



Hampden DuBose Academy

& Legacy High School

"Discovering Your Place in God's Kingdom"

2011 - 2012

Parent - Student Handbook

Kindergarten through Eighth Grade

"The fear of the Lord is the beginning of knowledge" Proverbs 1:7

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I. Introduction

History

Hampden DuBose Academy was founded in 1934 in Columbia, South Carolina. Dr. and Mrs. Pierre Wilds DuBose envisioned a school that would train and nurture young people in the “fear and admonition of the Lord.” They sought to train Christian leaders in every area of the students’ lives - spiritually, academically, physically, and socially.

A year later, the boarding school was moved to Orlando, Florida, where it remained until 1943. At that time the Lord miraculously provided an ideal setting for this “educating for eternity” in the form of the Laughlin Estate in Zellwood, Florida. It continued until 1980, when the boarding school was closed and a day school opened based upon the same spiritual principles and high academic standards.

The day school began with kindergarten through eighth grade. A pre-school was established in 1994. In 1997, Legacy High School was founded as a ministry of Hampden DuBose Academy to bring high school education back to our campus once again. Currently, the school serves children in kindergarten through grade 12.

The goal of Hampden DuBose Academy is realized as God continues to shape and design an instrument of spiritual and moral leadership and academic excellence.

Mission Statement

Hampden DuBose Academy’s mission is to help young people develop in the ways and knowledge of the Lord Jesus Christ, lead students in the pursuit of academic excellence, and promote the development of knowledge, wisdom, understanding, and clear Biblical thinking.

Philosophy

The purpose of HDA is to train and help young people develop in the ways and knowledge of the Lord Jesus Christ, to lead them to have a personal relationship with Him as Savior, and to have Him abide in them as the living Lord.

HDA recognizes Jesus Christ as its foundation for being. Jesus Christ is the source of all truth and one must know Christ before knowing truth. The Bible is man’s source for discovering truth and is the revelation of God to man. From Scripture we obtain knowledge about children and the teachers obtain direction, discernment, and insight into instruction with God’s perspective.

HDA is committed to the pursuit of academic excellence and is designed to promote the development of knowledge, wisdom, understanding, and clear Biblical thinking.

HDA recognizes and stresses the importance of a strong emphasis on the basics in English and math. A thorough comprehension and command of all the fundamental processes used in communication through reading, writing, speaking, listening, and mathematics are stressed.

Athletics and social programs are a means to develop character and God-given talents. Regular physical education classes provide for the development and maintenance of physical fitness. Musical and social programs provide for development in the arts.

The school believes that it is God's command for parents to be responsible for the education of their children. The school may accept delegated responsibility from parents. For Christians, this education must be biblical:

- All subjects have their origin and purpose in God.
- Learning takes place first internally and is then expressed externally.
- A view of who God is, who man is, and how man relates to and is governed by God, shapes every aspect of life, including school.

When parents are conscientious in the training of their children's character in the Christian home, the school, as well as the local church, the community, and the nation as a whole will benefit from an overflow of blessings.

When the parents and the school do not work in tandem in their child's training philosophy and methods, the chance of conflict between the school and home is high. Thus, parents need to be well aware of a school's philosophy and methodology when selecting an educational institution so that they can support and work together whole-heartedly.

HDA admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Statement of Faith

- We *believe* the Bible is the inspired, inerrant, and infallible Word of God. Therefore, it is our sole norm of faith and practice.
- We *believe* that God is spirit, infinite, personal, eternal, and unchangeable in His being, wisdom, power, holiness, justice, grace, goodness, and truth.

