

DISCIPLINARY POLICY AND PROCEDURES

DISCIPLINE PHILOSOPHY

Discipline and its application at HLCA are grounded in Scripture -- see particularly Proverbs 12:1, 13:18, **Ephesians 5:1-4, *Hebrews 12, *1 Corinthians 13, Revelation 3:19, and many of the principles found in *Matthew 18.** (see verses in Appendix A)

We believe that the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage and train an individual in concepts as well as behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace, mercy, and compassion. Discipline must never be administered vindictively, in anger, devoid of forgiveness nor should it be a personal attack towards an individual. Discipline is ordained of God for the building of character and the training of behavior. The goal of discipline at HLCA is to redeem and restore students to the HLCA body (Matthew 18:15-16, 21) for minor and major discipline violations. However, for major discipline violations that result in expulsion and zero tolerance violations, redemptive restoration is limited to a very few situations (see Future Enrollment Status of an Expelled Student below).

God gives parents the responsibility for the discipline of their children. HLCA parents, having expressed a desire to register their student, and upon acceptance of their child in the school, have agreed to the provisions of the discipline policies. They have conferred this authority to teachers and administrators during the school day and in school activities. If parents have questions regarding the circumstances involved in the disciplinary action, it shall be their responsibility to immediately discuss these questions with the teacher involved and not to bring their grievances to other parents, faculty, or students (Matthew 18:15-17). If the matter is not resolved with the teacher, the parents shall then discuss it with the appropriate administrator with the teacher present, if possible, and, failing a resolution at this level, bring the matter to the attention of the School Board.

It is the intent of HLCA to provide a godly atmosphere where each student can pursue a thriving and flourishing relationship with God. Principles found **Psalm 1:1, Proverbs 12:11, Ecclesiastes 9:18, and Proverbs 24:1 remind us that it is necessary to discipline error to preserve the general righteousness of this school's students, teachers, and administrators.** All parents/guardians are expected to acknowledge their desire to provide said atmosphere to their child as well as each and every other student enrolled at HLCA.

ADMINISTRATIVE PROCEDURES

1. This Discipline Policy shall be published and reviewed with students, teachers, and administrators.
2. The type and severity of the disciplinary response shall be related to the seriousness of the offense and to the **student's age and previous discipline record.**
3. **The reason for the discipline shall be clearly explained to the student. Repentance will be encouraged and the opportunity for expressing this resolve shall be provided. Forgiveness after prayerful and wise consideration is the goal (John 8:10-11). A disciplinary experience is satisfactorily concluded after the consequences have been fulfilled and when there is genuine repentance and forgiveness. The administration reserves the right to consider non-dismissal for zero-tolerance offenses. (see page 4)**
4. Sufficient record keeping will be maintained by the administration so that unusual or repetitive disciplinary problems can be identified and productive parent/teacher/administrator discussion can ensue.
5. The school will not administer corporal punishment.
6. A member of the administration and/or administrative designee administers suspensions and probations.
7. Expulsion is by action of the School Board after review and a referral by the administration.
8. Parents who seek re-admission of a student may request a meeting with the school board on the child's behalf. Should they feel that new evidence or a changed attitude, sustained over a period of time, warrants such consideration. It is the school's policy not to re-admit a previously expelled student except under unusual or mitigating circumstances.

POLICY LIMITS

The Discipline Policy applies to students while they are on campus, in HLCA operated vehicles, or at recognized school functions. While behavior at other times or places is an individual and parental responsibility (and not the school's), **behavior that impairs the testimony of the school cannot be ignored.** Therefore, behavior offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

MINOR VIOLATIONS (Yellow Card) (see Appendix B)

Minor violations are cumulative for one semester unless a student has reached suspension. In this case, the Administration will outline consequences for the next semester. These violations include but are not limited to:

1. Food in the classroom, gum, candy
2. Dress code violation
3. Public display of affection
4. Disruption in the classroom
5. Missing homework assignments (3 within the same quarter = 1 offense)
6. Chronic between-class tardiness as reported by teacher (3 complaints=1offense)
7. Chronic tardiness, 8:00am & 1pm (3 within the same quarter = 1 offense)

PROCEDURES FOR DEALING WITH YELLOW CARD VIOLATIONS

***A notification will be sent home for each minor violation.**

1. Student removed from class with referral by teacher
2. Parent contacted by administration
3. Yellow Card signed by parent & returned by assigned date (failure in this will result in further consequences)

Number of Offenses	Consequences
1 st - 2 nd offense	1 st offense Warning/2 nd offense 500 Word Essay
3 rd - 4 th offense	Detention
5 th - 6 th offense	Friday School
7 th offense	1 day in-school suspension and call from administration
8 th offense	2 day out-of-school suspension and call from administration
9 th offense	Referral to board for expulsion

Please be aware that continued abuse of minor rules may result in removal from House of the Lord Christian Academy.

