



Heritage Christian Schools

How we treat others matters to God. Below are ways we should strive to treat others and ways we should be careful not to treat others. On the back page are applicable passages from God’s Word, the Bible. Please take the time to consider what each passage says. When a student persists in treating others in a manner that is contrary to how Scripture directs, and it is deemed DELIBERATE and REPEATED, it will be addressed as bullying.

VERBAL	How to treat others (includes, but is not limited to)	Build others up ▪ Encourage others (cheer someone up who is sad) ▪ Use kind words ▪ Speak well of others ▪ Do not be a part of gossip (talking behind other people’s back) ▪ Use helpful words ▪ Be polite (use words like ‘please’, ‘thank you’, ‘excuse me’, etc.) ▪ Apologize when you hurt someone with your words
	How not to treat others (includes, but is not limited to)	Tease others ▪ Name-calling ▪ Use bad words ▪ Bother others ▪ Make fun of others ▪ Speak poorly of others ▪ Hurt others with words ▪ Threaten (say you will harm) another person; whether real, implied or joking ▪ Using certain words in place of bad words (implied swearing) ▪ Tease someone ▪ Lie to someone or about someone ▪ Speak rudely ▪ Criticize how someone looks or does something ▪ Say negative things about someone’s family
SOCIAL	How to treat others (includes, but is not limited to)	Be respectful ▪ Be cooperative (work with others) ▪ Be sensitive of other’s feelings ▪ Although it is not possible to include everyone in everything, it is important not to exclude anyone all the time ▪ Be helpful ▪ When you see someone by themselves, think about how you can reach out to him/her with God’s love ▪ Pray for others ▪ Be friendly ▪ Welcome new students ▪ Share ▪ Be happy for others when they succeed or something good happens
	How not to treat others (includes, but is not limited to)	Damage someone’s reputation (how others think of them) ▪ Spread rumors (things that may or may not be true) ▪ Tell someone not to be friends with another person ▪ Do something you know irritates another person and is unwanted ▪ Interfere with another person’s ability to do something ▪ Cheat from others or let others cheat from you ▪ Take any item that does not belong to you ▪ Put down other people ▪ Embarrass someone in public ▪ Make mean/rude gestures or motions using one’s face or hands ▪ Correct someone in front of others
PHYSICAL	How to treat others (includes, but is not limited to)	Keep your hands and feet to yourselves ▪ Treat school property and other’s stuff with respect ▪ When someone falls down, offer to help him/her up ▪ Play according to the rules and be aware of your strength ▪ Keep proper distance from others (arm length) when in line ▪ Be respectful of other people’s personal space
	How not to treat others (includes, but is not limited to)	Fight with others (or giving the appearance of such behavior) ▪ Hit someone ▪ Kick someone ▪ Push someone ▪ Trip someone ▪ Poke someone ▪ Pinch someone ▪ Spit on someone ▪ Take or break other people’s personal belongings ▪ Inappropriate affection (romantically holding hands, full body hugs, kissing, etc.) ▪ Touch someone where you should not touch them ▪ Intimidate others with force ▪ Do things to try to anger people ▪ Block someone ▪ Unwanted contact ▪ Throw things at other people
CYBER with permission from a parent	How to treat others (includes, but is not limited to)	Use electronic communication (i.e., internet, social media, texting, etc.) to: Compliment other people ▪ Help others learn about God and how His Word, the Bible, can make a difference in their life ▪ Build healthy relationships with other people ▪ Raise awareness for good causes ▪ Assist other students with their school work
	How not to treat others (includes, but is not limited to)	Use electronic communication (i.e., internet, social media, texting, etc.) to: Insult people ▪ Spread rumors ▪ Post pictures of someone without his/her permission ▪ Post comments that damages someone’s reputation ▪ Post private conversations without the consent of those involved ▪ Post or send hurtful, mean or harmful messages