- We *believe* that Jesus Christ was conceived of the Holy Spirit, born of a virgin, lived a sinless life, and died on the cross to pay the penalty for our sins.
- We *believe* Jesus was physically resurrected to purchase a place in Heaven for us, which He offers as a free gift, providing the only way of salvation for all men.
- We *believe* in the Trinity consisting of three persons - Father, Son, and Holy Spirit- in one God.
- We *believe* that God created man in His own image and in a state of innocence, but that through temptation man willfully transgressed. As a result, all human beings are born with a sinful nature and the wages of this sin is death.
- We *believe* in the church, the body of Christ, whose mission is to preach the gospel to all the world.
- We *believe* that a true believer is secure in Christ forever and is called to live a holy life.
- We *believe* that the ordinances of the church are important and vary from one denomination to another. We respect the right of personal differences in observation.
- We *believe* in the imminent return of our Lord Jesus Christ.
- We *believe* that those who are believers shall be forever in the presence of God and those who have rejected Christ will be separated from God forever.

In addition to these important beliefs, we *believe* that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord. We *believe* that a consistent and whole education will occur when home, church, and school work closely together and are in agreement on the basic concept of life.

II. Policies and Procedures

School Hours

The first bell rings at 7:55, but the school day begins at 8:00 AM for all students and ends at 3:00 PM. Friday is an early release day and it concludes at 12:00 PM. Parents may deliver their children to the drop-off and pick-up area between 7:30 AM and 8:00 AM.

Arrival/Departure

Parents are to drop off and pick up their children at the school entrance. Please do not drive to the classroom. Students are not watching out for vehicles in these areas. Pick-up time is 3:00 PM (12:00 PM on Friday). Students must be picked up within 15 minutes of the designated time or they will be taken to aftercare.

Traffic Courtesy

Traffic flow for arrival and departure follows the circular drive near the school office. Parents should be courteous to others by pulling into the parking area if they intend to leave their car for even a few minutes. Blocking a lane to converse with faculty or other parents should be avoided in a spirit of thoughtfulness.

Attendance

Each parent or guardian of a child within compulsory attendance age is responsible for the child's attendance. The parent may either call the school office on the morning of the absence or send in a note when the child returns to school. On the day the student returns to school, (s)he must obtain a pass from the office before he will be admitted to class. A written note must include the following information:

- Student's full name
- Date of the absence
- Reason for the absence
- Telephone number where parent/guardian may be reached
- Parent/guardian signature and date.

An absence will be excused in the following situations as prescribed by Florida Statutes and reflected in stated policy of the local public school board:

- Illness, injury or other insurmountable condition
- Illness or death of a member of the student's immediate family
- Recognized (or established) religious holidays and religious instruction
- Medical appointments

- Participation in an approved activity or class of instruction held at another school site prearranged absences of educational value with the administration's prior approval (Pre-arranged absence forms are available in the school office and must be completed by the parent prior to the absence and in sufficient time for administrative approval.)
- Head lice infestation, up to four (4) days during the school year
- Catastrophic disasters that significantly impact the life of the student (such as loss of residence from natural disaster).
- Twelve absences are allowed per year, (four per trimester).

Perfect Attendance

Students with perfect attendance will be presented with perfect attendance certificates at the end of each . The Joy Meadows Award is given at the end of the school year for year-long perfect attendance. To qualify for this award, students shall have been present every school day.

Tardiness

Students are considered tardy after 8:00 AM. Students arriving late must sign-in at the school office before going to class. Teachers may assign consequences for excessive tardiness at their discretion. Excessive tardiness will be referred to the administrator.

Signing In/Out

Students must have permission from his/her parent and the administration to leave campus during school hours. Parents must sign the child out in the school office. No child will be released to an adult without proper identification.

Before/After Care

Students who arrive early should report to the school office area. All students are supervised and dismissed to class at 7:50am. Morning care is from 7:30AM – 7:50AM. Please do not leave your child without supervision present.

Parents must make arrangements with the office staff for after school care.

Students who are on campus after dismissal are sent to the After Care program. A separate flyer details information regarding after care.

Messages

When necessary, a parent may call the school office with messages for their child. If the message involves a change in transportation arrangements, the parent will be asked for proper identification of the person who will be picking up the student. In addition, the person picking up the child must provide identification.