DETENTION

Detentions will be served in the morning 6:45 a.m. - 7:30 a.m. or after school 3:05 p.m.-3:50 p.m. The time and date for serving a detention will be determined by administration. If an emergency should arise and the student is unable to attend the detention, the office must be notified in advance. If the student does not attend the scheduled detention, it may result in a Friday School.

FRIDAY SCHOOL

There will be a \$20 fee due on arrival. Friday School will run from 8:00AM to 10:00AM on Friday mornings. If an emergency should arise and the student is unable to attend Friday School, the office must be notified by 7:00 a.m. Friday morning. Lack of advanced notice will result in fee being assessed. If the student does not attend the scheduled Friday School, it may result in a suspension.

SUSPENSION

The administration and/or administrative designee will assign suspensions. Suspensions are the result of accumulated minor offenses, or as a consequence for a major violation. Students are responsible for assignments/tests missed during suspension. They are to be turned in within 1 or 2 days following suspension. Students will receive 0's for those assignments/tests.

MAJOR VIOLATIONS (Red Card) (Definitions are included in the glossary) *These violations include, but are not limited to:* (see Appendix C)

1. Insubordination (refusal to comply with a reasonable request or disrespect to school personnel)
2. Insolence (attitude of contempt)
3. Mockery (malicious insults, malicious teaching, etc.) This would include any kind of mocking of the things of God, or the creation of "peer pressure" that would make spiritual growth difficult for others
4. Harassment
5. Bullying/Intimidation At HLCA, attitudes are as important as actions; therefore, students will not be allowed to create a negative tenor for the rest of the individuals within the school.
6. Use of profane, vulgar, or obscene language or actions
7. Possession of obscene and/or offensive materials
8. Truancy, ditching, on or off campus
9. Use of any type of tobacco products including, but not limited to, vaping and e-cigarettes
10. Willful destruction or defacement of school property or private property (including vehicles) on school premises (student will pay for repairs).
11. Theft
12. Possession or use of fireworks, lighters, etc.
13. Inciting or contributing to the disruption of the school program
14. Forgery
15. Lying
16. Cheating (giving or receiving any information on an assignment, quiz, or examination.) Taking someone else's work and making it your own
17. Endangering the health, safety, or well-being of oneself or others (fighting, driving recklessly, etc.)
18. Any behavior, in actions or words, that occurs on or off campus that is antagonistic to the basic goals and objectives of the school or has an adverse effect on other students or staff members and is contrary to a Christian lifestyle. This includes Internet activity and/or posting material on social media that is offensive and/or suggestive in nature. Reported offenses should be evidentiary, not hearsay

*See Glossary for further definition and clarification of violations

Procedures for dealing with major violations may include the following:

1. Immediate removal to the office
2. Parent contacted by administration
3. Any incident involving potentially illegal behavior will warrant a member of the administration team notifying the local authorities. This includes, but is not limited to any abuse of drugs, consumption of alcohol, possession/distribution of pornography, weapons

Consequences for any one major violation will be a minimum of Friday School. But also may include: closed campus (c.c.), suspension, probation, or referral for expulsion from school. **Major violations are cumulative during the current academic year.**

Number of offenses	Consequences
1 st offense	Friday School (closed campus: _____)
2 nd offense	2 day out-of-school suspension (c.c. _____)
3 rd offense	Referral to Board for expulsion

TELEPHONE USE: SEE HANDBOOK PAGE 17

Students violating the cell phone policy will have their phone confiscated for the day. First two infractions- automatic Friday School, 3rd infraction is a Red Card violation.

ZERO-TOLERANCE POLICY OF HOUSE OF THE LORD CHRISTIAN ACADEMY:

Much of the day-to-day discipline at school is handled using a systematic approach. The above clearly defines both minor and major violations and prescribes a general course of action as infractions are encountered. Handbook guidelines are complemented by the discretion of the administration when considered by the administration to be appropriate. Progress and reform are both high priority goals in the implementation of such disciplinary steps at HLCA. Most importantly, the desire for the student to grow in their walk with Jesus Christ through loving discipline is the fundamental aim of the disciplinary policies of HLCA.

