



Secondary School Policies and Procedures

Greetings Parent/Guardian,

Effective September 12, 2016 the following policies and procedures will be strictly enforced.

Middle school students are to be in class by 8:00 a.m. daily. High school students are to be in class by 8:15 a.m. daily. Students are allowed a 5 minute grace period to enter the building. The following procedure is followed when a child enters the building past the grace period late:

*Attendance Procedure late arrival to the building

1 st infraction	Late arrival pass
2 nd infraction	Late arrival pass and parent notification
3 rd infraction	Late arrival pass, parent notification, lunch period detention
4 th infraction	Late arrival pass, parent notification, 1 day suspension, and parent - administrator meeting
	<i>5 late arrivals to school = 1 unexcused absence for 1st period class 8 unexcused absences = automatic F (per quarter) for the class</i>

Chronic Unexcused Tardiness to classes other than 1st hour (*this applies if your child has been written up by a teacher due to 3 or more unexcused times being late to class*)

1 st infraction	Lunch period detention and parent notification
2 nd infraction	2 Lunch period detentions and parent notification
3 rd infraction	1 day suspension and parent-administrator meeting
4 th infraction	Parent notification, 1 day suspension, and parent - administrator meeting before returning to school

Middle and high school students are expected to be in complete uniform daily. The following procedure is followed when a child is out of uniform:

*Dress Code Violation Procedure

1 st infraction	Out of uniform pass and parent notification
2 nd infraction	Out of uniform pass, parent notification, and lunch detention
3 rd infraction	Out of uniform pass, parent notification, 1 day suspension, and parent-administrator meeting

Middle and high school students are allowed to have cell phones during school hours. However, cell phone usage is prohibited in class unless the teacher allows it. The following procedure is used when a child uses their cell phone without the teacher's consent.

(Continued on back)



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Cell Phone Policy (*this applies if your child has been written up by a teacher due to constant cell phone usage and infractions are reset every quarter*):

1 st infraction	Cell phone taken and returned to student at the end of the day
2 nd infraction	Cell phone taken, lunch detention issued, and cell phone returned to parent at the end of the day
3 rd infraction	Cell phone taken, 2 lunch detentions issued, cell phone returned to parent at the end of the day
4 th infraction	Cell phone taken, 1 day suspension or cell phone kept by school for 5 school days.
	Any further infractions will result in the student not having a cell phone on school grounds during the school day.

* Families are allowed **one intervention** per semester. Directly contact your child's director to set up a plan of action to prevent detention/suspension of your child for dress code and late arrivals.

Continued infractions of these policies will lead to suspension and possible expulsion.

Sincerely,

Mrs. Patterson, Director of Middle School
Mr. Wells, Head of School