Tuition

Tuition is divided into equal payments and is payable in a 12 month plan (June- May) or a 10 month plan (August- May). All payments are due on the first day of the month. A \$25 late fee per student is assessed for all accounts paid later than the 10th day of the month. A \$30 fee will be assessed for any returned checks. All academic records will be withheld until all monies are paid and the account balance is zero. If at any point the account is turned over to a collection agency or requires legal action, the parent agrees to pay all costs incurred. This agreement carries over from year to year.

Withdrawal

If it becomes necessary for a student to withdraw from the school, parents are asked to notify the school as soon as possible and to complete all withdrawal paperwork. All textbooks remain the property of the school. Tuition will be required through the end of the month of withdrawal.

Progress Reports/Report Cards

HDA has transitioned to trimesters, which means report cards will be sent at the end of every twelve weeks of school. Progress reports will be sent after six weeks within each trimester. Since parents receive grades daily / weekly through InfoDirect, these progress reports will be tools to better help the student's strengths and / or weaknesses and indicate a path for improvement. The yearly average is the average of the three trimesters.

Grading Scale

Kindergarten skills are graded as follows:

O-*Outstanding*

G-*Good*

S- *Satisfactory*

N-*Needs Improvement*

U-*Unsatisfactory*

Elementary and Middle School levels are graded as follows:

A-*90-100*

B-*80-89*

C-*70-79*

D-*60-69*

F-*59 and below*

Note: Some subjects may be graded using non-letter grades.

Academic Recognition

The Honor Roll and Principal's List are awarded to those students who achieve a certain level of academic excellence. In grades 1st through 8th the awards are based upon grades in all subjects, except PE, handwriting, band, music, and art. The Honor Roll award will be given to those students who have all "A's" and "B's" for the trimester average. The Principal's List will honor those students who have all "A's" for the trimester average. Awards will be given at the end of the year.

Homework

Students keep a homework planner for recording assignments. Parents are to sign off on the planner as directed by grade level teachers. In general students can expect to have about ten minutes work in first grade, twenty in second, and thirty in third. Upper elementary through middle school can expect homework from forty-five minutes to one and a half hours.

Makeup work

Teachers will provide students the opportunity to make up missed work for absences, but the initiative for acquiring assignments and completing the make-up work rests with the parent/student. The time limit for completion of make-up work is equal to the number of days absent. Previously assigned work is due the day of return. Exceptions to this policy because of unexpected extended excused absences may be granted by the administration.

Promotion Policy

Any elementary or middle school student failing more than two core subjects (English, Math, Science, History) will be required to repeat the grade. The school reserves the right to retain a child if it is deemed necessary by the teacher and the administration.

Commencement

Every student is required to attend the end of the year commencement ceremony.

Books

Some books are consumable and may be taken home with the child at the end of the year. All other books are the property of the school and the student is renting the book for the year. Students shall not mark or deface the book in any way. Damages will result in appropriate charges being assessed. Students shall provide book covers for their books during the year. Any book that is missing for more than three class sessions will be replaced with a new one and the student will be charged for the cost of the new book.

Chapel

Chapels are held on a regular basis and are required for all full-time students. These services are under the direction of the staff and include guest speakers and student leadership teams. In addition, Bible classes are taught regularly at each grade level.

Physical Education

To meet the weekly goal of 150 minutes of physical education, students have unstructured play time twice each day plus two required class sessions during the week. These focus on the development and maintenance of skills related to strength, agility, flexibility, movement, and stamina. Additional attention is given to the development of knowledge and skills regarding teamwork and fair play, the development of knowledge and skills regarding nutrition and physical fitness as part of a healthy lifestyle, and the development of positive attitudes regarding sound nutrition and physical activity as a component of personal well-being. Appropriate clothing and shoes must be worn to PE in accordance with the uniform code.

Field Trips

Students are provided opportunities to attend field trips that enrich and compliment the school's instructional program. Parents will be provided with information concerning each field trip and the teacher will work with them to determine the number of chaperones necessary to make for a successful day. Field trips are to be paid for in advance and no refunds will be given.