It is the belief of HLCA that certain violations of school rules and objectives warrant discipline of a more rigorous consequence than those generally described in the paragraph above. Such violations include, but are not limited to, noncompliance to the Zero-Tolerance Policy adopted by HLCA. The Zero-Tolerance Policy of HLCA is in effect twenty-four (24) hours a day, seven (7) days a week, and three hundred and sixty- five (365) days a year. Clearly the policy applies to violations either on or off school grounds. This policy officially commences upon the student's admission to House of the Lord Christian Academy.

HOUSE OF THE LORD CHRISTIAN ACADEMY HAS A ZERO-TOLERANCE POLICY FOR THE FOLLOWING OFFENSES:

1. Possession, use, sale or distribution of alcohol or drugs or acting as an accessory. Abuse or misuse of prescription or over-the-counter medications
2. Possession or use of explosives, firearms, or any other dangerous weapons on or off school grounds in an illegal manner
3. Immoral or illicit sexual behavior, including, but not limited to, any sexual activity
4. Requesting, sending, receiving, or distributing inappropriate pictures
5. Any unlawful activity, as determined by Administration, that might compromise a student's Christian testimony
6. Assault on student or staff member

Any offense of the zero-tolerance policy will result in the immediate removal of the student-at-fault from school. Reported offenses must be evidentiary, not hearsay only. Once the administration has determined that a Zero-Tolerance infraction has occurred, the student-at-fault will immediately be issued a minimum two (2) week out-of-school suspension. (Students will be responsible for their classwork assignments and tests. Tests will be taken after school hours on campus.) During the interim period, the administration will issue a referral of expulsion to the School Board, in accordance with the stated policy. The administration will present to the School Board the facts of the occurrence(s) including the means by which the infraction was brought to the attention of the administration, the demonstrated willingness of the parents to work with the HLCA administration, the observable attitude of the student-at-fault, and the overall disciplinary record of the student-at-fault. The School Board will then ultimately determine the final decision regarding expulsion.

FUTURE ENROLLMENT STATUS OF AN EXPELLED STUDENT

In the event that a student is expelled from school, the opportunity for future enrollment may or may not be afforded. If the School Board determines that an expelled student may be considered for future enrollment at HLCA, a directive will be given to the administration to develop a timeline and a restoration plan that must be agreed upon by all parties involved. This restorative plan is much more than simply a protocol leading to future enrollment, but rather it is to establish measurable and observable standards and mechanisms that will be used to determine if a sincere

life-style transformation has been achieved in the life of the student. The purpose of the Restoration Plan is to work with families who uphold and demonstrate goals for their children that are common to the goals of House of the Lord Christian Academy. Recognizing that young people make mistakes, we aspire to toil hand-in-hand with families who desperately desire for their children to follow Jesus Christ wholeheartedly. It is with such families that we have committed to endure hardship with, as we seek to assist in directing a child back to the loving and forgiving arms of Jesus. Without apology or regret, House of the Lord Christian Academy has no intention or sincere interest in devoting the compulsory time and resources toward restoration without the acquiescence and collaboration of the family. Otherwise, any such restorative plan must be considered counterproductive, degenerative, and ultimately destined to fail.

DISCIPLINARY PROBATION

After evaluation and consultation with administration, faculty, and parents, circumstances may warrant that a student be placed on disciplinary probation which may include closed campus. This status may be achieved by, but not limited to, excessive discipline violations or the demonstrating of an attitude deemed outside the expectations of HLCA. Any student receiving two (2) suspensions resulting from discipline consequences and/or major violations will be placed on a disciplinary contract. The administration reserves the right to extend probationary status at any time to any student that warrants such, regardless of the student's position in the discipline system.

A student who is placed on a disciplinary contract at any time during the school year may be disqualified from taking part in all extracurricular activities, including athletic involvement, music programs, competitions, meets, field trips, etc., for the **nine week** probationary period.

Probation will be for a minimum of the remainder of the semester, but may extend longer at the discretion of the administration. Any student on probation who receives two (2) suspensions for any reason will be dismissed from school. However, the administration reserves the right to recommend expulsion to the Board for a student on probationary status at any time, should behavior warrant.

At the end of the probationary period there will be an evaluation meeting at which time the administration will determine if the student is to remain on probation, to be recommended for removal from school, or released from probationary status.

AN EFFECTIVE DISCIPLINE POLICY

It is not the desire of House of the Lord Christian Academy to ever have to ask a student to leave. However, an effective partnership between the family and school is essential for optimal results within the development of students.

