

St. John's Episcopal School  
Grades 3-8 Discipline Policy

The following discipline policy applies to all classes

Level One

The following acts are considered unacceptable and will warrant the issuing of: Verbal warning - Written warning - Detention

1. Dress code violations
2. Chewing gum, eating candy and using cough drops. (Cough drops may be used as needed with written request from parents.)
3. Failure to deliver and/or return communication with parents

Level Two

Detention is held during lunch/recess for 3rd - 5th and for one hour after school for 6th - 8th. Detentions will be held on Tuesdays. Students will only be released to an authorized adult on after school detentions.

The following acts are considered unacceptable and will warrant the issuing of a detention:

1. Vulgarity/Profanity
2. Disruptive behavior on school grounds  
(classroom/hallways/bathrooms/playground/lunchroom/ Chapel etc.)
3. Disrespect to school personnel, other students.
4. Failure to attend detention session
5. Inappropriate physical contact.
6. Being on the field without permission/supervision.

**Students with (3) detentions will be referred to administration.**

### Level Three

All Level Three infractions are unacceptable and will warrant the issuing of a suspension. An immediate conference between administration and parents will be held to determine if further action should be taken.

1. Cheating
2. Insubordination towards school personnel
3. Stealing
4. Fighting/Unsafe behavior
5. Damaging/Defacing property
6. Vandalism
7. Forgery of parent signature(s)
8. Harassment/Threatening behavior toward other students or school personnel
9. Violation of personal property
10. Bullying

### Level Four

The following acts are considered unacceptable and will warrant the issuing of an immediate suspension or expulsion.

1. Weapons/Firearms
2. Tobacco/Alcohol/Substance Abuse
3. The willful failure/refusal to follow any of the school rules may result in immediate suspension/expulsion.

### Tardy Policy

While many of the above mentioned infractions cause disruption in the learning process, Tardies are the most frequent and most disruptive infraction. A student being tardy has negative consequences for the entire class. The tardy student misses important information, and the other students are disrupted. If a student is late in arriving at school, the student will not be allowed in class until they have reported to the attendance monitor and received permission from the teacher to be

admitted to class. Discipline consequences may be necessary for repeated tardiness. After accumulating ten unexcused tardies, students will be issued a detention and will not be eligible for Perfect Attendance.

### Test Rules

Fair and efficient administration of tests requires that the following rules be scrupulously observed.

1. SILENCE must be maintained from the time the test begins until the teacher says the test is over.
2. All material pertaining to test subject matter must not be visible to any of the test takers.
3. Student must have all material necessary for taking the test ready and available prior to beginning the test (paper, pencil, eraser, etc.)
4. Student is not to leave his/her seat except to turn in the test.
5. If the student needs any assistance from the teacher, he/she must raise a hand.

An infraction of the test rules will result in a "Zero" on the test and a detention. Repeated infractions will result in further consequences involving the administration.

**After thorough investigation of the offense or action, the school reserves the right to move to high level consequences for repeated offenses or when actions warrant.**

**Consequences will be more severe for not telling the truth or if caught being dishonest. Dishonesty will be addressed with additional consequences.**