Lunches and Snacks

Lunches are available for purchase Monday through Thursday. Pay ahead by the day, week, or month. The menu may be viewed on InfoDirect . A lunch count is taken first thing each morning. If a student arrives late and intends to order lunch, notify the school office by 9:00 a.m. Healthful snacks and plenty of water are encouraged. Elementary teachers will give more specific direction.

Gum

Chewing gum is not allowed on campus or at school programs in which the student is participating.

Sales

All items of any type must have administrative approval before they can be sold on campus. Since Sunday is the Lord's Day, no sales benefiting the school will be held on Sunday.

Cell Phones

If an elementary student must carry a cell phone, it must remain OFF in the student's back pack during school hours. We strongly urge elementary students to leave cell phones at home. If lost, damaged, etc. it is not the school's responsibility to repair or replace. Middle school students will turn cell phones in to the office, if brought to school, where they will remain until the end of the school day. If parents need to get a message to their child, please call the school office. No cell phone calls/texts are to be made or received during school hours.

Note: The administration reserves the right to modify, change, adapt, or replace any and all policies and procedures without prior notification to parents or students.

III. Dress Code

The dress code at Hampden DuBose Academy lends support to our position that learning and academic pursuits should be taken seriously and, therefore, treated with respect and dignity. The dress code reflects Christian ideals of modesty and encourages a sense of attentiveness to the important matter of learning. Colossians 3:2, Romans 12:2.

Classroom teachers deal with daily questions regarding dress. Every effort will be made to help students follow the set standards in spirit and in deed.

The administration reserves the right to interpret the dress guidelines. The administrator shall determine when a student's personal hygiene, appearance, or dress is such that it disrupts or interferes with the educational and spiritual process or endangers the health and safety of the student or others.

Dress Policy General Rules

- Students must wear shoes at all times on campus or at school-sponsored activities. Because of the nature of our campus, athletic shoes are advised for everyday school dress. Athletic shoes are required for all PE classes and athletic events. Flip-flops, sandals, string shoes, platform shoes, wheeled shoes, combat boots, or any shoes deemed inappropriate are prohibited.
- Skin-tight clothing is not allowed for any event. This includes tank tops, bike pants, tights, leotards, and leggings. Midriffs should not be exposed at any time on campus or at a school sponsored event.
- Students are not to wear decorations, symbols, mottoes, or designs imprinted (permanent or temporarily) attached to the body. Tattoos (whether seen or covered) are not allowed.
- Articles of clothing may not advertise commodities such as alcoholic beverages, drugs, tobacco, or display symbols or wording that have sexual connotation, gang reference, profane language, or any idea subject to an interpretation inconsistent with Biblical principles.
- Hair may not be dyed unnatural colors. Hair should be kept combed neatly and well groomed for the style.

- Jewelry should be modest and appropriate for school; a simple necklace or bracelet is allowed. Piercing, other than girls' ears, is not allowed. Boys are not allowed to have piercings of any kind.
- Adequate undergarments must be worn.
- Makeup, if worn, will be light and follow the traditional applications. High fashion fad applications will not be permitted.

The school administration makes the final decision on the appropriateness of a student's dress

IV. Safety Rules

- Students are to be under supervision at all times-- including lunch time, breaks, before and after school. If at any time a student finds himself without supervision, he/she must seek supervision immediately. Students should always be sure their teacher knows where they are.
- Permission to go to the office must be obtained from the teacher.
- Students are not to tip chairs nor sit on desktops or folding tables.
- Students are not allowed to bring electronic games, radios, CD/DVD players, iPods, or any other related items without written approval from the administration.
- Weapons, potential weapons, or any harmful items of any kind (matches, chemicals, etc.) are forbidden on campus.
- Do not throw objects of any kind unless directed by a teacher or coach.
- Students are not to sling backpacks, lunch boxes, or other items that could harm another person.
- There is to be no physical contact between students unless directed by a teacher or coach. Students are not to engage in shoving, pushing, or rough housing with others.

Playground rules

Swings

- Always watch out for students on all sides so as not to hit anyone.
- Do not jump out of moving swings.
- No standing in swings
- No shortening of chains by flipping swings over the top or over the swings themselves.

