting	10
Identity Theft	10
Profanity	10
Lewd Material	10
Skiping School or Class	15
Smoking*	20
Violation of the 6" Rule*	20
Drugs or Alcohol*	25
Bringing a Weapon onto Church/School Property*	60

*\*These are major offenses that qualify for disciplinary action up to and including dismissal from school as determined by the Administration.*

The Administration reserves the right to make the final decision, including suspension, dismissal, or expulsion, in all cases of disciplinary action.

By way of definition, “suspension” is held to mean removal from Bensalem Baptist School for a limited period of time. “Dismissal” is removal from Bensalem Baptist School for the remainder of the semester or academic year. “Expulsion” is removal from Bensalem Baptist School permanently.

## **BULLYING**

At Bensalem Baptist School, any unkind act or word from one student to another that is brought to the attention of the faculty and staff is not tolerated and will be appropriately addressed. It is important to understand that all acts of unkindness from one student to another do not automatically constitute bullying. **The Administration of Bensalem Baptist School uses the following definition as our basis for determining bullying:**

- 1. Attack or intimidation with the intention to cause fear, distress, or harm that is either physical (hitting, punching), verbal (name calling, teasing), or psychological/relational (rumors, social exclusion);**
- 2. A real or perceived imbalance of power between the bully and the victim; and**
- 3. Repeated attacks or intimidation between the same children over time.**

If a student continues to act in an unkind way towards another student even though the situation has been addressed by a faculty or staff member, additional measures may be taken to stop the harassment or bullying if the act meets the definition above. Any student who is determined by the Administration to have acted in such a way that meets the above stated definition of bullying will be subject to the following disciplinary action:

1st Offense	up to 10 demerits
Repeated Offense	up to an additional 10 demerits
Any Additional Offense	potential suspension or dismissal

## **OFF CAMPUS CONSIDERATION**

When students are not in school or not involved with a school-sponsored activity, Bensalem Baptist School relies primarily on parental and civil authorities for the enforcement of such standards. It should be clearly understood; however, that Bensalem Baptist School reserves the right to investigate all potential student disciplinary issues regardless of whether the actions occurred on or off campus, after school hours, or during recess/holiday breaks. When student wrongdoing is substantiated and it is determined by the school that such wrongdoing has harmed the school's reputation in the community or disrupted the school's learning environment, the school reserves the right to apply disciplinary consequences as deemed appropriate. Such disciplinary consequences may include suspension or expulsion from school, or the suspension or removal of student leaders or student-athletes from their privileged roles.

## **HOMEWORK EXPECTATIONS/GUIDELINES**

The Bible commands us to do things “decently and in order.” Homework is no exception. Parents should ensure that students are doing their homework neatly and completely.

Students are expected to complete all homework assigned.

Homework must be submitted at the beginning of the class period. Homework will be graded. Teachers can choose to grade homework per the following process:

1. Grade for accuracy (e.g. 100%, 97%, 84% etc.)
2. Grade for completion
  - a. 100% grade if the student legitimately attempted all assigned homework
  - b. 0% grade if the student did not legitimately attempt all assigned homework

Teachers do not have to notify students which grading process will be used on a particular homework assignment.

At the teacher's discretion, homework may be submitted up to one day late. The highest grade a student can receive for homework submitted late is 59% (as opposed to 100%). Teachers will choose the same process (e.g. grade for accuracy OR grade for completion) for grading late homework as they did for the original assignment.

Excessive repeated occurrences of late submissions of homework may result in the Administration requesting a student/parent/teacher/administration conference.