

TARDIES

It is important for students to develop the habit of being punctual for this will surely carry over into the time when the student enters the workforce.

Excused Tardy

An excused tardy is defined as a personal illness, a doctor or dental appointment, serious illness, death in the immediate family, or a court appearance.

These tardies will be excused when the office receives a note from the parent when the student arrives at school for the day.

If a student is tardy to school, he/she must check in with the Attendance Secretary. The student needs to bring a written note from his/her parent stating the reason for the tardy, as well as the date and time of arrival. **No tardy notes will be accepted at a later date.**

Unexcused Tardy

Students tardy to class without a note from the school office, teacher, health services, or administrator will receive an unexcused tardy.

Per semester each student will be allowed two “grace” unexcused tardies per class. On the third unexcused tardy, a detention will be issued. A detention will be received for each additional unexcused tardy for the remainder of the semester.

Students who are more than **15 minutes late** are considered **absent** for that class period.

If students arrive from a doctor’s appointment or any other extenuating situation they must check in through the Attendance Office, even if during class change time.

DISCIPLINE STRUCTURE

Students who have behavior problems are treated according to the level of conduct with any disciplinary action varying with the degree of severity of the infraction.

Unacceptable Conduct - *Level I*

Unacceptable conduct is defined as those activities engaged in by student(s) that tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or that are contrary to the Mission of ECS.

Acts of unacceptable conduct at this level may include, but are not limited to:

- Classroom tardiness
- Disrupting class
- Failure to complete assignments or carry out directions
- Violation of dress code
- Littering classroom or school grounds
- Chewing gum
- Missing all or a major part of a class
- Improper use of electronic devices during the school day
- Other unacceptable conduct as determined by the teacher

Sanctions to be applied in cases of unacceptable conduct at *Level I* may include, but are not limited to:

- Outside of class work
- Detention
- Parent Conference
- Privileges revoked

Appearance Standard violations will be handled by individual classroom teachers, according to the guidelines written in the handbook. Classroom teachers will ask students to comply and may use a variety of actions including, but not limited to:

- Verbal reprimand
- Parental notification and/or conference
- Appearance Standard management contract
- Detention

At this level, it is the goal that classroom teachers should establish relationships with students. Repeated unacceptable conduct at *Level I* may be reclassified as *Level II*, and may be considered as willful disobedience or defiance and referred to the Principal's Office.

Unacceptable Conduct - *Level II*

Unacceptable conduct at this level is defined as those activities engaged in by students, which are directed against persons or property and violate basic honor and trust afforded students at ECS.

Acts of inappropriate conduct may include, but are not limited to:

- Academic dishonesty (cheating/plagiarism)
- Misrepresentation of the truth (lying)
- Use of forged notes or excuses
- Fighting
- Abusive language to staff or students
- Trespassing
- Threats against others
- Vandalism (minor)
- Refusal to obey school personnel
- Illegally occupying or blocking in any way, school property with intent to deprive others of its use
- Habitual acts of disorderly conduct
- Skipping or cutting school
- Missing detention
- Use of tobacco products
- Any other acts as determined by the Principal

Sanctions to be applied in cases of unacceptable conduct at *Level II* may include, but are not limited to:

- Temporary removal from class
- Suspension (includes suspension from all school activities)
- Referral to outside agency
- In all cases of cheating/plagiarism, an academic penalty will be assessed.
- Friday Night or Saturday School
- Restitution of property damages.
- Plan of Restoration

Unacceptable Conduct - *Level III*

Conduct at *Level III* is defined as those activities engaged in by student(s) which result in violence to oneself or another person or property, or which pose a direct and serious threat to the safety of oneself or others. These activities require administrative action, which could result in the immediate removal of the student from ECS, the interaction of law enforcement authorities and/or action by the Head of School.

Acts of unacceptable behavior in this category include, but are not limited to:

- Actions shocking to the conscience
- Assault and battery
- Bomb threats
- Possession, use, or transfer of dangerous weapons
- Sexual offenses
- Vandalism (major)

- Violating curfew on school sponsored trips
- Entering the hotel room, cabin, etc. of the opposite sex on school sponsored trips
- Theft and/or possession or sale of stolen property
- Arson/tampering with fire alarm
- Furnishing, selling, or possession of controlled substances (drugs, narcotics, alcohol, or poisons)
- Use of intoxicants
- Electronic bullying or sending of inappropriate material

Basic enforcement procedures to be followed in instances of unacceptable behavior *Level III* are: The Principal should confer with the staff involved, affect the appropriate disciplinary action and, if appropriate, should meet with the student. If warranted, the student should be removed immediately from the school environment. A parent or guardian should be notified as soon as possible. Removal of student requires immediate notification of Head of School. Where appropriate, the Head of School will contact law enforcement authorities. A complete written record shall be filed in Head of School's office. **Possible sanctions to be applied in cases of *Level III* misconduct may include, but are not limited to:**

- Suspension (includes suspension from all school activities)
- Expulsion (requires Head of School's approval)
- Restitution of property and damage
- Referral to outside agency
- Behavioral analysis plan designed by a multi-disciplinary team
- Plan of Restoration

The philosophy of ECS confers upon all staff the authority to consider extenuating, mitigating or aggravating circumstances, which may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate sanction to be used. Inappropriate conduct at *Level II* and *Level III* warrant investigation and counseling with teacher and other staff who have direct responsibility for the student.

DETENTION/ Friday Night School/Saturday School

Grades 9-12:

Detention is held **Thursday** from 7:00 a.m. until 7:40 a.m.

Friday Night School will be held on home athletic event nights and will begin at **6pm**. Students will be held until the end of the athletic event.

Saturday School is held from **9:00am-noon**.

Students are **REQUIRED** to be in dress code for detention or Friday Night School/Saturday School.

Failure to show up for detention, Friday Night School, or Saturday School will result in additional consequences.