Monkey bars

- Only one at a time may go across bars—one way traffic.
- No climbing on top of bars.
- Only one person at a time should be on the ladder.
- The person on the bars has right of way to those jumping from the fort to the ground on the side with the bars.

Tubes

- Tubes are for rolling or crawling through.

Fence

- No climbing or hanging on the fence.

Running

- Do not run on sidewalks or colonnades.

Sticks

- Leave sticks on the ground or in the trees unless given special permission to gather them.
- Playing with sticks is not allowed.

Trees

- Climbing is allowed.
- Climb only as high as twice your height.
- A staff member must be supervising.

Insects

- Enjoy catching insects for observation.
- Be sure to release them at the end of the day, unless collecting for a school project.
- Beware of all caterpillars as they may sting.

Bathroom rules

- No sitting or standing on the railings to the bathroom.
- No running on the walkway ramp entrance.
- Inside the restroom, there should be no running, climbing, or playing around.
- Do not turn lights off. Keep outside door shut.
- Always use good manners and practice good stewardship with supplies.

Bus rules

- Two people permitted per seat. All riders face the front of the bus.
- Riders must remain seated.
- Aisles must remain clear.
- All items are stowed under or in seats.
- Respect others. Please do not put feet in the back of the seat ahead, etc.
- No gum chewing, eating, or drinking on the bus.
- Cell phones should not be in use.
- Keep volume low (inside voices).
- When the driver raises his/her hand, students must be quiet so the driver can ensure it is safe to proceed (crossing RR tracks, listening for emergency vehicles, etc.).
- Nothing exits through the windows.

Boundaries are to be observed at all times

- Students are to stay in designated playground areas.
- A staff member must be near enough the area so as to be seen and heard when calling.
- Do not enter the wooded areas around the perimeter of the property.
- Do not cross roads unless directed by a teacher, coach, or other responsible adult.

V. Health and Safety Guidelines

Illness

When a student becomes ill or injured, and/or when it is determined the student must go home, parents will be notified. Because first aid equipment is limited, parents are asked to come promptly when notified. If someone other than a parent comes for the student, the parents should notify the school and also see that the person has identification to show the staff.

Family Information

Parents are asked to furnish the school with current names and telephone numbers of all persons permitted to care for their child(ren). Please update the names and numbers as changes are made so that the school may contact the appropriate person(s) when necessary.

Medical Policies

Students with a communicable disease may not attend school until they have clearance from a medical doctor.

Safety Drills

Fire and tornado drills regulated by the city, county, and state are practiced and reviewed monthly. When the alarm sounds for a fire drill, students file out in line to the field where they wait in an orderly manner for an all clear signal. Teachers have in hand a list of students in their care. For tornado drills, students gather in the designated safe room where they sit on the floor and place their head down when directed.

Lice

The school will check for head lice on a regular basis. Students are required to be nit and egg free. Students will be sent home if eggs or nits are observed, even though they may have been treated. Students who are sent home must return to the school office for a re-check before entering the classroom.

VI. Library Rules

HDA houses a fine library for its students. In addition, teacher research materials are available in a designated area. All students are entitled to use the library, and children in first grade and above may check out books. Our librarian can give guidance in selecting quality books for enriching the student's life.

Rules for use of the library

- Reference materials, such as dictionaries and encyclopedias are to be used only in the library.
- Books may be kept for one week for 1st through 3rd students and two weeks for 4th through 8th. These books may be renewed once for the same period unless someone has placed a request on the book.
- Magazines and other periodicals may be checked out over night only.
- A fine of \$0.10 is charged for each day a book is not returned according to the above rule. No book will be issued to any student incurring a fine until the fine has been paid.
- All damage to books, beyond reasonable wear, and all lost books, are the responsibility of the student who checked out the book and must be paid for according to the amount determined by the librarian.
- Each borrower is held responsible for all books withdrawn in his/her name, and for all fines.
- No materials may be taken out of the library without being properly checked out.