ANTI-BULLYING POLICY

Student Discipline Committee

A Student Discipline Committee has been formed at HCS to review all reported student discipline matters. The team will meet on a monthly basis during the school year and consists of: 1) HCS School Board member, 2) HCS Administrator, 3) Academy Teacher, 4) Junior High Teacher and 5) HCS Aide. At each meeting the Principal and Director of Student Life and Family Accounts will be present to provide input and answer any questions the committee has. In the course of meeting together during the school year, if it is identified that a particular student is bullying his/her fellow students (due to deliberate and repeated behavior that is not in line with how Scripture directs us to treat one another), then the following steps will be taken:

Step One The student and his/her parent(s)/guardian(s) will be asked to meet with the Principal and Director of Student Life and Family Accounts to discuss the actions of the student and how his/her fellow students have been adversely impacted. Upon completion of the meeting, the student will be given certain materials to complete corresponding to the behavior being addressed (i.e., assigned reading, answer questions from the reading, meet with a staff member to go over everything, etc.). All materials are to be completed within a one week period. Either the Principal or Director of Student Life and Family Accounts will meet with the student once during this period to review the materials with the student.

If a student persists in treating his/her fellow students in a manner that is deemed as bullying in the course of a school year . . .

Step Two The student and his/her parent(s)/guardian(s) will be asked to meet with the Principal and Director of Student Life and Family Accounts a second time to discuss the actions of the student and how his/her fellow students have been adversely impacted. The student will be given additional materials to complete corresponding to the behavior being addressed and will be placed on **in-house suspension** for a minimum of two days to a maximum of three days. All materials are to be completed within a two week period. Either the Principal or Director of Student Life and Family Accounts will meet with the student over the course of the two weeks to review the materials with the student.

If a student persists in treating his/her fellow students in a manner that is deemed as bullying in the course of a school year . . .

Step Three The student and his/her parent(s)/guardian(s) will be asked to meet with the Principal and Director of Student Life and Family Accounts a third time to discuss the actions of the student and how his/her fellow students have been adversely impacted. The student will be placed on **home suspension** for a minimum of two days to a maximum of three days. In the course of the next four weeks, the student will be required to see a professional counselor on a weekly basis (totaling four sessions). After the initial visit with the student, if it is determined by the counselor that it would be beneficial for certain family members to be involved in any of the remaining three sessions, then the recommendation of the counselor must be followed. A list of recommended professional counselors will be supplied by HCS. The parent(s)/guardian(s) of the student will be responsible for paying the cost of all four counseling sessions. If the parent(s)/guardian(s) choose a counselor not included on the list supplied by HCS, he/she must be a certified Marriage and Family Therapist (MFT).

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Step Four The student will be expelled and cannot return to HCS.

Student Care Team

In the event a student has been adversely impacted by a fellow student, and the Principal and Director of Student Life and Family Accounts determines that it would be beneficial for the student to meet with someone to further process what happened and how he/she is dealing with the matter, a member of the Student Care Team will meet with the student as soon as possible (this is in addition to the Principal or Director of Student Life and Family Accounts supporting the student). Members of the Student Care Team will receive appropriate training to serve in this capacity and will report directly to the Principal and Director of Student Life and Family Accounts.

Applicable Passages from God's Word, the Bible

"My command is this: Love each other as I have loved you." *John 15:12*

"Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails..." *1 Corinthians 13:4-8*

"Do everything in love." *1 Corinthians 16:14*

"Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others. In your relationships with one another, have the same mindset as Christ Jesus: Who, being in very nature God, did not consider equality with God something to be used to his own advantage; rather, he made himself nothing by taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, he humbled himself by becoming obedient to death—even death on a cross!" *Philippians 2:3-8*

"Be devoted to one another in love. Honor one another above yourselves." *Romans 12:10*

"So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets." *Matthew 7:12*

"My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, because human anger does not produce the righteousness that God desires." *James 1:19-20*

"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." *Ephesians 4:29*

"Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." *Ephesians 4:31-32*

"But I tell you, love your enemies and pray for those who persecute you." *Matthew 5:44*

"Do not be overcome by evil, but overcome evil with good." *Romans 12:21*