

## OES Upper School Timeback Policy

### Principles:

- It is important that students be present for obligations during the academic school day (classes, gathering, advisory, chapel, X Period, etc.) and that they use time appropriately (by being attentive and respectful).
- It is easy to avoid earning a Timeback.
- Consequences for inappropriate use of time should be assigned and served in a timely manner.
- Consequences should be serious, undesirable, and educational but should not interfere with the health of students and faculty.
- The intended outcome of a Timeback is for students to understand that:
  - There are consequences for failing to meet school obligations.
  - Failing to meet obligations detracts from their experience and the experience of the community.
  - There are appropriate and more constructive ways to address the circumstances that gave rise to the behavior that resulted in this consequence.

### How Timeback is Assigned:

- Unexcused Absences. Timeback will be used primarily when students are absent from class or another required event without an excuse. If a student has an unexcused absence, he or she will be assigned a Timeback automatically (communicated via email), but may appeal to the appropriate Grade Dean. The Grade Dean will be responsible for communicating with the student's advisor (and family, if necessary) and will decide whether additional consequences are warranted.
- Tardies. Teachers may assign Timeback as a consequence for multiple tardies as long as he/she has a clear, written, published policy. Teachers must warn students that the next tardy will result in a Timeback before assigning one.
- Other Rule Violations. When any faculty or staff member observes student misbehavior or any rule violation, he/she should speak to the student directly and report the incident to the appropriate Grade Dean with requests and/or recommendations for consequences. Timeback is an option for other violations but not the default consequence.

### Schedule:

- Timeback will start at 3:15 on Tuesday and Friday each week and will last 60 minutes unless a student qualifies for a time reduction (see 30-minute rules below).
- Students will serve Timeback within a week of the offense.
- Students will be automatically assigned to the next scheduled Timeback but may attend the one after that session if they present the reasons why a delay is warranted to a Grade Dean.

### Rules:

- During Timeback, Students will sit in silence and write a reflection that answers the following questions:
  1. Why were you assigned a Timeback?
  2. Who was or could have been affected by your conduct?
  3. How will you avoid such conduct in the future?
  4. What do you understand about OES's expectations of you in the situation that led to Timeback?
  5. Is there anything you would like the teacher who assigned the Timeback or your Grade Dean to understand about your situation? Are there any extenuating circumstances?
- Students may not do any homework or other activities aside from the written reflection.
- Students may not bring any electronic devices (computers, cell phones, iPods, etc).
- The Proctor will make sure students are silent, awake, and non-disruptive.
- The Proctor will make sure students answer all reflection questions in a thoughtful manner.
- The Proctor will collect the reflections and give them to the appropriate Grade Deans. If a Grade Dean sees something deficient in the reflection, he or she will contact the student and decide if further consequences or reflection are warranted.

### 30-Minute Timeback:

- A student may reduce his/her Timeback session from 60 to 30 minutes by completing a reflection before the assigned Timeback in the following manner:
  - Check in with your Grade Dean to receive instructions.
  - Write your reflection.
  - Get the reflection signed by a Grade Dean (or Jordan Elliott or Deri Bash)
  - Bring that signed reflection to Timeback and give it to the Proctor.