If a student claims that a book has been returned, but the library staff cannot find it, the procedures are as follows:

- The student is responsible for checking the shelves for the book.
- If the book is not found, the book will be classified as "claims returned" for no more than 90 days.
- After 90 days the book is lost and a fine will be assessed.

V. Notebooks

Historically, notebooks have been used by generations of scholars, scientists, authors, musicians, etc. as a tool for study and record keeping. During the foundational years of our nation, they were widely used as a tool for researching, reasoning, and recording. Our desire in the implementation of the notebook is to restore both the scholarship and character of the founding generation.

Kindergarten

The student learns how to keep a notebook by putting papers away properly in the subject divisions.

Grades 1-3

The student expands organizational skills by keeping notes, handouts, daily assignments, and tests in the appropriate divisions of each subject. The investment of the student's time, diligence, and thought is reflected in the quality of his work and the notebook is his own textbook of the subject. By third grade the student should learn how to file daily work in chronological order. The teacher will periodically check to confirm the student understands the organizational requirements of the notebook.

Grades 4-5

The student is expected to exercise greater levels of responsibility in maintaining neat and well organized notebooks. All sections of the notebook will be checked and certain sections graded. The student will be made aware of the subjects that will be graded and the grading standards for those sections.

Middle School

The notebook is a long-term project that the student organizes, maintains, and presents for a grade for each trimester. In order to attain the quality of the work expected, the teacher will walk through the notebook organization during the initial days of the school year. Periodic, unannounced checks will be conducted to assist the student in producing a quality notebook.

Parents may review the notebook at any time. As notebooks are used properly, students develop character traits of neatness, orderliness, accuracy, patience, steadfastness, respect for personal property, and value for productivity. Teachers and students are challenged to research, reason, and keep a permanent record of what is taught.

(This section was adapted from a paper prepared by Ruth J. Smith, Pilgrim Institute. Used by permission.)

VI. Pledges

In honor and gratitude for the Holy Bible, Jesus Christ, and our country, students learn to correctly pledge the Bible and flags. The leader of the pledges directs the class/audience with the following calls:

- “Attention” (hands by side)
- “Salute” (right hand over heart)
- “Pledge” (say pledge)

Salute to the Bible

*I pledge allegiance to the Bible, God’s Holy Word.
I will make it a lamp unto my feet and a light unto my path;
I will hide its words in my heart,
That I might not sin against God.*

Salute to the Christian Flag

*I pledge allegiance to the Christian flag
And to the Savior for whose Kingdom it stands:
One Savior, crucified, risen, and coming again
With life and liberty to all who believe.*

Salute to the American Flag

*I pledge allegiance to the flag
Of the United States of America
And to the republic for which it stands,
One nation under God,
Indivisible, with liberty and justice for all.*

VII. Discipline Guidelines

Standards for Hampden DuBose are based on a single statement:
Whatever you do, do all to the glory of God.” 1 Corinthians 10:31

This statement is expanded with three concise but inclusive rules:

- **Honor authority.**
- **Respect others and self.**
- **Be a good steward of property.**

The aim of standards and rules at Hampden DuBose Academy is to guide the individual student into his proper relationship with God and man. This guidance will help students to fulfill God’s purpose for their lives.

These three rules are explained and defined by the following:

Honor Authority – Ephesians 6:1-2

Honor

To revere; to respect; to treat with deference (yielding) and submission, and perform relative duties to. 1 Peter 2:17, Luke 2:51

Authority

All individuals who have a God-given responsibility to children and youth. This includes parents, administrators, teachers, coaches, other school staff, pastors, and other adults.

Examples:

- Obey instructions and directions in spirit and deed. Colossians 3:23
- Speak in respectful tones. Colossians 4:6
- Give respectful responses such as: “Yes, ma’am,” “No, sir” or “Yes, please,” “No, please,”
- “No, thank you”.
- Address by proper title.
- Do not walk away while being spoken to.

Respect others and self – Philippians 2:3

Respect

Honor with polite regard or attention.