HLCA believes that teamwork with parents is both biblical and essential. Should a serious problem arise with a student, the school will endeavor to communicate clearly the concerns to the parents and try to reach resolution.

Students must be allowed to accept responsibility for wrong actions. While there is agreement of the strategic power of influence, each individual student must accept personal responsibility for his or her own actions.

It is the conviction of HLCA that in order to achieve success in the lives of the students, school administration, staff, parents, and students must work together within the objectives and purpose of HLCA.

REVISION POLICY

House of the Lord Christian Academy reserves the right to change any policy or procedure in the Parent/Student Handbook at any time when, at the discretion of the Board and administration, if it deems the change to be in the best interest of the school.

GLOSSARY OF TERMS

Assault -- (as defined by the state of Idaho; Idaho Code Ann. 18-903) An attempt to cause physical injury to another person. For instance, attempting to strike someone with a hand or object, and missing. Assault also is any intentional act or threat that reasonably causes a person to feel afraid of impending violence.

Bullying -- (as defined by Idaho State Department of Education; Idaho Code 33-1630) Any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated (pattern) that is disruptive of the school environment. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. A young person can be a bystander, perpetrator, a victim, or both. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally; and excluding someone from a group on purpose. Bullying can occur (but is not limited to) in-person and

through technology. Electronic aggression or cyber-bullying is bullying that happens through email, chat rooms, instant message, a website, text message, or social media.

Cheating – Cheating is taking someone else’s work and making it one’s own, practicing fraud or deception with relation to school work or responsibilities

Controlled Substances – Prescription drugs, look-alike drugs, drug paraphernalia, narcotics, chemical inhalants, marijuana and any substance deemed in violation of state law

Expulsion – Directed dismissal from school

Flaunting of Sin -- Students may be asked to leave if they continue to flaunt and/or glamorize sin or choices that would reflect a non-Christian lifestyle. If a student’s attitude towards a personal sin remains repentant and serious about change, the administration may allow the student to remain in school and to work toward change.

Forgery – The act of falsely and fraudulently marking or altering a document. Writing and/or using the signature or initials of another person and/or impersonating another person on the telephone with regard to attendance.

Harassment – The use of verbal or physical threats/actions or any language that is demeaning or offensive. Sexual harassment includes touching or aggressive action toward private areas, pulling on another’s clothes, or any language that is sexually threatening or demeaning. House of the Lord Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. This policy prohibits Employee-Student Harassment, Student-Student Harassment, and Student-Employee Harassment.

Insolence – attitude of contempt

Insubordination – This behavior involves defiance of authority and/or rules and regulations, and includes verbal abuse, or recognizable derogatory gestures.

Public Display of Affection – Sexual activities, consisting of displays of romantic affection (i.e. holding hands, hugging, kissing, caressing, groping, or any offensive sexual physical contact) on campus or at a school function

Sexual Immorality – Fornication or any other form of sexual immorality. Students becoming pregnant or causing pregnancy

Substance Abuse – Anyone who has consumed substances deemed illegal by the Idaho

Suspension – Directed absence from school for a determined period of time. Suspensions may be in-school or out of school

Vandalism – Intentional vandalism includes defacing, destruction, or mutilation of any building, fixture, vegetation, or materials belonging to the school, personnel, or another person’s property

APPENDIX A

Hebrews 12 New King James Version (NKJV)

The Race of Faith

12 Therefore we also, since we are surrounded by so great a cloud of witnesses, let us lay aside every weight, and the sin which so easily ensnares *us*, and let us run with endurance the race that is set before us, **2** looking unto Jesus, the author and finisher of *our* faith, who for the joy that was set before Him endured the cross, despising the shame, and has sat down at the right hand of the throne of God.

The Discipline of God

3 For consider Him who endured such hostility from sinners against Himself, lest you become weary and discouraged in your souls. **4** You have not yet resisted to bloodshed, striving against sin. **5** And you have forgotten the exhortation which speaks to you as to sons: “My son, do not despise the chastening of the Lord, Nor be discouraged when you are rebuked by Him; **6** For whom the Lord loves He chastens, And scourges every son whom He receives.” **7** If you endure chastening, God deals with you as with sons; for what son is there whom a father does not chasten? **8** But if you are without chastening, of which all have become partakers, then you are illegitimate and not sons. **9** Furthermore, we have had human fathers who corrected *us*, and we paid *them* respect. Shall we not much more readily be in subjection to the Father of spirits and live? **10** For they indeed for a few days chastened *us* as seemed *best* to them, but He for *our* profit, that *we* may be partakers of His holiness. **11** Now no chastening seems to be joyful for the present, but painful; nevertheless, afterward it yields the peaceable fruit of righteousness to those

who have been trained by it.

