
### Discipline Procedures

**Affirmation/Coaching Cards**

**Affirmation Card:** Green copy is sent home. Yellow copy is put into the ‘Affirmation Box’.

**Coaching Card:** Pink copy is sent home with student to be signed. Students have 3 days to return it with parent signature. Blue copy is given to the office.

**Coaching Card Procedures:** Coaching cards are entered into student’s discipline record.

1. **Opportunities for Coaching**
	1. Disregarding dress code
	2. Attendance/tardy violations
	3. Failure to complete assignments
	4. All other behavior problems (i.e., disobedience, disrespect, inappropriate language)
2. **Coaching Card Consequences**
	1. One – notification card
	2. Two – notification card
	3. Three – Conference with the student, student serves detention
	4. Four – Conference with parents at school
	5. Five and above – 2% deduction in all classes, significant discipline action
3. The coaching card consequences begin at zero each semester. All consequences are subject to change with notification in writing given to the parents and students at the time of implementation. If the infraction is severe, notifications may be bypassed and a detention may be issued or a parent conference scheduled immediately.
4. If notifications are not returned to the office within 3 school days of the infraction, a second card will be issued. The second notification will be viewed as the same type of infraction as the first. If the second notification is not returned within 3 school days, a detention will be scheduled because it is the third violation. Thus, for each notification that is not returned on time, the consequences for the infraction continue through the consequence list.

**Detention:** Detention will be 50 minutes after school from 3:10-4:00. Three detentions in one semester will result in an in-school suspension.

**Probation:** This is a warning disciplinary action, which gives a student opportunity to correct problem areas by establishing positive work habits and positive responses over a time period as directed by administration. If negative behavior does not change, the student may be expelled from CCS. Probation can be used as part of the admission process as well as throughout the year for addressing academic or behavioral concerns.

**In-school suspension:** The student will be expected to come to school, but rather than attend classes, will be isolated in a room. The student will be responsible to do all class work, which will be brought to him/her by the office. A student on “in-school suspension” will not participate in activities throughout the day or extracurricular activities after school.

**Full suspension:** The Administration has the authority to suspend any student for up to five days in the case of serious or persistent misbehavior or negative attitudes. During this time, the student is excluded from all school activities. All work missed must be made up and credit will be given. All suspensions will be reported to the School Board.

**Expulsion:** Expulsion or refusal to accept future re-enrollment of a student is reserved to the Board of Directors. Once expelled, the student loses the privilege of being a student at CCS for up to the balance of that year. Credit for any schoolwork done in a partial grading period may also be lost.

###### **Readmission after Expulsion:** A non-cooperative student who has withdrawn or been expelled may be reconsidered for admission upon approval of the Board of Directors and Administration.