Examples:

- Look at the person who is speaking. Proverbs 23:12
- Conduct yourself in an honest and friendly manner. Proverbs 18:24
- Be kind to others. Ephesians 4:32
- Be polite, using good manners at all times. Hebrews 13:16
- Do not speak about things or relate things in and of which you have no authority or business. 1 Peter 4:15
- Consider others before yourself. Romans 12:10

Is a good steward of property – Ephesians 2:10

Steward

a keeper, one who takes care of something.

Property

The exclusive right to possess; ownership.

Two types of property:

- **External** – that which one can see, like books, pencils, clothes.
- **Internal** – that which is unseen such as thoughts, feelings, ideas.

Examples of being a good steward of external property:

- Keep school materials orderly and clean. 1 Corinthians 14:40
- Handle books and materials with care. Luke 16:10
- Do not touch the property of other individuals without permission. Matthew 22:39
- Dress properly. 1 Timothy 2:9-1
- Do not steal. Exodus 20:15

Examples of being a good steward of internal property:

- Guard you conscience with all diligence. 1 Peter 3:16, Act 24:16
- Develop an attitude of gratitude and contentment. Philippians 4:11,1 Corinthians 6:20, Hebrews 13:5
- Practice self-control. Proverbs 25:22
- Keep confidences and trust. Hebrews 12:14

Obeying these rules will help the student to fulfill his responsibility. II Timothy 2:15

RULES AT A GLANCE

Honor Authority

- Obey instructions and directions in spirit and in deed.
- Speak in respectful tones.
- Give respectful responses.
- Address adults by their proper titles
- While being spoken to, do not walk away.

Respect Others

- Look at the person who is speaking.
- Conduct yourself in an honest and friendly manner.
- Use courteous speech.
- Be kind to others.
- Be polite and use good manners at all times.
- Do not speak about things or relate things in and of which you have no business.
- Be considerate of others.
- Do not chew gum.

Be Good Steward of Property

- Keep school materials orderly.
- Handle books and materials with care.
- Do not touch the property of other individuals without permission.
- Keep the campus clean.
- Do not waste anything.
- Dress properly.
- Practice self-control.
- Keep confidences and trusts.
- Refrain from calling one another demeaning names
- Do not laugh at another's misfortunes.
- Guard you conscience with all diligence.
- Develop an attitude of gratitude and contentment.
- Accept responsibility for your own actions.

Obeying these school rules helps the student fulfill his individual responsibility to his parents, to the school, his teachers and fellow students. The goal is to be a responsible Christian citizen.

Discipline System and Philosophy

It is our earnest desire that parents and the school staff understand and agree upon the same ideas regarding the important matter of discipline. Please consider carefully the ideas below, as we together endeavor to train children from the same standpoint that out of our training will come mature young adults.

The word discipline comes from a Latin word *disco*, meaning to learn. Discipline means education. It involves “instruction.....correcting thoughts, morals, and manners....due subordination to authority, to govern.” (Webster’s 1828 Dictionary.)

The goal of discipline is to establish within the individual a proper relationship with God and man. Children who learn to be in right relationship with God and others will be fulfilled and happy individuals. For, what is man’s chief end? It is to glorify God and to enjoy Him forever. When one understands that he is made by and for God, he understands that his life has a purpose.

Teaching a child Christian self-government will help achieve the goal. Self-government is the ability to control oneself, not by mere human will or out of fear of punishment, but out of love for Christ and submission to him.

The means for reaching this goal is to deal with the heart. Behavior changes when the heart changes. Jesus Christ, in the heart of the child, gives a greater desire to do what is right and to be properly self-governed (Galatians 1:20). Salvation through Jesus Christ produces those who fulfill the law, not merely obey (abide by) the law (Romans 8:2).

There are three aspects of discipline which include:

- **TEACHING**
- **CORRECTION**
- **PUNISHMENT**

Teaching or training involves instruction in the standards, demonstration of standards, practicing the standards and further explanation if needed (Psalm 119:34). Good discipline establishes and teaches the rules of government (direction, regulation, control, and restraint). It includes teaching the meaning of internal and external aspects of obedience, establishing an understanding of the meaning of consenting to be governed, and acknowledging an agreement to be governed. It is not merely telling a child what to do.