Renew Your Spiritual Vitality

12 Therefore strengthen the hands which hang down, and the feeble knees, **13** and make straight paths for your feet, so that what is lame may not be dislocated, but rather be healed. **14** Pursue peace with all *people*, and holiness, without which no one will see the Lord: **15** looking carefully lest anyone fall short of the grace of God; lest any root of bitterness springing up cause trouble, and by this many become defiled; **16** lest there *be* any fornicator or profane person like Esau, who for one morsel of food sold his birthright. **17** For you know that afterward, when he wanted to inherit the blessing, he was rejected, for he found no place for repentance, though he sought it diligently with tears.

The Glorious Company

18 For you have not come to the mountain that may be touched and that burned with fire, and to blackness and darkness and tempest, **19** and the sound of a trumpet and the voice of words, so that those who heard *it* begged that the word should not be spoken to them anymore. **20** (For they could not endure what was commanded: “And if so much as a beast touches the mountain, it shall be stoned[e] or shot with an arrow.” **21** And so terrifying was the sight *that* Moses said, “I am exceedingly afraid and trembling.” **22** But you have come to Mount Zion and to the city of the living God, the heavenly Jerusalem, to an innumerable company of angels, **23** to the general assembly and church of the firstborn *who are* registered in heaven, to God the Judge of all, to the spirits of just men made perfect, **24** to Jesus the Mediator of the new covenant, and to the blood of sprinkling that speaks better things than *that of* Abel.

Hear the Heavenly Voice

25 See that you do not refuse Him who speaks. For if they did not escape who refused Him who spoke on earth, much more *shall we not escape* if we turn away from Him who *speaks* from heaven, **26** whose voice then shook the earth; but now He has promised, saying, “Yet once more I shake not only the earth, but also heaven.” **27** Now this, “Yet once more,” indicates the removal of those things that are being shaken, as of things that are made, that the things which cannot be shaken may remain. **28** Therefore, since we are receiving a kingdom which cannot be shaken, let us have grace, by which we may serve God acceptably with reverence and godly fear. **29** For our God *is* a consuming fire.

1 Corinthians 13 New King James Version (NKJV)

The Greatest Gift

13 Though I speak with the tongues of men and of angels, but have not love, I have become sounding brass or a clanging cymbal. **2** And though I have *the gift of* prophecy, and understand all mysteries and all knowledge, and though I have all faith, so that I could remove mountains, but have not love, I am nothing. **3** And though I bestow all my goods to feed *the poor*, and though I give my body to be burned, but have not love, it profits me nothing. **4** Love suffers long *and* is kind; love does not envy; love does not parade itself, is not puffed up; **5** does not behave rudely, does not seek its own, is not provoked, thinks no evil; **6** does not rejoice in iniquity, but rejoices in the truth; **7** bears all things, believes all things, hopes all things, endures all things. **8** Love never fails. But whether *there are* prophecies, they will fail; whether *there are* tongues, they will cease; whether *there is* knowledge, it will vanish away. **9** For we know in part and we prophesy in part. **10** But when that which is perfect has come, then that which is in part will be done away. **11** When I was a child, I spoke as a child, I understood as a child, I thought as a child; but when I became a man, I put away childish things. **12** For now we see in a mirror, dimly, but then face to face. Now I know in part, but then I shall know just as I also am known. **13** And now abide faith, hope, love, these three; but the greatest of these *is* love.

Matthew 18 New King James Version (NKJV)

Who Is the Greatest?

18 At that time the disciples came to Jesus, saying, “Who then is greatest in the kingdom of heaven?”

2 Then Jesus called a little child to Him, set him in the midst of them, **3** and said, “Assuredly, I say to you, unless you are converted and become as little children, you will by no means enter the kingdom of heaven. **4** Therefore whoever humbles himself as this little child is the greatest in the kingdom of heaven. **5** Whoever receives one little child like this in My name receives Me.

Jesus Warns of Offenses

6 “Whoever causes one of these little ones who believe in Me to sin, it would be better for him if a millstone were hung around his neck, and he were drowned in the depth of the sea. **7** Woe to the world because of offenses! For offenses must come, but woe to that man by whom the offense comes! **8** “If your hand or foot causes you to sin, cut it off and cast *it* from you. It is better for you to enter into life lame or maimed, rather than having two hands or two feet, to be cast into the everlasting fire. **9** And if your eye causes you to sin, pluck it out and cast *it* from you. It is better for you to enter into life with one eye, rather than having two eyes, to be cast into hell fire.

The Parable of the Lost Sheep

10 “Take heed that you do not despise one of these little ones, for I say to you that in heaven their angels always see the face of My Father who is in heaven. **11** For the Son of Man has come to save that which was lost. **12** “What do you think? If a man has a hundred sheep, and one of them goes astray, does he not leave the ninety-nine and go to the mountains to seek the one that is straying? **13** And if he should find it, assuredly, I say to you, he rejoices more over that *sheep* than over the ninety-nine that did not go astray. **14** Even so it is not the will of your Father who is in heaven that one of these little ones should perish.

Dealing with a Sinning Brother **15** “Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. **16** But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses every word may be established.’ **17** And if he refuses to hear them, tell *it* to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector. **18** “Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.

19 “Again I say to you that if two of you agree on earth concerning anything that they ask, it will be done for them by My Father in heaven. **20** For where two or three are gathered together in My name, I am there in the midst of them.”

The Parable of the Unforgiving Servant

21 Then Peter came to Him and said, “Lord, how often shall my brother sin against me, and I forgive him? Up to seven times?” **22** Jesus said to him, “I do not say to you, up to seven times, but up to seventy times seven.

23 Therefore the kingdom of heaven is like a certain king who wanted to settle accounts with his servants. **24** And when he had begun to settle accounts, one was brought to him who owed him ten thousand talents. **25** But as he was not able to pay, his master commanded that he be sold, with his wife and children and all that he had, and that payment be made. **26** The servant therefore fell down before him, saying, ‘Master, have patience with me, and I will pay you all.’ **27** Then the master of that servant was moved with compassion, released him, and forgave him the debt.

28 “But that servant went out and found one of his fellow servants who owed him a hundred denarii; and he laid hands on him and took *him* by the throat, saying, ‘Pay me what you owe!’ **29** So his fellow servant fell down at his feet[d] and begged him, saying, ‘Have patience with me, and I will pay you all.’ **30** And he would not, but went and threw him into prison till he should pay the debt. **31** So when his fellow servants saw what had been done, they were very grieved, and came and told their master all that had been done. **32** Then his master, after he had called him, said to him, ‘You wicked servant! I forgave you all that debt because you begged me. **33** Should you not also have had compassion on your fellow servant, just as I had pity on you?’ **34** And his master was angry, and delivered him to the torturers until he should pay all that was due to him. **35** “So My heavenly Father also will do to you if each of you, from his heart, does not forgive his brother his trespasses.”

APPENDIX B
HLCA Disciplinary Slip
Minor Violation/Yellow Card

Name: _____

Grade: _____

Teacher: _____

Date: _____

Reason:

- Food in classroom
- Dress Code Violation
- Public Affection/PDA
- Disruption to classroom
- Missing Assignment (>3)
- Tardy (>3) Recorded in office _____ Reported by Teacher(s) _____

Teacher/Administrator Comments:

Parent Notification

- Call Date: _____
- Msg. Date: _____
- Email Date: _____
- Conf. Date: _____

Administrator Signature:

Student Signature:

Parent Signature:

APPENDIX C
HLCA Disciplinary Action
Major Violation/Red Card

Name: _____ **Grade:** _____

Teacher: _____ **Date:** _____

Reason: (below as defined in glossary of terms)

- | | | |
|--|---|--|
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Insolence/Attitude | <input type="checkbox"/> Poss. of controlled substance |
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Bullying | <input type="checkbox"/> Inappropriate Language |
| <input type="checkbox"/> Offensive Material | <input type="checkbox"/> Truancy/Ditching | <input type="checkbox"/> Use of Tobacco |
| <input type="checkbox"/> Destruction of Property | <input type="checkbox"/> Theft | <input type="checkbox"/> Poss. Of firework/lighter |
| <input type="checkbox"/> Forgery | <input type="checkbox"/> Lying | <input type="checkbox"/> Cheating |
| <input type="checkbox"/> Endangerment | <input type="checkbox"/> Other behavior unbecoming: _____ | |

Staff Comments: _____

Administrative Decision:

- Friday School In-school Suspension, Date(s) _____
- Out-of-school Suspension, Date(s) _____ Closed Campus, Date(s) _____
- Parent Notification Call Message Mail Email Conference
- Date/Time of Notification _____

Administrative Comments: _____

Administrator's Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____