There is an aspect of discipline that involves correction, chastisement, or punishment, but instruction comes first. The best instruction comes from the Word of God. From the Bible, we learn all that is necessary for an understanding of:

- **Self** *Ephesians 2:10*
- **Relationships** *Romans 12:10*
- **Values** *Ecclesiastes 12:13-14*
- **Training** *Proverbs 1:8-9*
- **Nurturing** *Deuteronomy 6:6-7*
- **Discipline** *Proverbs 4:23, Luke 6:45, Proverbs 19:18*
- **Authority** *Romans 13:1, Exodus 20:12 and Ephesians 6:1-2*

Correction revolves around God's Word and His authority. Correction helps the child account for his individual responsibility to God. It is intended to bring restoration and move a child back to obedience to God. "Discipline is not punitive but corrective." It is an expression of love and yields a harvest of righteousness and peace.

It is best to correct internal attitudes before they become actions. These are first revealed in a child's posture, mouth, or eyes and can be gently corrected. Correction at this point enables a child to overcome areas of weakness and moves him toward self-government.

Further steps in correction include the following:

First, identify the problem. A child should be able to state what he did and what the rule is. Assistance from an adult by proper questioning may be helpful until a child learns to identify and behave himself. This step is actually confession that clears the conscience and strengthens internal self-control.

Second, there should be apology and restitution when appropriate. Acknowledgement to God of weakness and need for His strength is part of the restitution process. A scripture for meditation may be appropriately assigned.

Third, forgiveness and re-establishment of fellowship should take place at this point.

Punishment, if needed, is determined and administered. Even though forgiveness has taken place, there is still the consequence of sin. You reap what you sow.

Punishment should fit the offense:

- Restitution for damage
- Isolation for poor manners
- Loss of privileges when self-control is lacking
- Chastisement when there is rebellion-deliberate disobedience (for teens, suspension is more appropriate.)

The school staff does not administer chastisement (spanking), but the parent is called when there is deliberate disobedience so that a suitable arrangement can be made for discipline. Elementary and Middle School students may be assigned detention for being tardy more than once, for failure to do required work, for being in an unsupervised area, or for any other infraction of the rules. When detention is missed, the assigned time is doubled. Failure to cooperate with the discipline program may lead to suspension or expulsion.

When consequence is dispensed, the student is reminded of the Biblical authority of parents and the delegated authority of teachers to apply punishment. Children receive correction from parents and teachers because it is the means God has designed for correcting character.

In summary, the adults' (parents and teachers) responsibilities toward the children they are training are:

- Being a "truly kind and selfless authority, God's agent". **
- "Shepherding children to understand themselves in God's world."
- "Keeping the gospel in clear view so that children can internalize the Good News and someday live in mutuality with you and others under God."
- Teaching Biblical principles of self-government. Helping the child learn to "do his work diligently for God" and to develop his gifts and abilities as a good steward of these gifts from God.
- Teaching children to KNOW and KEEP the law in such a way that obedience leads to individual self-government.

Note: Students are encouraged to defend themselves in case of aggressive behavior and escape to a safe area. Revenge is not tolerated and adults in charge execute justice.

***Quotes are from SHEPHERDING A CHILD'S HEART, by Dr. Tedd Tripp*

DISCIPLINE PROCEDURE AT A GLANCE

Teach

- Instruct in the rules (the law) and standards.
- Demonstrate the standards.
- Practice the standards
- Explain further, if needed.

Correct

- Address internal attitudes before they become actions.
- Have the child identify the problem and state it.
- Have the child apologize and make restitution to God, the teacher, and the offended party.
- Lead the child to forgiveness.
- Help restore relationships
- Assign scripture for meditation, if appropriate.

Punishment

- If needed, determine and administer discipline that fits the offense.
- Remind the child of the adult's Biblical authority to punish and of the
- Biblical purpose for punishment, which is to serve justice.